

PROVINCETOWN AIDS SUPPORT GROUP
ANNUAL MEETING

JULY 25, 1994

PRESENT: Alice Foley, Walter Boyd, Max Jasny, Mark Bulman, Kelly Kelman, Bill Lee and Gregg Russo.

MINUTES: A motion was made by Max Jasny to accept the minutes of the May 23, 1994 meeting. The motion, seconded by Bill Lee, carried.

EXECUTIVE DIRECTOR REPORT: Alice distributed a package including the year end data, the aggregate client volunteer information, the number of clients the PASG presently has, the case managers client load, client deaths and volunteer activity. The information was discussed and showed the increase in activity in the past year. Also distributed was a packet of information on the John Paul Mitchell System Hair products issue which discusses an in house memo which the PASG obtained which was blatantly discriminatory against HIV people. Every AIDS service organization in large cities were notified and the response was remarkable. The company now has a new policy which is very good. Alice states that a while back there had been a meeting with clients in regards to increasing non-reimbursable fund and Alice had requested that DPH earmark money for non-traditional therapies. In relation to this, Alice has looked at some space upstairs that could be used for massages etc. The major problem would be in relation to the stairs. The Bank is holding it and they are asking \$47,000. Alice will ask for a traffic flow study to be done. Board members were interested and would like to look at the space. It was decided the staff should do a small position paper on the use of the space. It was felt that perhaps we could work out a special deal with the bank. Alice will check into this. There is also a cottage available in the East End of Town. Rent would be \$400-500 a month. It is heated, pleasant and has a small porch and one parking space. The Board felt it would be best to have all programs located as close to the office as possible. Alice discussed her concerns about the recent theft of rolled coins and tuxedo and some missing food. They are contacting the people in charge of the Twelve step program and asking them to account for their keys.

TREASURER'S REPORT: Max Jasny stated that the Annual report for the fiscal year '93 had been sent out in the mail. He distributed figures which were in summary of that report and three previous reports. These figures show that we are financially solid. The figures show that donations have been climbing. We received several sizable grants in FY '93 which we may not be able to count on for FY '94.

Fund raising events have also been on an upward climb but are choppy. On the expense side, we continue to have 20% total of fund raising administrative costs and 8% goes to direct program. We now have the software to do the in house bookkeeping which will start this July.

A copy of the Corrective Action Plan Agreement was given to members. The Financial report included two findings that needed to be addressed. This agreement addresses two minor points:

1. They require that the time sheets reflect the breakdown of administrative time, fund raising hours and time spent on various programs.
2. There was a mistake in billing under the Ryan White Grant where the state was billed twice and they will want the money back.

A motion was made by Gregg Russo to approve the plan as presented. The motion, seconded by Bill Lee, carried unanimously.

A second motion was made by Gregg Russo to accept the audited business plan for FY '93. The motion which was seconded by Max Jasny carried unanimously.

FUND RAISING REPORT: A written report was submitted from Douglas Brooks. The report was reviewed by the Board members. Kelly questioned if the restaurants have been thanked since the chef's table is now over. Alice will check into this. Walter offered special thanks to Douglas from the Board of Directors.

VOLUNTEER REP REPORT: Kelly Kelman read a letter regarding her feelings being a volunteer rep. In her letter Kelly listed some of her misgivings and some suggestions for improvements. Kelly requested that she receive feedback on her statement. Several issues were discussed and Alice suggested meeting with Kelly and going over the letter with her. The Board thanked Kelly for her input and stated that the board welcomed all kinds of feedback. Kelly's letter will be

filed with the minutes. Gregg Russo mentioned his reservations in having the Board meet every other month instead of monthly. Bill Lee agreed there should be more meetings. Max Jasny motioned to increase the number of currently scheduled Board of Directors meetings from six per year to 10 per year. Gregg Russo seconded the motion which carried unanimously.

CLIENT REP REPORT: Mark Bulman read a letter of resignation from the Board of Directors and as Client Representative. In his letter, Mark stated several issues he felt needed immediate attention. One issue addressed at the meeting was the client office/desk. Alice stated that the carpenter who did the custom carpentry in the past would be building the desk. It was thought that it could be done before summer but we have no control over the carpenter and he has been unable to get here. Two other issues discussed were the hiring of staff without going through the process of the past and the purchasing of vans without client input.

ELECTION OF OFFICERS: Max nominated Sue Basner to sit on the Board. Bill Lee seconded the nomination which carried unanimously. Kelly Kelman resigned as client representative. Client and Volunteer representatives and alternates will be advertised for.

Slate:

Walter Boyd, Chairman
Max Jasny, Treasurer
Sue Basner
Bill Lee
Gregg Russo

The Board of Directors unanimously voted to accept the slate.

NEXT MEETING: The next meeting of the Board of Directors will be held on September 12, 1994.

There being no further business to discuss, Gregg Russo motioned to adjourn the meeting. The motion which carried unanimously was seconded by Bill Lee.