

BUDGET FOR JULY AUGUST AND SEPTEMBER. 1954.

JULY.

Payroll	\$2,800.00
Provisions	1,200.00
Meat	625.00
Utilities	400.00
Laundry & Kitchen	50.00
Drugs	50.00
Repairs (new cables for elev \$50).	350.00
Furnishings	200.00
Improvements	100.00
Funerals	75.00
Other expenses	100.00
Advances charged to members	200.00
Interest on members deposits	300.00
Contingent.	50.00
	<u>\$ 6,500.00</u>

AUGUST.

Payroll	\$2,800.00
Provisions	1,200.00
Meat	625.00
Utilities	400.00
Laundry & Kitchen	50.00
Drugs	50.00
Repairs	300.00
Improvements	100.00
Funerals	75.00
Other Expenses	100.00
Advances charged to members	200.00
China and silver	180.00
Contingent	120.00
	<u>\$6,200.00</u>

SEPTEMBER.

Payroll	\$2,800.00
Provisions	1,200.00
Meat	625.00
Utilities	400.00
Laundry & Kitchen	50.00
Drugs	50.00
Repairs	300.00
Improvements	100.00
Funerals	75.00
Other Expenses	100.00
Advances charged to members	200.00
Contingent	300.00
	<u>\$6,200.00</u>

Minutes.
June 6, 1934.

The regular monthly meeting of the Board of Managers of
the Old Peoples Home was held at 10:30 Wednesday June 6 at 2507 Pine
Street, Mrs Leavitt presiding.

Mr Denham opened the meeting with prayer.

ATTENDANCE: Those present were Mesdames: Andrews, Whicher, Bates,
Borda, Willits, Barrett, Bean, Townsend, Dick, Holder,
Leavitt and Walkup.

MINUTES: The minutes of the regular monthly meeting and the annual
meeting also a special meeting held during May were read
approved and filed.

REPORTS: The reports of the Superintendent, Matron and Head Nurse
were read and filed.

The Treasurer's report showed:

Balance on hand April 30, 1934.....	\$2,526.16
Received from Board of Trustees.....	6,500.00
Total amount available	\$9,026.16
Total disbursements.....	\$5,575.98
Balance on hand May 31, 1934.....	\$3,450.18

Upon a motion duly made by Miss Willits and seconded by
Mrs Bean the Treasurer's report was ordered filed.

APPLICATIONS: Thomas Jefferson Walcom 66 years of age a native of
San Francisco now residing at 2999 California Street
applied for membership in the Home. He wishes to pay
\$4250 for his room and \$150 probation fee. Dr Rumwell
recommended he be accepted. On a motion duly made by
Mrs Whicher and seconded by Mrs Bates he was accepted
as a probationary member of the Home.

MOVEMENTS: On motion made by Mrs Whicher and seconded by Mrs Borda
it was decided that rugs in members rooms be replaced by
suitable carpets as necessity arises.

On a motion made by Mrs Andrews and seconded by Miss Willits
it was decided to ask the Trustees to allow us the priv-
ilege of making up any necessary deficiency, not to
exceed \$500, in the admission fee of any worthy person
applying for membership in the Home. Each individual
application for membership and its acceptance to be
subject to approval by the Trustees.

The budget for July August and September was approved
as presented by a motion duly made and seconded.

The various committees had nothing of value to report.

The room committee reported 27 vacant rooms.

There being no further business the meeting adjourned.
Respectfully submitted, Edith Walkup Sec'y.

Minutes.
August 1, 1934.

The regular monthly meeting of the Board of Managers of the Old Peoples Home was held at 2507 Pine Street Wednesday August 1 at 10:30 A.M. Mrs Bailhache presiding in the absence of Mrs Leavitt.

Mr Denham opened the meeting with prayer.

ATTENDANCE: Those present were Mesdames: Hodgen, Tufts, Bailhache, Holder, Barrett, Andrews, Borda, Gay and Walkup.

MINUTES: The minutes of the previous meeting were read approved and ordered filed.

REPORTS: The reports of the Superintendent, Matron and Head Nurse for June and July were read and filed.

The Treasurer's report showed

Balance on hand May 31.....	\$3,450.18
Received from Board of Trustees.....	4,500.00
Total available for June.....	7,950.18
Total disbursements for June.....	6,612.63
Balance on hand June 30.....	1,317.59
Received from Board of Trustees Jul. 1....	5,000.00
Total available for July.....	6,317.63
Total disbursements for July.....	6,612.59
Overdraft July 31, 1934.....	295.04

Upon a motion duly made by Mrs Hodgen and seconded by Mrs Borda the report was approved and filed.

ACCEPTANCES: The probations of Mrs Hortense Darling, Mr Thomas J. Walcom and Miss Eleanor Quinlan having expired July 26, August 12 and August 16 respectively, upon the recommendation of the Superintendent and admission committee Mrs Tufts moved and Mrs Borda seconded they be admitted to membership.

APPLICATIONS: William Gothberg 65 years of age formerly from Skolde Sweden now living at 1278 Market Street applied for membership. He wishes to pay \$4000 for his room and \$150 probation fee. Dr Rumwell recommended he be admitted. Upon a motion made by Mrs Tufts and seconded by Mrs Hodgen he was to begin his probation at once.

James Smith who had been assistant head waiter under Paul is to receive \$55 a month upon a motion duly made and seconded.

The various committees had nothing of importance to report. The buying committee reported the purchase of new supplies of towels and for nursing department new muslin draw sheets and also recommended the purchase from time to time of unpainted chiffrobes to supplement the inadequate closet space in several of the rooms also the purchase of single wool blankets as required. There being no further business the meeting was adjourned.

Respectfully submitted *Edith D. Walkup Sec'y.*

Minutes.
September 7, 1934.

The regular monthly meeting of the Board of Managers of the Old Peoples Home was held at 2507 Pine Street Wednesday September 7, 1934 at 10:30 A.M. Mrs Leavitt presiding.

Mr Denham opened the meeting with prayer.

ATTENDANCE: Those present were Mesdames: Andrews, Borda, Bean, Townsend, Gay, Bates, Holder, Leavitt and Walkup.

MINUTES: The minutes of the previous meeting were read approved and on motion duly made and seconded ordered filed.

REPORTS: The reports of the Superintendent Matron and Head Nurse were read and filed.

The Treasurer's report showed:

Balance on hand July 31, 1934 (overdraft).....	\$295.04
Received from Trustees August 1.....	\$6,000.00
Total amount available.....	\$5,704.96
Total disbursements for August.....	\$5,806.13
Balance on hand August 31, 1935.....	\$ 101.17

On a motion made by Mrs Bean and seconded by Mrs Townsend the report was ordered filed.

MEMORIAL: Dr Winterberg is filling Dr Rumwell's place on the staff of the Home during the latter's illness. The Secretary was instructed to write a note of appreciation to Dr Rumwell with hopes for his recovery.

Mrs Townsend moved and Mrs Bean seconded the motion authorizing the executive committee to formulate some plan to be presented to the Trustees whereby applicants for membership over 85 years of age may pay on a monthly basis.

ADMISSIONS: Mr and Mrs John McCulloch and Mr William Gothberg whose probation has expired were admitted to membership in the Home on a motion made by Mrs Andrews and seconded by Mrs Gay.

There was no executive meeting during August.

Dr Crawford is at present giving the services formerly rendered by Dr Glaser.

The budget for September October and November was read, approved and a copy ordered sent to Mr Burling.

The buying committee was authorized to purchase necessary easy chairs \$19 to \$27.50 also portable lamps and a Secretaire as seems advisable and practical to them.

Upon a motion made by Mrs Gay and seconded by Mrs Townsend it was decided to trim the trees on the Rixford property and also remove the two large acacia trees thus avoiding excessive shade and permitting more gardening space.

There being no further business the meeting was adjourned.

Respectfully submitted,
Cedith D. Walkup
Secy.

Minutes.
October 3, 1934.

The meeting of the Board of Managers of the Old Peoples
Home was held at 2507 Pine Street, Wednesday October 3 at 10:30 A.M.
Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames: Bates, Andrews, Bailhache,
Tufts, Bean, Gay, Barrett, Dick, Holder, Townsend,
Hodgen, Whicher, Mailliard, Leavitt and Walkup.

Mr Denham opened the meeting with prayer.

MINUTES: The minutes of the previous meeting were read approved and
upon a motion duly made and seconded ordered files.

REPORTS: The reports of the Superintendent, matron and head nurse
were read and ordered filed.

The Treasurer's report showed:

Balance on hand August 31, 1934.....	\$ 101.17
Add amount ck. 27725 cancelled.....	50.00
Received from Trustees	\$ 6,000.00
Total available	\$ 5,948.83
Total disbursements for September	\$ 5,978.16
Overdraft September 30, 1934	\$ 29.33

On a motion made by Mrs Townsend and seconded by Mrs Gay
the report was ordered filed.

The reports of various committees were heard from the
chairmen.

Upon a motion made by Mrs Tufts and seconded by Mrs Bean
it was decided that a notation be entered in the minutes
explaining the overdraft occurring in July August and
September.

Miss Maude McKenzie who passed away August 26 left a
trust fund of \$2215.00.

EXECUTIVE MEETING : Mrs Leavitt gave a report of the Executive meeting held
September 13 which decided to use 8 available small
rooms for possible members (4 men and 4 women) of 85
years or older. The admission fee for applicants for
membership 85 years or older to pay if desired \$70 per
month. The usual two months probation to be required
in either case. Mr Flaherty to work out the details
of special contracts required, in regard to the assur-
ance of said payments during the lifetime of the member.
On a motion made by Mrs Bailhache and seconded by Mrs
Barrett the plan of the executive committee was approved
by the Board subject to the approval of the Trustees.

Minutes October 3, 1934 continued.

APPLICATIONS: Mrs Mary Jane Gordon 70 years of age a native of Pennsylvania now residing in Redwood City made application for membership. She wished to pay \$4000 for her room and \$150 probation fee. She was accepted and is to begin her probation as soon as she received certificate from Dr Winterburg.

* Upon a motion made by Mrs Bailhache and seconded by Mrs Tufts it was decided to alter the interpretation of our applications for admission to membership in the Home, to include the probation fee of \$150 which would be retained as customary in the event of the applicant leaving at the end of the two months. This above to be referred to the Trustees for their approval.

Any necessary change or rearrangement in the hours on duty of members of the staff to be left entirely to the discretion of the Superintendent. There being no further business the meeting was adjourned.

Respectfully submitted,

Edith D. Waekup

Sec'ty.

* Note - Correction

Application: Strike out: "alter the interpretation of our applications for admission to membership in the Home."

Minutes.
November 7, 1934.

The meeting of the Board of Managers of the Old Peoples' Home was held Wednesday November 7, at 10:30 A. M. at 2507 Pine Street. Mrs. Leavitt presiding.

ATTENDANCE: Those present were Mesdames Andrews, Dick, Holder, Gay, Tufts, Whicher, Bates, Bean, Leavitt and Walkup.

Mr. Denham the Superintendent opened the meeting with prayer.

MINUTES: The minutes of the Previous meeting were read, approved and on a motion duly made by Mrs. Gay and seconded by Mrs. Tufts were ordered filed.

REPORTS: The reports of the Superintendent, Matron and Head Nurse were read and ordered filed.

The Treasurer's report showed:

Balance on hand September 30, 1934	O. D.	\$ 29.33
Received from The Trustees.....		6000.00
Amount available for October 1934.....		5970.67
Total disbursements for October.....		5797.85
Balance on hand October 31, 1934.....		<u>\$ 172.87</u>

Upon a motion made by Mrs. Tufts and seconded by Mrs. Whicher the report was accepted and ordered filed.

The Chairman of the dining room committee Mrs. Whicher asked for a general discussion toward improvements in the dining room menus, and service. The Board promised their support in any and all improvements she cared to suggest.

The Buying Committee asked permission to purchase "secretaries" as needed in certain rooms, these seem most practical for conserving space in the smaller rooms, and at the same time supplying ample furniture needs to the members.

The Visiting Committee made a report on the numerous calls made during the month.

EXECUTIVE COMMITTEE: The Executive Committee reported that a meeting was held at 2507 Pine Street, October 30, admitting to probation Miss Auguste Schonian, 72 years of age, living at _____ who applied for membership October 18. She wished to pay \$4500.00 for her room, and Miss Mary Jane Gordon, 70 years of age living at Redwood City, who applied for probation October 17. She wished to pay \$4250.00 for her room. The Committee included the \$150 probation fee in both instances subject to the approval of the Board of Trustees. The Committee also approved the painting of the women's quarters and admitted the work to be deferred until January.

APPLICATIONS: Mrs. Millie Winter Chapman 66 years of age, formerly of Iowa and now living at 51 El Soren Court, applied for membership to the Home. She wished to pay \$4000.00 for her room. (Dr's. Certificate) The admission Committee waived the usual probation fee of \$150.00

RESPONDENCE: The President instructed the Secretary to write the following thanking them.
Mrs. Wildason for a brass knocker.
Mrs. Kell for the punch bowl
Mrs. Helbling for larger bird bath.
McLeans for assortment of rolls and buns donated during the month.
Miss Parrott
Miss Campbell.

There being no further business the meeting was adjourned.

Respectively Submitted,

Cedric O. Walkup

Sec'ty Board of Managers.

RE:

As to the O. D. occurring during July, August and September it is called to your attention that the condition is due to the Trustees depositing less than the budget amount to our account, and is not to be construed as derogatory to the Management of the Home.

Minutes.
December 5, 1934.

The meeting of the Board of Managers of the Old People's Home was held Wednesday December 5th, 1934 at 2507 Pine Street. The President Mrs. Leavitt called the meeting to order at 10:30 A. M.

ATTENDANCE: Those present were: Mesdames Bates, Tufts, Bailhache, Bean Gay, Townsend, Holder Mailliard, Leavitt and Walkup.

Mr. Denham opened the meeting with prayer.

MINUTES: The minutes of the previous meeting were read, approved and on a motion duly made and seconded ordered filed.

REPORTS: The reports of the Superintendent, Matron and Head Nurse were read and ordered filed.

The Treasurer's Report showed:

Balance on hand October 31, 1934.....	\$ 172.87
Received from Trustees November 1, 1934	6000.00
Amount available for November.....	6172.87
Total disbursements for November.....	6120.08
Balance on hand November 30, 1934.....	\$ 52.79

Upon a motion duly made by Mrs. Tufts and seconded by Mrs. Gay the report was ordered filed.

CORRESPONDENCE: The Secretary was instructed to write Dr. Coulson thanking him for the radio presented the Home After his return.

The Board received a letter from Dr. Rumwell permanently severing his connections from the Home and recommending Dr. Winterberg be allowed to continue in his capacity.

Upon a motion made by Mrs. Townsend and seconded by Mrs. Gay the Secretary was instructed to write a letter of deep regret to Dr. Rumwell and also a letter to Dr. Winterberg asking him to serve as House Physician permanently.

REQUISITIONS: Upon a motion made by Mrs. Tufts and seconded by Mrs. Holder it was decided to replace the Eureka Vacuum cleaners used by the Home with Electrolux machines. The same to be purchased by Mrs. Bailhache.

Mrs. Mailliard moved and Mrs. Tufts seconded that installation of Automatic Fire Escapes be considered and recommended to the Trustees for the Home.

APPLICATIONS: Mrs. Luella E. White 73 years of age formerly of Delevan, Illinois now living at 757 Sutter Street applied for membership, she wished to pay \$4500.00 for her room. Dr. Winterberg strongly advised against her acceptance as she was not in normal health for her years. It was decided not to accept her for probation, on a motion duly made by Mrs. Townsend and seconded by Mrs. Bean.

ACCEPTANCES: Upon a recommendation of the Superintendent and the Admission Committee and a motion made by Mrs. Bean and seconded by Mr. Bailhache Mrs. Schonian and Mrs. Gordon whose probation expire December 18th and December 17th were accepted to membership to the Home.

MISCELLANEOUS: Pursuant to recent discussion as to the admission fees of applicants over 80 years of age and upon the recommendation of Mr. Flaherty that a definite scale of fees be decided upon, Mrs. Tufts moved and Mrs. Gay seconded, the adoption of the following scale of fees. Prices arebased on the table of Expectancy of Life as set forth by Equitable Life Ins. Co.

Admission fees for 80 to 84 years incl.	\$3000.00
" 85 years of age	2355.00
" 86 years of age	2000.00
" 87 years of age	1834.00
" 88years of age	1596.00
" 89 years of age	1428.00
" 90 years of age	1176.00
" 91 years of age	1008.00
" 92 years of age	840.00
" 93 years of age	675.00
" 94 years of age	510.00
" 95 years of age	420.00

There being no further business the meeting was adjourned.

fully
Respectively submitted,

Edith D. Walker

Sec'ty Board of Managers.

Minutes.
January 2, 1935.

The regular meeting of the Board of Managers of the Home was held Wednesday January 2, 1935 at 2507 Pine Street, at 10:30 A. M. Mrs. Leavitt presiding.

ATTENDANCE: Those present were Mesdames Borda, Bates, Bean Wilson, Dick, Willits, Holder, Townsend, Teavitt, Andrews, Gay, Barrett, Mailliard and Walkup.

Mr. Denham the Superintendent opened the meeting with prayer.

MINUTES: The minutes of the previous meeting were read and approved and on a motion duly made and seconded ordered filed.

REPORTS: The reports of the Superintendent, Matron and Head Nurse were read and ordered filed.

The Treasurer's report showed:

Balance on Hand November 31, 1934.....	\$ 52.79
Received from the Trustees Dec. 1.....	<u>6000.00</u>
Total amount available for December/.....	6052.79
Total disbursements for December.....	<u>6161.11</u>
Balance on hand December 13, 1934 O. D.	108.52

On a motion duly made and seconded the Treasurer's report was approved and ordered filed.

ACCEPTANCES: Mrs. Chapman's probation expires January 7, 1935 and on the recommendation of the Superintendent, Admission Committee and a motion made by Mrs. Bean and Seconded by Mrs. Borda she was to be admitted to membership in the Home.

MISCELLANEOUS: The Board of Trustees through Mr. Murphy requested that the Board of Managers reconsider their action of last meeting refusing Mrs. Luella White admission to the Home. Mrs. Bean withdrew her motion denying her admission.

Mrs. Leavitt informed the Board that a revision of the fees, to be charged members over 85 years of age was necessary and that the Executive Committee would present the new prices for admission at the February meeting. As the scale of fees adopted at the December meeting does not allow sufficient margin for unanticipated or unusual expenses.

A letter from Mr. Flaherty regarding the Bresse will together with a copy of the section of the will in question and a copy of the decree of distribution was read to the Board.

A requisition for replacement of necessary china to cost \$244.00 as presented by the matron was referred to Mrs. Whicher and approved by the Board on a motion made by Mrs. Bean and seconded by Mrs. Barrett.

Dr. Coulson requested the approval of the Board for the print-

ing of 500 new circulars at his expense. On a motion by Mrs. Townsend and seconded by Mrs. Bean the necessary approval was given.

The various committees had nothing at the time of moment to report.

The president informed the Board of the Necessity of painting the helps quarters in the near future.

After considerable discussion and deferring to the wished of the Board of Trustees, on a motion duly made by Mrs. Wilson and seconded by Mrs. Holder it was decided to permit Mrs. White to begin her probation at once provided that sufficient and ample guarantee as to her future special care if necessary be paid out of the balance of her husbands estate when settled & very explicit signed statement as to the above conditions to be drawn up by Mr. Flaherty and signed by the Executors of her husbands will at the time of her entrance to the Home.

There being no further business the meeting was adjourned.

Respectively submitted,

Cedric D. Waekup

Sec'ty Board of Managers.

Minutes.
February 6, 1935.

A meeting of the Board of Managers of the Old Peoples' Home was held at 2507 Pine Street, Wednesday, February 6, 1935 at 10:30 A. M. Mrs. Leavitt presiding.

ATTENDANCE : Those present were Mesdames Townsend, Borda, Bailache, Walkup Dick, Gay, Tufts, Bean, Leavitt, Wilson, Willits, Bates, Holder, Andrews and Oddie.

Mr. Denham the Superintendent opened the meeting with prayer.

MINUTES : The minutes of the previous meetings were read and on motion duly made by Mrs. Borda and seconded by Mrs. Gay were accepted and ordered filed.

REPORTS : The reports of the Superintendant, Matron and Head Nurse were read and ordered filed.

The Treasure's report showed:

Balance on hand December 31, 1934.....	O. D. \$ 108.32
Received from the Trustees.....	<u>7000.00</u>
Total available for January 1935.....	6891.68
Total disbursements for January 1935.....	<u>6717.67</u>
Balance on hand January 31, 1935.....	\$ 174.01

On a motion made by Mrs. Bailache and seconded by Mrs. Tufts the report was ordered filed.

APPLICATIONS: Mrs. Luella White began her probation January 14, 1935.

Mrs. Lenchen Stoffers of Germany 65 years of age now living at 520 Church street, San Francisco, applied for membership. She wished to pay \$4100.00 for her room. Dr. Winterberg recommended that she be admitted to membership. On a motion made by Mrs. Bean and seconded by Mrs. Bailache it was decided to admit her to probation.

EXECUTIVE COMMITTEE: The Executive Committee held a meeting at 2507 Pine Street, January 31, 1935 and admitted to probation Mr. Wesley Maxon 75 years of age formerly of Brooklyn N. Y. and Mrs. Wesley Maxon formerly residing in Germany and 73 years of age and now living at Corte Maderas. They agreed to pay \$8000.00 for their rooms and \$250.00 for additional plumbing. Dr. Winterberg recommended that they be admitted to Membership.

The Executive Committee also adopted a revised scale of admission fees based on the Table of Expendancy of the U. S. Insurance Bureau as follows:

65 to 79 years inclusive.....	\$4000.00
80 to 85 years inclusive.....	3000.00
86 years of age.....	2000.00
87 " "	1800 .00

88 years of age	\$1700.00
89 "	1600.00
90 "	1500.00
91 "	1400.00
92 "	1300.00
93 "	1200.00
94 "	1100.00
95 "	1000.00

All applicants to admission to membership under the above are subject to all provisions provided in our contracts. Probation fees to be included in the above figures. No one is at any time to be admitted to the Home for any fee under \$1000.00. On a motion made by Mrs. Tufts and seconded by Mrs. Townsend the Board of Managers are approving and accepting this report of the Executive Committee. The Secretary was instructed to write a letter to the Board of Trustees requesting their approval to the above.

REQUISITION: Mrs. Wilson the Head Nurse made a requisition through the Hospital Committee for 12 new pails for her department. On a motion by Mrs. Townsend and seconded by Mrs. Gay the request was granted.

On a motion made by Mrs. Townsend and seconded by Miss Willits the Buying Committee was instructed to make some provision for the installation of economical but adequate lighting for the closets in the member's rooms.

MISCELLANEOUS: The Room Committee has nothing to report. We now have 31 vacant rooms.

The Chairman of the Visiting Committee made a splendid report of the number of visits made in the past month.

There being no further business the meeting was adjourned.

Respectfully submitted,

Edith D. Walkup

Sec'ty Board of Managers.

Minutes.
March 6, 1935.

The regular meeting of the Board of Managers of the Old Peoples' Home was held at 10:30 A. M. Wednesday, March 6, 1935 at 2507 Pine Street. Mrs. Leavitt presiding.

ATTENDENCE : Those present were Mesdames Wilson, Hodgen, Bates, Andrews, Whicher, Townsend, Dick, Bean, Holder, Leavitt, and Walkup.

Mr. Denham the Superintendent opened the meeting with prayer.

MINUTES : The minutes of the previous meeting were read and on a motion duly made and seconded ordered filed.

REPORTS : The report of the Superintendent, Matron and Head Nurse were read and ordered filed.

The Treasurer's report showed:

Balance on hand January 31, 1935.....	\$ 174.01
Received from Trustees.....	6500.00
Amount available February 1, 1935.....	6674.01
Total disbursements.....	6633.23
Balance on hand February 28, 1935.....	\$ 40.78

On a motion duly made and seconded this report was ordered filed.

The reports of various committees were made but nothing of moment came before the board.

ACCEPTANCES : Mrs. Luella White whose probation is completed March 14, upon recommendation of the Superintendent and the Admission Committee and a motion made by Mrs. Townsend and seconded by Mrs. Bean was ordered admitted.

Mr. and Mrs. Wesley Maxon who complete their probation on March 31 on the recommendation of the Superintendent and Admission Committee and a motion made by Mrs. Andrews and seconded by Mrs. Whicher were admitted to membership.

APPLICATIONS : Mrs. Kate Parkinson 70 years of age formerly of Sonoma Co., now residing at Oak Street, San Francisco applied for membership and wished to pay \$4000.00 for her room. On a motion made by Mrs. Wilson and seconded by Mrs. Hodgen, she was accepted for probation.

Henry Joseph Stoner 70 years of age formerly of New Orleans now residing at 63 Castro Street, Alameda applied for membership and wished to pay \$4000.00 for his room. On a motion made by Mrs. Hodgen and seconded by Mrs. Andrews he was accepted for probation.

Mrs. Ella Harris 65 years of age native of San Francisco

now at 2711 Sacramento applied for admission for the home. She wished to pay \$4250 for her room. On a motion made by Mrs. Andrews and seconded by Mrs. Bates she was accepted for probation.

Dr. Winterberg recommended all three applicants for membership to the Home.

The budget for April, May and June was read and approved and a copy ordered sent to Mr. Burling.

There being no further business the meeting was adjourned.

Respectively submitted,

Edith D. Walker

Sec'ty Board of Managers.

BUDGET FOR APRIL MAY AND JUNE 1935.

Payroll	\$2,700.00
Provisions	1,600.00
Meat	750.00
Utilities	425.00
Laundry & Kitchen	50.00
Drugs	50.00
Repairs	250.00
Furnishings & Improvements	550.00
Advances charged to members	150.00
Funerals	50.00
Other Expenses	<u>125.00</u>
	<u>\$ 6,500.00</u>

Approved at meeting of Board of Managers
held March 6, 1935.

Secretary.

Minutes.
April 3, 1935.

A regular meeting of the Board of Managers of the Old Peoples' Home was held Wednesday April 3, 1935 at 2507 Pine Street at 10:30 A. M. Mrs. Leavitt presiding.

ATTENDANCE: Those present were Mesdames Bean, Bates, Townsend, Tufts, Willits, Dick, Holder, Border, Wilson, Andrews, Oddie, Leavitt and Walkup.

Mr. Denham opened the meeting with prayer.

MINUTES: The minutes of the previous meeting were read and on a motion duly made and seconded, accepted and ordered filed.

REPORTS: The reports of the Superintendent, Matron and Head Nurse were read and ordered filed.

Referring to the Superintendent's report on a motion duly made by Mrs. Andrews and seconded by Mrs. Townsend it was decided to have more than one estimate for the topping, pruning and moving of the trees.

On a motion made by Mrs. Bean and seconded by Mrs. Willits, permission was given Miss Bain to purchase Easter Eggs for the members of the Home.

The report of the nominating committee Mrs. Bates Chairman with Mrs. Bean and Mrs. Tufts, upon a motion duly by Mrs. Townsend and seconded by Mrs. Andrews was ordered posted until the next regular meeting.

The Treasurer's report showed.

Balance on Hand February 28, 1935.....	\$ 40.78
Received from Trustees March 1, 1935.....	6000.00
Total available.....	6040.78
Total disbursements.....	5941.19
Balance on hand March 31, 1935.....	99.59

ON a motion made by Mrs. Andrews and seconded by Mrs. Borda the report was ordered filed.

Reports of various other committees were heard but nothing of moment came before the board.

ADMISSIONS: Miss Sara Kenny, 70 years of age formerly of Ireland now living at 2943 Avalon Av., Berkeley, was accepted for probation upon a motion duly made by Mrs. Townsend and seconded by Miss Willits. She wished to pay \$4000.00 for her room.

ACCEPTANCES: Miss Lenchen Stoffers whose probation expires May 1, on a recommendation made by the Superintendent and a motion duly made by Mrs. Willits and seconded by Mrs. Wilson was accepted for membership.

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The present called members together again for further discussion of estimates submitted by Mr. Denham for the necessary tree work to be done. After discussing the matter with Mr. Denham the estimate furnished by Davey Tree Surgery Co. Ltd. it was decided to go ahead immediately and have the work taken care of in the proper manner. There being no further business the meeting was adjourned.

Respectfully submitted,

Edith D. Mackay
Sec'ty Board of Managers.

MINUTES.
May 1, 1935.

The regular meeting of the Board of Managers of the Old Peoples Home was held at 2507 Pine Street, Wednesday, May 1, 1935 at 10:30 A.M. Mrs Leavitt presiding.

The Superintendent opened the meeting with prayer.

Those present were Mesdames Bean, Willits, Borda, Townsend, Dick, Elder, Wilson, Gay, Bates, Leavitt and Walkup.

MINUTES: The minutes of the previous meeting were read, approved and on a motion made by Mrs Townsend and seconded by Mrs Bean were ordered filed.

REPORTS: The reports of the Superintendent, Matron and Head Nurse were ordered filed.

The Treasurer's report showed:

Balance on hand March 31	\$99.59
Received from Trustees	\$8,000.00
Total available for April	\$8,099.59
Total disbursements	\$7,240.77
Balance on hand April 30, 1935	\$ 858.82

*Treasurer's Annual Report on following page.

On a motion made by Mrs Borda and seconded by Mrs Andrews the Treasurer's report was ordered filed.

ADMISSIONS: Miss Kate Parkinson whose probation expires June 1, on the recommendation of the Superintendent and the admission committee, was accepted for membership on a motion made by Mrs Gay and seconded by Mrs Townsend.

APPLICATIONS: Mrs Grace Hilborn Webster, 72 years of age, formerly of Halesborough N.Y. now of 901 Crocker Bldg. S.F. applied to the Home for membership. She wishes to pay \$4000 for her room. Dr Winterberg recommended her for membership. On a motion made by Mrs Bates and seconded by Mrs Andrews she was accepted for probation.

Mrs Anna R. Albee 66 years of age formerly of Benicia now living at 166B Carl Street, S.F. applied for admission to membership in the Home. She wishes to pay \$4500 for her room. On a motion made by Mrs Holder and seconded by Mrs Bates she was accepted for probation being recommended by Dr Winterberg.

EXECUTIVE On a motion made by Mrs Townsend and seconded by Mrs Borda the SECRETARY Board of Managers decided that Mrs Anne Pogson was to receive \$125.00 per month. The unanimous opinion was that her services were invaluable to the Home.

There was no executive meeting during April.

The Visiting Committee gave an excellent report of its work during the month just past.

Minutes May 1, continued.

BUYING COMMITTEE: The Buying Committee through Mrs Leavitt acting for Mrs Bailhache reported the purchase of five secretaries and an easy chair during April.

NOMINATING
COMMITTEE:

The report of the nominating committee to be voted upon at our annual meeting May 15, was as follows:

President.....Mrs J.W. Leavitt.
1st Vice President.....Mrs E.W. Wilson.
2nd. Vice President.....Mrs Arthur Bailhache.
3rd. Vice President.....Mrs E.D. Walkup.
Secretary.....Mrs Josephine Borda.
Treasurer.....Mrs R.V. Holder.
Assistant Secretary and Treasurer.....Miss Sarah Oddie.

No vacancies on the Board of Managers to be filled by the nominating committee before the annual meeting May 15th.

There being no further business the meeting was closed.

Edith D. Walkup

Secretary.

ANNUAL MEETING MAY 15, 1935.

The annual Election of Officers of the Board of Managers of the Peoples Home was held at 3:30 Wednesday afternoon May 15th 1935 at 5507 Pine Street, Mrs Leavitt Presiding.

Those present were Mesdames: Holder, Borda, Wilson, Barrett, Willits, Oddie, Bean, Townsend, Gay, Dick, Andrews, Whicher and Akers.

The report of the nominating committee as presented at the last meeting was read and on a motion made by Mrs Wilson and seconded by Mr Andrews the Secretary was instructed to cast the ballot for the officers and members of the Board of Managers for the ensuing year. The ballot being cast in due order the following were declared elected to serve as officer for 1935-1936 and as members of the Board of Managers:

OFFICERS FOR THE YEAR 1935-1936.

President	Mrs J.W. Leavitt.
1st. Vice President.....	Mrs E.W. Wilson.
2nd. Vice President.....	Mrs Arthur Bailhache.
3rd. Vice President.....	Mrs E.D. Walkup.
Treasurer.....	Mrs R.V. Holder.
Secretary.....	Mrs Josephine Borda.
Assistant Secretary and Treasurer.....	Miss Sarah Oddie.

BOARD OF MANAGERS.

Mrs J.W. Leavitt.	Mrs Josephine Borda.	Mrs Charles B. Porter.
Mrs Jesse Andrews.	Mrs W.H. Dick.	Miss Sarah Oddie.
Mrs Arthur Bailhache.	Mrs George R. Gay.	Mrs George L. Townsend.
Mrs Gilbert Barrett.	Mrs J.D. Hodgen.	Mrs J.E. Tufts.
Mrs George Bates.	Mrs R.V. Holder.	Mrs E.D. Walkup.
Mrs George L. Bean.	Mrs J... Mailliard.	Mrs John Whicher.
Mrs Edward T. Cairns.	Miss Anna Willits.	Mrs E.W. Wilson.

On a motion made by Mrs Borda and seconded by Mrs Holder permission was given Miss Bain to take her vacation June 10th to 24th.

Miss Bain Made a requisition for approximately \$100 for the replacement of flat silver, which was considered advisable due to the present rise in silver and on a motion made by Mrs Whicher and seconded by Mrs Gay the permission to purchase the same was given.

On a motion made by Mrs Andrews and seconded by Mrs Wilson it was decided that light refreshments be served guests entertaining the members of the Home in the evening.

There being no further business the meeting was adjourned.

Secretary Board of Managers.

Edith D. Walkup

1935.

ANNUAL REPORT OF SECRETARY.

TO, THE MEMBERS OF THE CORPORATION,
OF THE OLD PEOPLES HOME, AND THE BOARD OF TRUSTEES.

LADIES AND GENTLEMEN:

In behalf of the Board of Managers of the Old Peoples Home, I submit the following report which is brief so as not to repeat the splendid and detailed report of the President of the Board of Managers, Mrs Leavitt, under whose guidance we have just completed a most gratifying year.

The Board of Managers during the fiscal year just past held 11 regular meeting, 2 special meeting and 5 executive meetings. The minutes of these have been duly kept and recorded by the Secretary.

We wish at this time to assure our President of our interested cooperation and congratulate her on the termination of another successful year.

We have been most fortunate in having with us for our most efficient Superintendent Mr Denham and kindly Matron Miss Bain, also Mrs Pogson our office secretary whose untiring efforts and deep understanding of the needs of our members make her so necessary to the Home. Our Head Nurse Mrs Caroline Willson also is invaluable, her conscientious performance of her duties being a source of dependence and comfort to those in her care.

Dr Winterberg, who now fills the place so long held by Dr Rumwell also has proven his suitability for the tasks before him.

During the year just past 16 members have been admitted to the Home, we now have 98 women and 60 men in our care, 158 in all. We have had 8 deaths since last May, and at present have available 21 desirable vacation rooms.

We hope that our efforts during 1934-1935 have met with approval of the Board of Trustees and welcome at all times their advise and counsel, realizing that only through cooperation with them can the Corporation attain the goal for which it was founded,

Edith D. Waebup

Secretary Board of Managers.

MINUTES
June 5th, 1935.

The regular meeting of the Board of Managers of the Old Peoples' Home was held at the Home on June 5, 1935, with Mrs. Leavitt, the President, in the chair.

ATTENDANCE: The members of the Board in attendance were: Mesdames Leavitt, Andrews, Bailhache, Bates, Bean, Cairns, Dick, Holder, Townsend, Tufts, Walkup, Wilson, and Miss Willits and Miss Oddie.

In the absence of the Secretary, Mrs Borda, who was out of town, the minutes were read by the Assistant Secretary, Miss Oddie.

MINUTES: The Minutes of the previous meeting were read and approved.

REPORTS: Reports of the Superintendent, the Nurse, and Matron were read, accepted and placed on file.

The Treasurer's report was as follows:

Balance on hand April 30,	\$ 858.82
Received from Trustees	6000.00
Total for May \$6858.82	
Disbursements	6779.22
Balance May 30	\$ 79.60

On a motion of Mrs Tufts, seconded by Mrs Bean the report was accepted and ordered placed on file.

Mrs Leavitt called attention to the increase in expences, particularly of the item of meat. The sales tax has increased from \$ 35.00 to \$ 65.00.

An inventory is to be taken which will show household supplies on hand. A special study will be made to ascertain the cost of individual servings- and to check buying.

- Mrs Leavitt also reported that she had purchased five secretaries from Hale's for \$ 99.75.

A lamp from Weinstein's for \$ 2.95. This is for the 4th floor sitting room.

A chair for \$ 7.50 from Bekin's.

A chest of drawers for \$ 12.50

A chair for \$ 18.00

Minutes June 5th, Cont'd.

ROOMS:

Mrs. Leavitt called the attention of the Board to the advisability of having, at all times, a fully furnished room to show prospective members. On a motion of Mrs Andrews, seconded by Mrs Walkup this was authorized.

It was also decided to have vacant rooms cleared of all furniture. It was pointed out that to show any rooms with odd pieces of old furniture gave a most unfavorable impression.

Mrs. Leavitt requested Mrs. Bailhache to prepare an outline to accomplish this result. It was reported that it requires about \$ 200.00 to prepare a room for a new member.

The Room Committee is making a survey of the rooms.

Mrs. Leavitt recommended changing the small and inadequate corner Closets to square ones. This costs about \$ 25.00 each. A motion was made by Mrs. Bailhache, seconded by Mrs. Wilson that this change should be made from time to time as the rooms are sold.

INCREASED WATER PRESSURE:

The following memorandum from Mr. Denham, regarding Improvements calling for increased water pressure.

" In recent years, members and especially new members, have been asking for wash-hand basins and some for toilets in their rooms. About fifteen basins and six toilets have been installed in the past three years and these have been paid for by those requesting these improvements.

These improvements have meant an increasing demand upon our hot water supply and we have now reached the point where our water pressure has to be increased.

A toilet is being installed at present in room 303, and basins in 303-304 and 306. To improve the pressure in this wing of the building which is farthest removed from the boilem room our plumber is putting in a new $1\frac{1}{2}$ in. pipe. This with the aid of a circulating pump, which we would like to secure at once, will do much to improve the situation.

There has been a shortage of hot water when a number have been drawing at the same time. This pump will increase the amount of hot water in the storage tank in the boiler room and augment the supply on hand in the evening when it is drawn on for baths.

Minutes June 5th, Cont'd.

NEW MEMBERS:

The following members whose probationary term has been completed, have been accepted.

Miss Sara Kenny, accepted on a motion of Mrs. Bailhache, seconded by Mrs. Bean.

Mrs Ella Harris, accepted on a motion of Miss Willits, seconded by Mrs Tufts.

Mrs Grace Webster, accepted on a motion of Mrs. Townsend, seconded by Mrs Tufts.

NEW APPLICATIONS:

The application for membership of Mrs Bertha Lucas, was read and on a motion of Mrs Andrews seconded by Mrs Tufts, was approved with the following explanation regarding her physical condition. Owing to a condition of heart weakness, the Doctor explained that a shock might result in a serious condition. To meet such an emergency Mrs Lucas volunteered to set aside a fund of \$ 1500.00 to be at the disposal of the Home to provide for any extra medical care. After some discussion it was decided to consult Mr. Flaherty regarding the details of this fund.

NEW CARPET:

The question of the new carpet for the drawing room and the library was fully discussed, and Mrs. Bailhache reported that the samples were to be submitted to the Board for them to see some of the patterns. The quality of interlining which has been recommended is not the most expensive, but would be adequate and durable and should be satisfactory.

The arrangement of the furniture in these rooms was also discussed and Mrs Leavitt recommended leaving the problem to Mrs. Bailhache, who should select her assistants and present her plan to the Board.

SWINGING SEAT:

Mrs. Leavitt reported that Mr. Murphy had authorized the purchase of a swinging seat for the garden and that Mrs. Bailhache had found one for \$ 19.75. On motion of Mrs. Walkup, seconded by Mrs Bean, this action was approved.

FIRE LADDERS:

Mrs. Leavitt reported that she had made unsuccessful efforts to make further investigation of the Automatic Fire Ladders. The Telephone of the company, The Tiffany Co., had been disconnected.

Minutes June 5th, Cont'd.

INCREASED WATER PRESSURE, cont'd.

By change of piping to and from the storage tanks on the roof, the engineer is doing much to improvr the pressure. The cost of improvements by Mr. McLeod, the plumber, will run about \$ 200.00 and the pump will cost \$ 49.00. These improvements are imperative if we are to provide an adequate supply of hot water to the basins recently installed and continue such improvements in the future. This work is being done to forestall a pressure system which would be exceedingly costly. At present we are depending entirely upon gravity for pressure.

On a motion of Mrs. Tufts, seconded by Mrs. Walkup this work was approved.

NURSING DEPARTMENT:

Mrs. Wilson reported that the Nurse is most anxious to have tray covers instead of paper napkins for the trays. She has suggested Indian head as the material to be used.

On a motion of Mrs. Bailhache, seconded by Mrs. Bean it was decided to paint the trays and to furnish these desired tray covers.

LETTERS:

Mrs. Leavitt read a letter from Miss Bain, asking for an increase in her salary. After a brief discussion of the matter, Mrs Leavitt said that she would explain to Miss Bain that at this time no salaries were being raised and that it would not be possible to grant such a request.

Mrs. Leavitt also read a letter from Mr. Parker regarding the carpets. He mentioned Bigelow carpet.

The Secretary was asked to write letters of thanks to Hugh Huston for his singing, and to Miss Gordon for her gift of fifty Hymn books.

SUN DIAL DEDICATION: It was reported that Dr. Coulson is planning a dedication of the sun dial, and the members are invited to a party at the Home on Tuesday June 18th, at 7:15 P.M. for that event.

BUILDING FUND:

In answer to a question regarding the status of the Building Fund, Mrs. Leavitt reported: \$ 38,779.12. Total receipts \$ 2352.00 \$ Net receipts \$ 1628.00.

Mrs Leavitt reported that there was no meeting of the Executive during the month. Mrs Andrews reported that 53 visits was the total for the Month.

MINUTES
Special Meeting
June 12th, 1935.

A special meeting of the Board of Managers of the Old Peoples' Home was held in the Board room on June 12th, 1935, at 11 a.m. Mrs Leavitt, the President, in the chair.

ATTENDANCE: Those present were Mesdames, Leavitt, Wilson, Bates, Tufts, Porter, Bean, Gay, Holder, Whicher, Townsend, Bailhache, Willits and Borda.

OBJECT: To discuss a change in the operating system of the Home and the consideration of Miss D.A.Bain's resignation as Matron.

BUSINESS: Mrs. Townsend moved and Mrs. Holder seconded that Miss Bain's resignation be accepted with regret. The Secretary was instructed to write Miss Bain to this effect and also send her a letter of recommendation for her future use.

Mrs Tufts moved and Mrs. Townsend seconded that Mrs. Leavitt be authorized to appoint a committee to formulate plans for the running of the Home.
Motion carried.

BUDGET: The Budget for July, August and September was presented. Mrs. Townsend moved and Miss Willits seconded that the Budget be accepted and the Secretary was instructed to forward a copy to Mr. R.C.Burling, Secretary of the Board of Trustees.

There being no further business the meeting was adjourned.

Respectfully submitted.

Josephine P. Borda.
Secretary.

MINUTES
August 7th, 1935.

The regular meeting of the Board of Managers of the Old Peoples' Home was held in the Board room at 2507 Pine Street on August 7th, 1935 at 10:30 a.m. Owing to the absence of the president, Mrs Leavitt, due to illness, Mrs E.W.Wilson, the First Vice president, presided.

ATTENDANCE:

Those present were Mesdames: Porter, Bean, Andrews, Townsend, Oddie, Holder, Dick, Walkup, Bates, Cairns, Bailhache, Whicher and Borda.

MINUTES:

The Minutes of the previous regular meeting of June 5th and those of the special meeting on June 12th were read and approved.

REPORTS:

The reports of the Superintendent, Office Secretary and Head Nurse were read and filed.

The Treasurer's report was as follows:

Bal. on hand May 30th.....	\$ 79.60
Amt. recd. from Trustees June 1st	77000.00
Disbursements for June.....	7610.32
Over draft June 30th.....	531.72
Recd. from Bd. Trustees July 1st.	7000.00
Disbursements for July.....	6862.86
Over draft July 31st.....	393.58

Mrs. Bailhache moved and Miss Oddie seconded that the Treasurer's report be accepted and placed on file.

APPLICATIONS:

Mrs. Ida Elizabeth Peterman, age 74 yrs, 9 m of # 421 Capp Street, San Francisco, applied for membership. She wishes to pay \$ 5500.00 and \$ 150.00 probation fee. Mrs. Bailhache moved and Mrs. Walkup seconded that Mrs. Peterman be accepted. Motion Carried.

Mrs. Helena J. Brown age 90 yrs., 8 mos. of # 523 Beaufort Street, Vallejo, California. wishes to pay \$ 1600.00 and \$ 150.00 probation fee. She wishes to have an attendant so the charge for this extra expense was left to be discussed with Mrs. Leavitt. Mrs. Andrews moved and Miss Oddie seconded that Mrs. Brown be accepted. Motion Carried.

Minutes of August 7th, Cont'd.

ACCEPTANCES:

Mrs. Andrews moved and Mrs. Holder seconded that Mrs Bertha Lucas be accepted on completion of her probationary period August 25th. Motion Carried.

The action of the President, admitting the following applicants during the months of June and July was ratified by the Board.

Mrs. Sophie Caroline Dittmer admitted to the Home on probation by the President, Mrs. Leavitt July 12th. Miss Oddie moved and Mrs Cairns seconded that this action of the President be approved. Motion Carried.

Mrs. Eva M. Galland admitted to the Home on probation by the President July 24th. Mrs. Bailhache moved and Mrs. Townsend seconded that this action of the President be approved. Motion Carried.

Mr. Robert Bunbery admitted to the Home on probation by the President June 21st. Mrs. Townsend moved that Mr. Bunbery open a joint bank account with the Home for special care in case of illness and that his admittance to the Home by the President be approved. Mrs. Walkup seconded the Motion Motion Carried.

CORRESPONDENCE:

Mrs. Bean moved and Miss Oddie seconded that a letter of thanks be written to Mrs. Charles Rossier for the Garden swing she so generously gave to the Home. Motion Carried.

Mrs. Bailhache moved and Mrs. Walkup seconded that a letter be written to Mrs. Leavitt expressing the sympathy of each member of the Board of her illness.

There being no further business the meeting was adjourned.

Respectfully Submitted,

Josephine P. Borda
Secretary.

SPECIAL MEETING
MINUTES
August 29th, 1935.

A special meeting of the Board of Managers of the Old Peoples' Home was held at 11 a.m. on Thursday, August 29th, 1935. at # 2507 Pine Street, Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames: Wilson, Bean, Dick, Bailhache, Townsend, Willits, Holder, Leavitt and Walkup.

Considerable discussion was held as to the advisability of admitting a member to the Home who required an attendant permanently. The case of Mrs Helena Brown, 90 years of age was discussed as she is the first new member to be admitted under the recently adopted sliding scale.

On a motion made by Mrs Bailhache and seconded by Mrs Bean it was decided to always proceed during probation in the same manner as when a member permanently joins the Home and all details of special contracts to be in writing.

Motion carried.

There being no further business the meeting was adjourned

Edith D. Walkup

Secretary pro tem.

MINUTES
September 4th, 1935.

The regular monthly meeting of the Board of Managers of the Old Peoples' Home was held at the Home on Wednesday, September 4th, 1935 with Mrs Leavitt presiding.

ATTENDANCE:

Those present were: Mesdames Leavitt, Walkup Andrews, Bailhache, Barrett, Bates, Dick, Hodgen, Holder, Townsend, Whicher, Wilson and Misses Willits and Oddie.

In the absence of Mrs Borda, Miss Oddie acted as Secretary.

MINUTES:

The Minutes of the previous meeting, Aug. 7th, were read and on a motion of Mrs Hodgen, seconded by Mrs Walkup, were approved with the following correction: The amount paid to the Home by Mrs Helena J. Brown was \$ 2100.00 instead of \$ 1600.00 as reported. Mrs Ida E. Peterman paid \$ 5500.00 for room # 426.

The Minutes of the special meeting of Aug. 29th, were read and approved.

REPORTS:

Reports of the Superintendent, Office Secretary, and Head Nurse were read, approved and ordered placed on file.

The Treasurer's report was as follows:

Over draft July 31st,	\$ 393.58
Recd. from Bd. of Trustees	7000.00
Disbursements for August	6968.46
Over draft August 31st.	362.04

There was a full discussion of the questions involved in making Mrs Brown comfortable and providing for her attendant. On a motion of Mrs Townsend, seconded by Mrs Hodgen it was voted that Mrs Brown should be charged \$ 25.00 per month for the living expenses of this attendant. This shall include room, board, and laundry, including bedding and towels, but no personal linen and she is to have accommodation in Mrs Brown's room.

ACCEPTANCE:

Mrs Sophie Dittmer, Room # 408
Mrs Eva M. Galland, " 368
Mr. Henry J. Stoner, " 459
Having completed their term of probation, it was moved by Mrs Bailhache and seconded by Mrs Holder that the above mentioned be accepted as members of the Home Motion Carried.

Minutes Sept. 4th, 1935, cont'd.

CORRESPONDENCE:

A letter was read from Mr. N.C.Runnice, asking that his room be changed from No. 464 to 448. After a full discussion of the situation it was decided that this request would have to be denied, and the following motion, made by Mrs. Townsend and seconded by Mrs. Whicher was passed; In view of the fact that the present arrangement was at his own request and the room now occupied his own selection, after due consideration the Board of Managers felt that their obligation has been fulfilled and that they can not grant the request for a change in rooms. The Secretary was instructed to write Mr. Runnice a letter to this effect.

Mrs. Bailhache reported that there are six small bed room chairs being upholstered. They will be delivered as soon as possible during the month. A new carpet has been ordered for room # 444. Mrs Reel's carpet has been ordered. The purchase was approved.

*On a motion of Mrs Bailhache and seconded by Mrs Walkup, it was decided that in cases where a member who is entitled to a renovated carpet and wishes a new one, the Home will pay the difference between the cost of a renovated carpet and the new one.

On a motion of Mrs Bailhache and seconded by Mrs Wilson, it was voted that the Drawing Room and Library should be renovated and the chimneys cleaned before the new carpet is laid.

Mrs Leavitt reported that there had been no meeting of the Executive Committee.

Mrs Wilson reported for the Hospital Committee that Dr. Winterberg recommends the purchase of an oven and on a motion of Mrs Bailhache seconded by Mrs Townsend it was decided that one be purchased.

Mrs Leavitt read a memorandum from Mr Denham calling attention to the necessity for a new roof. Letters containing estimates from several builders were read and on a motion of Mrs Wilson and seconded by Mrs Holder it was voted to accept the bid of James Cantley at his quoted figure of \$ 325.00.

There being no further business the meeting was adjourned.

Sarah S. Oddie

Assistant Secretary.

* Note Correction
Carpet. "The Home" - to read. "The Member"

MINUTES
October 2nd, 1935.

The regular meeting of the Board of Managers of 2507 Pine Street was held in the Board room on Wednesday, October 2nd, 1935, at 10:30 a.m. Mrs. Leavitt presiding.

ATTENDANCE:

Those present were Mesdames Leavitt, Wilson, Porter, Bean, Tufts, Bailhache, Walkup, Gay, Townsend, Oddie, Barrett, Dick, Bates, Willits, and Borda.

MINUTES:

The Minutes of the previous meeting were read and approved.

REPORTS:

The reports of the Superintendant, Office Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report was as follows:

Over draft August 30th.....	\$ 362.04.
Recd. from Trustees Sept. 1st.....	7000.00
Disbursements for Sept.....	6698.84
Balance on hand Sept. 30th.....	29.12

On a motion made by Miss Willits and seconded by Mrs Borda, The Treasurer's report was accepted. Motion Carried.

ACCEPTANCE:

Mrs. Helena J. Brown whose probation period expires October 23rd, and Mrs Ida E. Peterman whose probation period also expires before the next Board meeting in November, were voted members of the Home on a motion made by Mrs. Bailhache and seconded by Mrs. Gay. Motion Carried.

ROOMS:

Mrs. Bailhache moved and Mrs. Walkup seconded that the rooms be renovated or redecorated whenever this work is required instead of every four years as heretofore has been the custom and that the room Committee consult the Office regarding same. Motion Carried.

ORGAN:

Mrs. Wilson moved and Mrs. Walkup seconded that a small organ be rented for use of the Choral singing on Sunday evenings in the Chapel. Motion Carried.

TELEPHONE:

Mrs. Wilson moved and Mrs. Tufts seconded that a Notice of the Name and advantages offered by the Home be inserted in the Buyer's Guide of the Telephone book at a cost of \$ 5.00 per month. The wording of the notice to be left in the hands of the President Motion carried

Minutes of Oct. 2nd, cont'd.

RESOLUTION:

Mrs. Bailhache moved and Mrs. Barrett seconded that a Resolution be prepared on the death of Mrs. J. D. Hodgen and that a copy be sent to the family of Mrs. Hodgen.

Motion Carried.

CORRESPONDENCE:

A letter from Miss Nellie Vaughan was read, in which she notified the Board that she presents to the Home the sum of \$ 2000.00 which she wishes to have added to the Building Fund, the interest on the above amount to be at the rate of 5% per annum payable to her quarterly during her life time; Mrs. Bailhache moved and Miss Willits seconded that the Sec'y. write a letter of appreciation to Miss Vaughan accepting her generous offer. Motion Carried.

A letter from Mr. and Mrs Runnice to the Board was read regarding the change to more convenient rooms for them. Mrs. Bailhache moved and Mrs. Gay seconded that the Secretary write them stating that when there are two available \$ 4000.00 rooms, they will be given the first refusal. Motion Carried.

The Secretary was requested to write a letter of condolence to Mrs C.C.Cole on the death of her Son.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,

Josephine P. Borda

Secretary.

MINUTES
November 6th, 1935.

The regular meeting of the Board of Managers of 2507 Pine Street was held in the Board room on Wednesday, November 6th, 1935 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE:

Those present were Mesdames, Leavitt, Wilson, Porter, Bean, Tufts, Bailhache, Walkup, Barrett, Townsend, Oddie, Dick, Whicher, Cairns, Andrews, Willits, Mailliard, Holder and Borda.

MINUTES:

The Minutes of the previous meeting, October 2nd, were read and approved.

REPORTS:

The reports of the Superintendent, Office Secretary, and Head Nurse were read and placed on file.

The Treasurer's report showed,
Balance on hand Sept. 30th.....\$ 29.12
Received from Trustees Oct. 1st..... 6000.00
Disbursements for October..... 5839.81
Balance on hand Oct. 31st..... 189.31

Mrs Townsend moved and Mrs Bailhache seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATION:

Mrs Nettie Alice Cahill, age 68 years, of # 714 "O" Street, Sacramento applied for membership in the Home. She did not expect to enter for a month or more. No entrance fee was named nor had she seen the Doctor. Mrs Tufts moved and Mrs Andrews seconded that Mrs Cahill be accepted on probation if and when these requirements are met.
Motion Carried.

ADMISSION FEES:

Mrs Tufts moved and Mrs Wilson seconded that Two prices for admission fees be adopted instead of the pro-rated schedule for different ages as heretofore has been in use. The price for ages from 65 years to 79 years inclusive be \$ 4000.00 and from 80 years and over \$ 3000.00.
Motion Carried.

DINING ROOM:

Mrs Bailhache moved and Mrs Walkup seconded that the Dining room steward's salary be raised from \$ 75.00 per month to \$ 85.00 beginning November 1st of this year.
Motion Carried.

NEW MEMBER OF THE BOARD:

Mrs Bailhache moved and Mrs Mailliard seconded that Mrs Charles R. Page of 2684 Green Street be asked to fill the vacancy on the Board, created by the death of Mrs Hodgen, Motion Carried.

Minutes Nov. 6th, 1935 Cont'd.

SIGNATURES FOR BANK:

The Crocker First National Bank requested the signatures of those officers of the Board of Managers who had authority to sign checks for the Home. Mrs Bailhache moved and Mrs Portem seconded that any two of the following officers be given this authority.

Mrs Leavitt, President.
Mrs Wilson, First Vice President.
Mrs Bailhache, Second Vice President.
Mrs Walkup, Third Vice President.
Mrs Holder, Treasurer.
Miss Oddie, Asst. Sec'y. and Treasurer.
Motion Carried.

CORRESPONDENCE:

Mrs Bailhache moved and Mrs Holder seconded that a letter be written to Mrs Pogson, the Office Secretary, expressing the appreciation of the Board for her loyalty, efficiency and kindly treatment of all those with whom she has dealings.

Motion Carried

The Secretary was requested to write the following letters;
To Mrs Charles R. Page asking her to become a member of the Board.
To Mr R.C.Burling, Secretary of the Board of Trustees, advising him of the change in Admission Fees as adopted at this meeting
To send signatures to the Crocker First National Bank of those authorized to sign checks for the Home.

RESOLUTION:

The following Resolution to be sent to the Family of Mrs Hodgen was read and approved Action on this Resolution that it be embodied in the Minutes of this Corporation Was taken at the Board Meeting Oct. 2nd.

RESOLUTION

The Board of Managers of The Old People's Home in regular meeting assembled, passed the following resolution.

WHEREAS, Abigail Reynolds Hodgen, a member of the Board of managers of THE OLD PEOPLE'S HOME and a member of the Corporation, served the Home for many years as it's Treasurer and rendered invaluable assistance thereby, and,

WHEREAS, Abigail Reynolds Hodgen has passed from earthly life to her great reward, therefore be it

Minutes Nov. 6th. 1935 cont'd.

RESOLVED, that the Board of Managers of THE OLD PEOPLE's HOME, in appreciation of her devotion to the work of administration, do hereby express their great regret, and, be it further

RESOLVED, that this resolution be a part of the minutes of this meeting and that a copy be sent to the family of Mrs Hodgen.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Secretary.

MINUTES
December 4th, 1935.

The regular meeting of the Board of Managers of 2507 Pine Street was held in the Board room on Wednesday, December 4th, 1935 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Holder, Gay, Dick, Walkup, Oddie, Barrett, Tufts, Bean, Townsend, Cairns, Andrews, Porter, Wilson, Whicher, Mailliard and Borda.

MINUTES: The Minutes of the previous meeting, November 6th were read and approved.

REPORTS: The reports of the Superintendent, Office Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed:
Balance on Hand Oct. 31st.....\$ 189.30
Recd. from Bd. of Trustees Nov. 1st.. 7500.00
Disbursements for November..... 7736.35
Over draft Nov. 30th..... 47.05

Mrs Tufts moved and Mrs Gay seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATIONS: Miss Eva Morris of # 1384 26th Avenue, San Francisco, age 70 years. applied for membership. She wishes to pay \$ 5,250. Mrs Andrews moved and Mrs Whicher seconded that Miss Morris be accepted.
Motion Carried.

Mrs Mary Lakin of # 260 Durantes Avenue, Forest Hill, age 70 years. applied for membership. She wishes to pay \$ 4000. Mrs Tufts moved and Mrs Holder seconded that Mrs Lakin be accepted.
Motion Carried.

ROOMS: Mrs Dulac, a member of the Home, wrote a letter to the Board of Managers stating that her room was very small and asked that an archway be cut through to the adjoining room, thereby giving her a little more space. Mrs Tufts moved and Mrs Townsend seconded that this matter be left to the decision of the room committee.
Motion Carried.

Minutes Dec. 4th, 1935. cont'd.

CARPETS:

Mrs Gay moved and Mrs Walkup seconded that half a dozen samples of carpets be kept on hand for rooms when needed, the selection of same be left in the hands of the room committee which will consult with the Buying Committee.

Motion Carried.

COMPANIONS:

Mrs Wilson moved and Mrs Tufts seconded that \$ 15.00 per month be charged any member of the Home who might request a companion for any purpose not requiring actual nursing care.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Rsepectfully submitted,

Josephine P. Boorda

Secretary.

MINUTES
January 2nd, 1936.

The regular monthly meeting of the Board of Managers of 2507 Pine Street was held in the Board room on Thursday, January 2nd, 1936 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Andrews, Barrett, Bates, Dick, Gay, Holder, Maillard, Porter, Oddie, Walkup, Willits, and Wilson.

MINUTES: The minutes of the previous meeting, Dec. 4th, 1936, were read and approved.

REPORTS: The reports of the Superintendent, Office Secretary and Head Nurse were read, approved and placed on file.

The Treasurer's report showed;
Over draft Dec. 1st,.....\$ 47.05
Recd. from Bd. of Trustees..... 6000.00
Total amt. available..... 5952.95
Disbursements for Dec..... 5940.41
Bal. on Hand Dec. 31st..... 12.54
Mrs Mailliard moved and Miss Willits seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs Mary Lakin having completed her term of probation, was accepted as a member of the home, on a motion made by Mrs Wilson and seconded by Mrs Porter.
Motion Carried.

HOSPITAL: Mrs Wilson, Chairman of the Hospital Committee, reported that supplies were needed such as, a bolt of flannel and a bolt of padding. Mrs Andrews moved and Mrs Gay seconded that this matter be referred, with approval, to the Buying Committee.
Motion Carried.

ROOMS: Mrs Brown, in room # 442 made a request for a window to be cut in her room as there was not adequate light. She will agree to pay for it. Mrs Wilson moved and Mrs Dick seconded that this matter be referred to the Room Committee.
Motion Carried.

GARAGE: Mrs Wilson reported the need for a garage in connection with the Home, and suggested a place on the property where one could be easily built. Mrs Holder moved and Mrs Barrett seconded that this matter be investigated.
Motion Carried.

Minutes of Jan'y. 2nd, 1936, cont'd.

ORGAN:

Mrs Leavitt reported that Dr Coulson, a member of the Home, gave a check to pay for the new Organ. In view of the fact that on October 2nd, the Board of Managers had voted that the Home purchase the organ, a motion was made by Mrs Walkup and seconded by Mrs Porter that this check from Dr. Coulson be accepted. The Secretary was instructed to write a letter of thanks and appreciation.

Motion Carried.

ASSOCIATE MEMBERS:

The names of Mrs Louis Kennedy Morse and Mrs W. E. Cashman were proposed as members of the Corporation. On a motion made by Mrs Maillard and seconded by Mrs Barrett these two names were accepted and the Secretary was instructed to notify these ladies of their election.

Motion Carried.

BEQUEST:

The following letter from the Bank of California dated Dec. 30th, 1935, was read:
"

This is to advise you that in accordance with decree of ratable distribution of the Estate of Elizabeth Littel, also known as Elizabeth Sparrow, this bank has received in the trust for the benefit of the Old People's Home, \$ 776.92.

The income from the fund, when invested, (and such other funds as may later be distributed to us by the Executors), is to be paid to you in the months of July and January of each year, but such income is to be used by you towards the admission fee for some inmate who has paid two thirds of such inmate's admission fee. Such inmate must be over the age of sixty years and shall be designated by the President of your Board of Managers."

Signed by, C.N.Hackett,
Asst. Trust Officer.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Sarah S. Odde
Assistant Secretary.

MEETING
EXECUTIVE COMMITTEE
January 6th, 1936.

The meeting of the Executive Committee was held in the Board room of 2507 Pine Street on January 6th, 1936. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Bailhache, Holden, Walkup, Wilson and Leavitt.

OBJECT: To pass upon the application of Mr Walter A. Goodenow, age 65 years of # 1474 Sacramento Street, San Francisco. He wishes to pay \$ 4000.00. Mrs Wilson moved and Mrs Bailhache seconded that Mr Goodenow be accepted.

Motion Carried

There being no further business the meeting was adjourned.

Respectfully submitted,

Edith D. Leachey

Sec'y. pro. tem.

MEETING
EXECUTIVE COMMITTEE
February 14th, 1936.

The meeting of the Executive Committee was held in the Board room of # 2507 Pine Street on February 14th, 1936 at 11 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Wilson, Holder, Walkup and Borda.

OBJECT: To pass upon the application of Miss Katherine A. Kierman, age 68 years, of # 2861 Sacramento Street, San Francisco. She wishes to pay \$ 4000.00. Mrs Wilson moved and Mrs Walkup seconded that Miss Kierman be admitted pending the Doctor's report.

Motion Carried.

There being no further business the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Secretary.

MINUTES
Frbruary 5th, 1936.

The regular monthly meeting of the Board of Managers of 2507 Pine Street was held in the Board room on Wednesday, February 5th at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Bean, Porter, Willits, Holder, Bates, Dick, Barrett, Andrews, Bailhache, Wilson and Borda.

MINUTES: The Minutes of the previous meeting, January 2nd were read and approved.

REPORTS: The reports of the Superintendent, Office Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;
Balance on Hand Dec. 31st.....\$ 12.56
Recd. from Board of Trustees Jan. 1st. 7000.00
Amount available..... 7012.56
Disbursements for January..... 7189.49
Over draft January 31st..... 176.93

Mrs Bailhache moved and Miss Willits seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs Bailhache moved and Mrs Barrett seconded that Mrs Mary Lakin be re-admitted and credited with her Probation Fee.
Motion Carried.

APPLICATIONS: Mrs Jesse Irvine, age 88 years of # 686 Pine Avenue, Pacific Grove, applied for membership. She wishes to pay \$ 3000.00. On a motion made by Mrs Wilson and seconded by Mrs Bates, Mrs Irvine was accepted.
Motion Carried.

Miss Clara Gertrude Giles, formerly a Head Nurse in the Home, age 64 years, of # 1105 Larkin Street, San Francisco, applied for membership. Owing to her state of health as reported by the Doctor and her age, Mrs Holder moved and Mrs Porter seconded that Miss Giles' application be rejected.
Motion Carried.

SUPPLIES: Mrs Wilson moved and Mrs Holder seconded that a set of white table linen be purchased.
Motion Carried.

MINUTES
March 4th, 1936.

The regular monthly meeting of # 2507 Pine Street was held in the Board room on Wednesday, March 4th, at 10:30 a.m. Mrs. Leavitt presiding.

ATTENDANCE:

Those present were Mesdames: Holder, Gay, Andrews, Cashman, Oddie, Willits, Bean, Porter, Cairns, Wilson, Leavitt, Barrett, Bailhache, Townsend, Whicher, Mailliard and Borda.

MINUTES:

The Minutes of the previous meeting, Feb'y. 5th, were read and approved.

REPORTS:

The reports of the Superintendent, Office Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;
Over draft Feb'y. 1st.....\$ 176.93
Rec'd. from Trustees..... 6000.00
Amt. available Feb'y. 1st..... 5823.07
Disbursements for Feb'y..... 5816.59
Bal. on Hand Feb'y. 29th..... 6.48

Mrs Bean moved and Miss Willits seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE:

Mrs Holder moved and Mrs Wilson seconded that Miss Eva Morris and Mrs Nettie Cahill be accepted as members of the Home.
Motion Carried.

APPLICATIONS:

Mr William John Hammill, age 72 years, of # 4418 Webster Street, Oakland applied for membership. He wishes to pay \$ 4000.00.
Mrs Townsend moved and Mrs Andrews seconded that Mr Hammill be admitted.
Motion Carried.

Miss Katherine Kiernan was admitted to the Home on probation but decided to withdraw before the expiration of the probation period. Mrs Bailhache moved and Mrs Gay seconded that Miss Kiernan be charged \$ 25.00 for the days spent in the Home and that the remainder of the Fee (\$ 125.00) be refunded.
Motion Carried.

Minutes March 4th, 1936 cont'd.

ESTATE
William Lange, deceased.

A letter from the Corporation Atty., Mr Fletcher G. Flaherty, was received, stating that Walter Lange, administrator for the Estate of William Lange, deceased, a former member of the Home, had entered a claim for the refund of \$ 1000.00 paid by William Lange on his entrance to the Home for special nursing care. No part of this fund was used so Mr Flaherty recommended that this refund be made.

Mrs Gay moved and Mrs Barrett seconded that a check for \$ 1000.00 be sent to Mr Flaherty for the above purpose. Motion Carried.

The Secretary of the Board of Managers was instructed to notify Mr Burling, Secretary of the Board of Trustees, of this action and request that he send a check to Mr Flaherty.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted.

Josephine P. Borda
Sec'y. Board of Managers.

MINUTES
April 1st, 1936

The regular monthly meeting of # 2507 Pine Street was held in the Board room on Wednesday, April 1st at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE:

Those present were Mesdames; Bean, Porter, Dick, Andrews, Mailliard, Bates, Wilson, Walkup, Holder, Leavitt, Cashman, Willits, Townsend, Gay, Barrett, and Borda.

MINUTES:

The Minutes of the previous meeting, March 4th, were read and approved.

REPORTS:

The Reports of the Superintendent, Executive Secretary, and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;

Bal. on Hand March 1st.....	\$ 6.48
Rec'd from Bd. Trustees.....	6000.00
Amt. available.....	6006.48
Disbursements March.....	6053.87
Over draft March 31st.....	47.39

Mrs Townsend moved and Mrs Barrett seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE:

Mrs Wilson moved and Mrs Gay seconded that Mrs Jesse Irvine be accepted as a member of the Home if and when she signs a notation to the effect that she will pay for extra nursing care when needed. Said notation to be attached to her contract.
Motion Carried.

APPLICATION:

Miss Frieda Tie~~x~~mann, age 63½ years of # 1190 Eddy Street, San Francisco. applied for membership. She wishes to deposit her entrance fee of \$ 4000.00 with the Home for safe keeping until January 19th, 1937 when she wishes to enter the Home(age at that date 64 years) She will then make a payment of \$ 600.00 for board for twelve months at the rate of \$ 50.00 per month up to January 19th, 1938. when she becomes 65 years of age. Mrs Holder moved and Mrs Wilson seconded that this proposition be accepted and that Miss Tie~~x~~mann's admittance on the above date be subject to the Doctor's report.
Motion Carried.

Minutes Of April 1st, 1936 cont'd.

DINING ROOM STEWARD:

Mrs Wilson moved and Mrs Holder seconded that the diningroom Steward, Mr. Hardin, be given a \$ 15.00 raise in salary, bringing his salary to \$ 100.00 per month to commence April 1st. Motion Carried.

This raise was thought advisable owing to the saving in many ways #~~which~~ that had been affected under his management.

LAUNDRYMAN:

Mrs Townsend moved and Miss Willits seconded that Mr Howsie, the laundry man, be given a \$ 5.00 raise in salary owing to the increase in the amount of work.

Motion Carried.

REVISED RULES:

Mrs Leavitt read the revision of the Rules for the Home and Mrs Bean moved and Mrs Andrews seconded that the rules as revised, be accepted. Motion Carried.

NOMINATING COMMITTEE:

Mrs Leavitt appointed Miss Willits, Mrs Bean, and Mrs Porter on the Nominating Committee with Miss Willits as Chairman.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borde

Secretary Board of Managers.

MINUTES
Executive Committee Meeting
April 17th, 1936

A meeting of the Executive Committee was called by the President, Mrs Leavitt, to discuss a leave of absence for Mr. Denham, the Superintendent, on account of ill health since his operation some weeks previous.

Attendance: Those present were Mesdames; Leavitt, Wilson and Borda.

Proxies were held for Mesdames Andrews and Bailhache.

One motion made by Mrs Borda and seconded by Mrs Wilson
Mr Denham was awarded a month's leave of absence with pay.
Motion Carried.

There being no further business to come before the Committee the meeting was adjourned.

Respectfully submitted.

Josephine P. Borda
Secretary of the Board.

RULES

SUPERINTENDENT

The Superintendent is responsible as the head of the Home for any conditions therin, favorable or unfavorable, and so has definite authority to perform such duties and to make such decisions that, in his judgment, are for the welfare of the Home.

The charge and control of the internal and domestic affairs of the Home are vested in the Board of Managers which exercises a full and general supervision over the management of the Home and, through the office and commands of the Superintendent, maintain such charge and control- the Superintendent being fully authorized to act for the Board in such maintenance.

All members(meaning those admitted to the Home under entry contracts) and all employees, including the Executive Secretary, the Head Nurse and the physician, must recognize and respect the authority of the Superintendent accordingly.

The Superintendent shall enforce the obedience of members and employees to the rules of the Home and by firmness and kindness, attention and judicious treatment, endeavor to secure the comfort and happiness of the members. He shall adjust differences that may arise among the members or the employees and shall investigate and dispose of complaints according to his judgement.

He shall secure from each applicant for admission to the Home as true a statement of his finances as is possible and, after interviewing said applicant, make a report to the Board of his findings.

He shall have information of the resources of each member in emergency and no expenditure for a member shall be made without his authority.

He shall strictly enforce the rule regarding sealing of the room after death of a member.

He shall be kept informed of the condition of the sick, that relatives may be notified in time of any serious change.

The Superintendent shall engage the services of nurses, maids, waiters, or other employees for work in the Home. Positions of trust-engineer, night watchman, postman, etc., shall be filled by him.

There must be daily conferences between the Superintendent, Executive Secretary and Head Nurse, possibly at the breakfast table after the meal.

It is the rule of the Homethat either the Superintendent or Engineer, Executive Secretary or Head Nurse shall remain in

Rules continued.

SUPERINTENDENT

the Home, so that there will always be two responsible persons in the Home at the same time, for the safety of the Home.

EXECUTIVE SECRETARY

The Superintendent is responsible as the head of the Home for any condition therein, favorable or unfavorable, and so has definite authority to perform such duties and to make such decisions that, in his judgment, are for the welfare of the Home.

The charge and control of the internal and domestic affairs of the Home are vested in the Board of Managers which exercises a full and general supervision over the management of the Home and through the office and commands of the Superintendent, maintains such charge and control - the Superintendent being fully authorized to act for the Board in such maintenance.

All members (meaning those admitted to the Home under entry contracts) and all employees, including the Executive Secretary, the Head Nurse and the physician, must recognize and respect the authority of the Superintendent accordingly.

The Executive Secretary has complete charge of the household, being responsible to the Superintendent for conditions under her direction. She has charge of the buying of the food and supplies for the Home - keeps the books - supervises and inspects the work of the maids and confers with the Steward regarding necessary requisitions.

In the absence of the Superintendent, the Executive Secretary performs his duties and shares the authority of the Office. She also interviews applicants for admission to the Home and arranges for the furnishing of the room selected.

There must be daily conferences between the Superintendent, the Executive Secretary and the Head Nurse, possibly at the breakfast table after the meal.

It is the rule of the Home that either the Superintendent or Engineer, Executive Secretary or Head Nurse must remain in the Home, so that there will always be two responsible persons in the house at the same time, for the safety of the Home.

There must be harmony at all times between members of the Staff and suggestions and orders cheerfully received and carefully carried out. Personal feelings must be subdued and each assist the others as far as possible.

HEAD NURSE

The Superintendent is responsible as the head of the Home for any conditions therein, favorable or unfavorable, and so has

Rules continued.

HEAD NURSE

definite authority to perform such duties and to make such decisions that, in his judgment are for the welfare of the Home.

The charge and control of the internal and domestic affairs of the Home are vested in the Board of Managers which exercises a full and general supervision over the management of the Home, and through the office and commands of the Superintendent, maintains such charge and control - the Superintendent being fully authorized to act for the Board in such maintenance.

All members (meaning those admitted to the Home under entry contracts) and all employees, including the Executive Secretary, the Head Nurse and the physician, must recognize and respect the authority of the Superintendent accordingly.

The Head Nurse must report to the Superintendent anything necessary for his information as to the condition of patients so that he may be prepared to answer any inquiries that may be made.

She must report to him any difficulty with patients or members for his information and attention.

The Head Nurse must ask the Superintendent for authority for special nursing. Cases requiring special nurse must be reported by the Head Nurse and Physician to the Superintendent, who will through his knowledge of the patient's financial condition, supply the needed attention. The Nursing Department is only responsible for the nursing of the patient - any matters not included in the nursing, such as financial affairs, notification of friends or relatives, etc., must be referred to the Office.

Members must be instructed to ask the Floor Nurse to report to the Head Nurse any complaints or requests for calls from the Head Nurse or the Doctor. They must not depend upon other members of the Home.

The Head Nurse shall have the Floor Nurse report to her as to the condition of members on that floor,

The Head Nurse must make any needed changes in the weekly menu prepared by the Steward to meet the needs of her patients. Requisition for all supplies for the diet kitchen including fresh vegetables and fruits are to be made to the Steward by the Head Nurse.

To relieve the Head Nurse of the work involved in the supervision of the diet kitchen, the operation of the diet kitchen shall be under the direction of the Steward and he shall be responsible for the condition of the diet kitchen and the cooking utensiles.

Night nourishment to be furnished only to the sick. Members able to take regular meals are not to have special nourishment at night.

Rules continued.

HEAD NURSE

All special nurses are to be engaged by the Superintendent, even though an outside physician is in attendance.

It is the rule of the Home that either the Superintendent or Engineer, Executive Secretary or Head Nurse must remain in the Home, so that there will always be two responsible persons in the house at the same time, for the safety of the Home. There must be harmony at all times between the members of the Staff and suggestions and orders cheerfully received and carefully carried out. Personal feelings must be subdued and each assist the others so far as possible.

STEWARD

The Superintendent is responsible as the head of the Home for any conditions therin, favorable or unfavorable, and so has definite authority to perform such duties and to make such decisions that, in his judgment, are for the welfare of the Home.

The charge and control of the internal and domestic affairs of the Home are vested in the Board of Managers which exercises a full and general supervision over the management of the Home and, through the office and commands of the Superintendent maintains such charge and control - the Superintendent being fully authorized to act for the Board in such maintenance,

All members (meaning those admitted to the Home under entry contracts) and all employees, including the Executive Secretary, the Head Nurse and the Physician, must recognize and respect the authority of the Superintendent accordingly.

The Steward shall have charge of the dining room, Kitchen, store-room and diet kitchen. He shall prepare the menus, make requisitions to the Executive Secretary for needed supplies, issue stores on order and have supervision over the employees in the kitchen, diet kitchen and dining room.

The Steward shall confer with the Head Nurse regarding any changes to be made in the weekly menu to meet the requirements of patients under her care and shall be responsible for the proper preparation of trays for the Nurse as ordered. He shall be responsible for the operation of the diet kitchen - cooking, cleaning and care of utensiles.

Suggestions and orders must be cheerfully received and carefully carried out. Personal feelings must be subdued and each employee assist others, that the purpose of the Home may be achieved.

ENGINEER

The Superintendent is responsible, as the Head of the Home, for any conditions therin, favorable or unfavorable, and so has definite authority to perform such duties and to make such decisions that, in his judgment, are for the welfare of the Home.

Rules continued.

ENGINEER

The charge and control of the unternal and domestic affairs of the Home are vested in the Board of Managers which exercises a full and general supervision over the management of the Home and, through the office and commands of the Superintendent, maintains such charge and control; the Superintendent being fully authorized to act for the Board in such maintenance.

All members(meaning those admitted to the Home under entry contracts) and all employees including the Executive Secretary, Head Nurse, and the Physician, must recognize and respect the authority of the Superintendent accordingly.

The Engineer shall have charge of the heating and lighting, plumbing, elevator, and all kindred equipment, and is responsible for the maintenance of the same.

He shall consult with the Superintendent regarding any extensive repairs or replacements involving any considerable expense.

It is the rule of the Home that either the Superintendent or Engineer, Executive Secretary or Head Nurse must remain in the Home so that there always be two responsible persons in the house at the same time, for the safty of the Home.

There must be harmony at all times between the members of the Staff, and suggestions and orders cheerfully received and carefully carried out.

Personal feelings must be subdued, and each assist the others as far as possible.

REPORT
Secretary of the Board of Managers
May 1935 to May 1936

There were twelve regular meetings of the Board, with an average attendance of fourteen members out of the twenty-one which constitutes the Board.

The President called two special meetings of the Board and there were three meetings of the Executive Committee.

The present membership of the Home is 157.

During the year sixteen applicants were accepted, three of whom left before the expiration of their probation period.

Thirteen deaths occurred during the year.

We now have Twenty-six vacant rooms.

The Chairman of the visiting committee reports that 990 calls were made during the year and every member seems well satisfied with conditions in the Home.

Respectfully submitted,

Josephine P. Borda

Secretary of the Board.

1936 - 1937

OFFICERS OF THE BOARD OF MANAGERS

President.....	Mrs John W. Leavitt
1st. Vice President.....	Mrs E. W. Wilson
2nd. Vice President.....	Mrs Arthur Bailhache
3rd. Vice President.....	Mrs E. D. Walkup
Treasurer.....	Mrs R. V. Holder
Secretary.....	Mrs Josephine P. Borda
Asst. Secretary & Treasurer.....	Miss Sarah Oddie

MEMBERS OF THE BOARD OF MANAGERS

Mrs John W. Leavitt
Mrs Jesse Andrews
Mrs Arthur Bailhache
Mrs George Bates
Mrs George L. Bean
Mrs Josephine P. Borda
Mrs Edward T. Cairns
Mrs W. E. Cashman
Mrs W. H. Dick
Mrs George R. Gay
Mrs R. V. Holder
Mrs J. W. Mailliard jr.
Mrs Charles B. Porter
Mrs George Eliot-Townsend
Mrs J. B. Tufts
Mrs E. D. Walkup
Mrs John Whicher
Mrs E. W. Wilson
Miss Sarah Oddie
Miss Anna Willits

MINUTES
May 6th, 1936.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, May 6th, 1936 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Dick, Barrett, Andrews, Willits, Porter, Walkup, Bean, Tufts, Bailhache, Wilson, Whicher, Leavitt & Borda.

MINUTES: The minutes of the previous meeting, April 1st. were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;
Over draft April 1st.....\$ 47.39
Recd. from Trustees..... 6000.00
Amount available..... 5952.61
Disbursements for April..... 6343.46
Over draft April 30th..... 390.85.

Miss Willits moved and Mrs Bailhache seconded that the Treasurer's report be accepted.
Motion Carried.

VENTILATION: Mrs Bean moved and Mrs Bailhache seconded that adequate ventilation be installed in the dining room and kitchen to correct odors from the food.
Motion Carried.

TEA ROOM: Mrs Andrews moved and Mrs Wilson seconded that the Flower room at the end of the hall near the Chapel be converted into a Tea room for the convenience of the members who might wish to prepare special food.
Motion Carried.

NOMINATING COMMITTEE: The report of the Nominating Committee was read
Mrs Tufts moved and Mrs Bailhache seconded that this report be accepted and presented at the annual meeting of the Board on May 20th 1936.
Motion Carried.

RULES: The revised rules as accepted at the Meeting, April 1st. were ordered attached to the Minutes.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted
Josephine P. Borda
Sec'y. of the Board.

MINUTES
Annual Meeting
May 20th, 1936.

The annual meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, May 20th, 1936 at 3:30 p.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE:

Those present were Mesdames; Leavitt, Holder, Willits, Andrews, Gay, Dick, Cairns, Porter, Bean and Borda.

ELECTION:

The regular Ticket, as presented by the Nominating Committee, of the Officers of the Board of Managers for the ensuing year was as follows:

President.....	Mrs John W. Leavitt
1st, Vice President.....	Mrs E.W.Wilson
2nd Vice President.....	Mrs Arthur Bailhache
3rd Vice President.....	Mrs E.D.Walkup
Treasurer.....	Mrs R.V.Holder
Secretary.....	Mrs J.P.Borda
Asst. Sec'y. & Treas.....	Miss Sarah Oddie

There being no opposition Ticket, the Sec'y. was ordered to cast the ballot. Mrs Bean moved and Mrs Dick seconded that the above Ticket be accepted.

Motion Carried.

There was no further business to come before the Board so the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Sec'y. of the Board.

MINUTES
June 3rd, 1936.

The regular meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, June 3rd, 1936 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE:

Those present were Mesdames; Leavitt, Dick, Wilson, Holder, Townsend, Bates, Barrett, Andrews and Borda.

MINUTES:

The Minutes of the previous meeting were read and approved.

REPORTS:

The reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed:

Over draft May 1st.....	\$ 390.85
Recd. from Trustees.....	6000.00
Amount available.....	5609.15
Disbursements for May.....	5796.63
Over draft May 31st.....	187.48

Mrs Townsend moved and Mrs Barrett seconded that the Treasurer's report be accepted.

Motion carried.

APPLICATION:

Mrs Mary L. Denis of San Diego, California made application for membership in the Home. She is 69 years of age and wishes to pay \$ 5252.00 Mrs Denis stated that she had a pet dog which she would like to keep with her, but if the dog proved to be a nuisance she would dispose of it. Mrs Holder moved and Mrs Andrews seconded that Mrs Denis be admitted subject to the above agreement.

Motion carried.

HONORARY PRESIDENT:

Mrs Wilson moved and Mrs Holder seconded that Mrs W.H. Dick be made Honorary President of the Board of Managers in appreciation of her many years of valuable service to the Home.

Motion carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Sec'y. Board of Managers.

MINUTES
August 5th, 1936.

The regular meeting of the Board of Managers of 2507 Pine Street, was held in the Board room on Wednesday, August 5th, 1936 at 10:30 a.m. Mrs Leavitt, the president, presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Bates, Holder, Willits, Walkup, Bean, Wilson, Dick, Barrett, Bailhache, and Borda.

MINUTES: The Minutes of the previous meeting, June 3rd, were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;

Over draft May 31st.....	\$ 187.48
Recd. from Trustees June 1st.....	6000.00
Amount available.....	5812.52
Disbursements for June.....	6103.07
Over draft June 30th.....	290.55
Recd. from Trustees July 1st.....	7000.00
Amount available.....	6709.45
Disbursements for July.....	6388.86
Balance on Hand July 31st.....	320.59

Mrs Bailhache moved and Mrs Barrett seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs Bailhache moved and Mrs Bean seconded that Mr H.T.Vantilburg be accepted as a member of the Home. His probation period expiring August 30th.
Motion Carried.

APPLICATION: Miss Carrie M. Ford, age 71 years, of # 36 22nd Avenue San Francisco, applied for membership in the Home. She wishes to pay \$ 4000.00
Mrs Wilson moved and Miss Willits seconded that Miss Ford be admitted.
Motion Carried.

LEAVE OF ABSENCE: Mrs Harry L. Deris who was admitted on June 3rd, requested a month's leave of absence in order to close up her affairs. Mrs Holder moved and Mrs Borda seconded that Mrs Deris' request be granted.
Motion Carried.

CORRESPONDENCE: A letter from Mrs Dick was read in which she expressed her appreciation to the Board on making her Honorary President.

Minutes August 5th, cont'd

CORRESPONDENCE:

A letter was read from Mrs Andrew G Griffin of # 3020 Pacific Avenue, recommending W.P. Stewart Jr. of # 825 Sutter Street, and asking the Board to give him an hearing regarding his ability as Commissary Manager for the Home. On a motion made by Mrs Wilson and seconded by Miss Willits the Secretary was instructed to write a letter to Mrs Griffin to the effect that our trained personnel was satisfactory and that we had no need of Mr Stewart's services at the present time.

Motion Carried.

GARDEN:

Mr Frank Graham submitted his estimate for the maintenance and upkeep of the garden as follows:
First Month \$ 40.00 which would include; watering, cultivating, pruning, grass cutting etc.
For each month after the charge would be \$ 30.00 per month.
An extra of \$ 45.00 for treating the soil, re-seeding the brown strips, fertilizer, peat moss and snail proofing.
The above price would include all material and labor.
Mrs Wilson moved and Mrs Holder seconded that Mr Graham be employed for the above work.

Motion Carried.

ENGINEER:

The Engineer recommended that a regulator be purchased for the Engine room whereby he and the Fireman would be able to absent themselves for certain periods of time when other work required their services.
Mrs Borda moved and Miss Willits seconded that the regulator be purchased.

Motion Carried.

CARPET:

Mrs Bailhache presented samples of carpet for the hall on the second floor. Cost to be \$ 2.20 sewed and laid. Mrs Bean moved and Mrs Walkup seconded that Mrs Bailhache be authorized to purchase the carpet.

Motion Carried.

CHAIRS:

The purchase of new chairs for the dining room was discussed and a sample chair was shown. Mrs Bailhache moved and Mrs Dick seconded that we offer to take the new chairs at \$ 1.50 cash each and turn in the old chairs. If this price can not be met we will offer \$ 1.75 but not more than \$ 2.00.

Motion Carried

Minutes August 5th cont'd.

ROOM RENOVATION:

Mrs Wilson moved and Mrs Bailhache seconded
that rooms # 262 and # 264 be converted into
one and that a toilet and wash basin be
installed, thereby making the room more
salable.

Motion Carried.

There being no furthe business to come before the
Board the meeting was adjourned.

Respectfully submitted

Josephine P. Borda.

Sec'y. of the Board.

MINUTES
September 2nd, 1936.

The regular meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday September 2nd, 1936 at 10:30 a.m. In the absence of the president, Mrs Leavitt, the First vice president, Mrs Wilson, presided.

ATTENDANCE:

Those present were Mesdames; Wilson, Gay, Andrews, Barrett, Bates, Porter, Tufts, Bean, Walkup, Cairns, Bailhache, Willits, Dick, Holder and Borda.

MINUTES:

The Minutes of the previous meeting, August 5th, were read and approved.

REPORTS:

The reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;

Balance on Hand July 1st.....	\$ 320.59
Recd. from Trustees August 1st.	6000.00
Amount available.....	6320.59
Disbursements	6337.56
Over draft August 31st.....	6.97

Mrs Bailhache moved and Mrs Gay seconded that the Treasurer's report be accepted.

Motion Carried.

ACCEPTANCE:

Mrs Bailhache moved and Mrs Cairns seconded that Mr Herman O. Hass and Mrs Mary L. Denfis be accepted as members of the Home.

Motion Carried.

APPLICATIONS:

Mrs Amelia Kinghorn, age 79 years of # 1160 Scott Street, San Francisco applied for membership. She wishes to pay \$ 5000.00 Mrs Andrews moved and Mrs Holder seconded that Mrs Kinghorn be admitted to probation.

Motion Carried.

Miss Elsie Wright, age 66 years of # 1240 Sacramento Street, San Francisco applied for membership. She wishes to pay \$ 4000.00 Mrs Bailhache moved and Mrs Tufts seconded that Miss Wright be admitted.

Motion Carried.

CORRESPONDENCE:

Mrs Walkup moved and Mrs Holder seconded that the Secretary write a letter to Mrs Townsend sending her the best wishes of the Board for a speedy recovery from her present illness.

Motion Carried.

Minutes Sept. 2nd, Cont'd.

CORRESPONDENCE: A letter was read from Mrs Leavitt from New York City, sending greetings to the members of the Board.

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Sec'y of the Board.

MINUTES
October 7th, 1936.

The regular meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, October 7th 1936 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Andrews, Bailhache, Barrett, Bean, Dick, Gay, Leavitt, Oddie, Wilson and Porter.

MINUTES: The Minutes of the previous meeting, September 2nd. were read and approved.

REPORTS: The Reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;
Over draft Sept. 1st.....\$ 16.97
Recd. from Trustees Sept. 1st..... 7000.00
Amount available..... 6983.03
Disbursements for Sept..... 6967.27
Balance on Hand Sept. 30th..... 15.76

On a motion made by Mrs Bean and seconded by Mrs Bailhache, The Treasurer's report was accepted.
Motion Carried.

ACCEPTANCE: On a motion made by Mrs Bailhache and seconded by Mrs Gay, Mrs Elmquist was accepted as a permanent member of the Home.
Motion Carried.

APPLICATION: The application of Henry Thronsen, age 70 years was read. He entered the Home on September 26th He will pay \$ 4400.00 for his room (268) On a motion made by Mrs Gay and seconded by Mrs Holder he was admitted to probation.
Motion Carried.

Mrs Louise Laird, age 67 years, (German) of # 2711 Sacramento Street will pay \$ 5000.00 for room # 266. On a motion made by Mrs Andrews and seconded by Mrs Barrett, Mrs Laird was admitted to probation.
Motion Carried.

HOSPITAL DEPT: Mrs Leavitt reported an unsatisfactory condition in the Hospital Department. She had a long interview with the Head Nurse (Mrs Willson) on October 6th. with no satisfactory results. This condition has persisted for the past four years. There has been an unsatisfactory method

Minutes October 7th, 1936 cont'd.

HOSPITAL DEPT. cont'd

of handling the trays, the diet kitchen, and the linen. Mrs Wilson, Chairman of the Hospital Committee, gave her views, corroborating the statement of the President.

On account of Mrs Wythe's physical condition, it was decided to move her to Room # 1 in the Hospital Wing.

ROOMS:

Having need for a large room for an applicant, Mr Clark is to be asked to vacate room # 414, which he has occupied since the death of his wife three years ago.

DINING ROOM:

On a motion made by Mrs Barrett and seconded by Mrs Gay, the floor of the dining room is to be refinished as recommended by the Dining room Committee. Mrs Bailhache is to select the color.

RESIGNATION:

Mrs John Whicher tendered her resignation as a member of the Board, but retains her Associate membership. On a motion made by Mrs Holder and seconded by Mrs Barrett, it was accepted with regret. A letter is to be written to her to that effect, and expressing the hope that she will be able to come on the Board at a later date.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Julia Gorman Porter

Sec'y pro tem.

MINUTES
November 4th, 1936.

The regular meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, November 4th, 1936 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE:

Those present were Mesdames; Leavitt, Bates, Barrett, Bean, Andrews, Cairns, Cashman, Dick, Gay, Hoider, Porter, Walkup, Willits and Oddie.

MINUTES:

The Minutes of the previous meeting, October 7th, were read and approved.

REPORTS:

The reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;

Bal. on Hand Oct. 1st.....	\$ 15.75
Reed from Bd. Trustees.....	7000.00
Amount Available.....	7015.75
Disbursements for Oct.....	7588.21
Over draft Oct. 31st.....	572.46

Mrs Bean moved and Mrs Walkup seconded that the Treasurer's report be accepted.

Motion Carried.

The following members having completed their probation period were accepted as members of the Home on a motion made by Mrs Wilson and seconded by Mrs Walkup Motion Carried.

Mrs Kinghorn,

Mr Thronsen,

Miss Wright

Miss Ford.

APPLICATION:

Mrs Minna Wetjen applied for membership in the Home. Mrs Wilson moved and Mrs Bates seconded that Mrs Wetjen be accepted on probation. She selected room # 414.

Motion Carried.

Mrs Leavitt reported on Mrs Whyte's case as follows; Instead of moving her to the Hospital wing, she is to be kept in her own room as long as possible. Mrs Whyte's family objected to the idea of the move; and Mr Murphy also requested that she be allowed to remain in her own room.

In response to a request from Mrs Andrews, Mrs Leavitt gave full information regarding the dismissal of Mrs Wilson. (Head Nurse) the difficult situation existing in the Nursing Department which made this change seem necessary, and the effect which this was having on the whole institution.

Minutes Nov. 4th, 1936 cont'd.

Mrs E. W. Wilson corroborated all that Mrs Leavitt said, and gave an account of her experiences in trying to correct conditions which finally became too serious to be longer tolerated.

The highest tribute was paid to Mrs Wilson as a Nurse, and to her unselfish devotion to those in the Home who needed her care. On the other hand she showed a serious lack of executive ability, an unwillingness to cooperate with other members of the Staff, and an inability to adapt herself to changing conditions. She also showed an increasing defiance of any authority of the Board of Managers.

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Assistant Secretary.

MINUTES
December 2nd, 1936.

The regular meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, December 2nd 1936 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE:

Those present were Mesdames; Leavitt, Gay, Oddie, Dick, Willits, Walkup, Bean, Bates, Porter, Wilson, Barrett, Holder, and Borda.

MINUTES:

The Minutes of the previous meeting, November 4th, were read and approved.

REPORTS:

The Reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed:

Over draft Nov. 1st.....	\$ 572.46
Recd. from Bd. Trustees.....	7000.00
Amount available Nov. 1st.....	6427.54
Disbursements for Nov.....	7386.24
Over draft Nov. 30th.....	958.70

Mrs Bean moved and Mrs Holder seconded that the Treasurer's report be accepted.

Motion Carried.

ACCEPTANCE:

Mrs Louise Laird, having completed her probation was accepted as a member of the Home on a motion made by Mrs Wilson and seconded by Mrs Holder.

Motion Carried

APPLICATION:

Mr Andrews R. Anderson, age 67 years, of the Marine Hospital applied for membership in the Home. He wishes to pay \$ 4400.00 and has selected room # 316. Miss Willits moved and Mrs Barrett seconded that Mr Anderson be admitted to probation.

Motion Carried.

SUPPERS:

Miss Willits moved and Mrs Gay seconded that Mr Hardin (Head Steward) be authorized to improve the Supper menus.

Motion Carried.

CARPETS:

Mrs Wilson moved and Miss Oddie seconded that members desiring new carpets will be required to pay half of the cost.

Motion Carried.

HIRING EMPLOYEES:

Miss Oddie moved and Mrs Bates seconded that the Superintendent be authorized to hire all employees for the Home.

Motion Carried.

Minutes of Dec. 2nd, 1936 cont'd.

DINING ROOM:

Mrs Gay moved and Mrs Barrett seconded that the Executive Secretary be authorized to have charge of the seating of members in the dining room.

Motion Carried.

SALARIES:

On a motion made by Mrs Holder and seconded by Mrs Borda Mr Hardin's salary was raised from \$ 100.00 per month to \$ 125.00 per month.

Motion Carried.

GARDEN:

Mrs Barrett moved and Mrs Holder seconded that the gardner be paid \$ 31.25 for the planting of flower beds in the garden as per his letter which was read to the Board.

Motion Carried.

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Secretary.

MINUTES
January 6th, 1937

The regular meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, January 6th, 1937 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Bean, Cashman, Holder, Porter, Wilson, Bates, Tufts, Dick, Andrews, Walkup, Barrett, Gay, Oddie and Borda.

MINUTES: The Minutes of the previous meeting, December 2nd, 1936, were read and approved.

REPORTS: The Reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;
Over draft Nov. 30th/36.....\$ 958.70
Recd. from Bd. Trustees Dec. 1/36.... 8000.00
Total Amt. available..... 7041.30
Disbursements for Dec..... 7275.71
Over draft Dec. 31st,/36..... 234.41

Mrs Tufts moved and Mrs Barrett seconded that the Treasurer's report be accepted.

Motion Carried.

APPLICATION: Mr. Sol H. Korn, age 65 years and his wife, Rosa Korn age 65 years of # 1801 O'Farrell Street, San Francisco, applied for membership in the Home. They wish to pay \$ 9500.00 for the two of them. Mrs Tufts moved and Mrs Porter seconded that the above applicants be admitted on probation. Motion Carried.

CHANGE OF ROOM: Dr. Winterberg recommended that Mrs Anderson be moved from room # 202 to a room on the ground floor for sanitary reasons.
Mrs Walkup moved and Mrs Holder seconded that the Doctor's request be granted.
Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Secretary of the Board.

MINUTES
February 3rd, 1937

The regular meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, February 3rd, 1937 at 10:30 a.m. Mrs. Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Tufts, Dick, Willits, Bean, Porter, Cahman, Wilson, Bates, Gay, Andrews, Barrett, Oddie and Borda.

MINUTES: The Minutes of the previous meeting, January 6th. were read and approved.

REPORTS: The Reports of the Superintendent, Executive Sec'y. and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;

Over draft Dec. 31/36.....	\$ 234.41
Recd. from Bd. Trustees.....	8000.00
Amt. available for Jan'y.....	7765.59
Disbursements for Jan'y.....	7826.23
Over draft Jan'y. 31st.....	60.64

Mrs Bailhache moved and Mrs Gay seconded that the Treasurer's report be accepted. Motion Carried.

ACCEPTANCE: Mr. Andrew R. Anderson completing his probation on Feb'y. 9th, was accepted as a member of the Home on a motion made by Mrs Andrews and seconded by Miss Oddie. Motion Carried.

Mrs. Minnie Wetjen completing her probation on Feb'y. 16th was accepted as a member of the Home on a motion made by Mrs. Gay and seconded by Mrs. Cashman. Motion Carried.

APPLICATION: Mrs. Sophie Biller, age 72 years of # 430 Baker St. San Francisco, applied for membership in the Home. She wishes to pay \$ 4000.00. Mrs. Tufts moved and Mrs. Andrews seconded that Mrs. Biller be admitted to probation. Motion Carried.

ROOM RATE: Mrs. Tufts moved and Mrs. Wilson seconded that, " In the case of the demise of one of two, occupying one room jointly, the remaining member be transferred to a single room of the scheduled price of the membership already paid; except in case the member desires to pay the difference between the single membership already paid and the scheduled single rate for the room then occupied. Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda.
Secretary of the Board.

Feb'y. 3rd, 1937 cont'd.

ROOM RATE as per Item 6 of Feb'y. 3rd, 1937.

Mrs Bailhache moved and Mrs Bean seconded that
the above matter be referred to Mr Flaherty for
approval.
Motion Carried.

MATTRESSES: Mrs Bailhache moved and Mrs Cashman seconded that
further bids be obtained for the renovation of
mattresses.

Motion Carried.

VACATIONS: Miss Oddie moved and Mrs Andrews seconded that
Mrs Fogson, the office secretary and Mr Denham,
the superintendent each be granted one month's
vacation instead of the regular two weeks.
Motion Carried.

CORRESPONDENCE:

Mrs Andrews moved and Mrs Bailhache seconded that
the Secretary of the Board write a letter to the
brother of Mr Joseph Orvis to advise him of his
brother's mental condition and of his untidy
appearance, also request him to communicate with
the sister here in San Francisco to arrange
some way to keep him more presentable.

Motion Carried.

There being no further business to come before the Board
the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Secretary of the Board.

MINUTES
March 3rd, 1937

The regular meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, March 3rd, 1937 at 10:30 a.m. Mrs. Leavitt presiding.

ATTENDANCE: Those present were; Mesdames Leavitt, Cairnes, Andrews, Oddie, Bates, Cashman, Gay, Walkup, Bailhache, Dick, Bean, Porter, Barrett and Borda.

MINUTES: The Minutes of the previous meeting, February 3rd, were read and the following error noted in Item 6 which read; "Mrs Bailhache moved and Mrs Tufts seconded", Mrs Bailhache moved that the above error be corrected to read, "Mrs Tufts moved and Mrs Wilson seconded" and that the Minutes be accepted subject to the above correction. Miss Oddie seconded this motion.
Motion Carried.

REPORTS: The reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file. Motion Carried.

The Treasurer's report showed;
Over draft Jan'y. 31st.....\$ 60.64
Recd from Trustees Feb'y. 1st..... 7000.00
Amt. Available..... 6939.36
Disbursements for Feb'y..... 6871.78
Bal. on Hand Feb'y. 28th..... 67.58
Mrs Bean moved and Mrs Porte~~r~~ seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs Bailhache moved and Mrs Cairns seconded that Mrs S.A.Biller be accepted as a member of the Home on completion of her probation April 1st. Motion Carried.

Mrs Bean moved and Mrs Barrett seconded that the acceptance of Mr and Mrs S.H.Korn as members of the Home be left to the decision of the Executive Committee after submitting the motion embodied in Item 6 of the Minutes of February 3rd, to Mr Flaherty.
Motion Carried.

APPLICATION: Mrs Retta F. Wood age 69 years of # 201 Third Avenue, San Francisco applied for membership. Mrs Andrews moved and Mrs Barrett seconded that Mrs Wood be admitted to probation. Motion Carried.

Minutes March 3rd, 1937 con'td.

APPLICATION: Mr Adam Shaefer age 70 years of # 1252 Fourth Avenue, San Francisco applied for membership. He wishes to pay \$ 4000.00 and has selected room # 361. Mrs Cashman moved and Mrs Gay seconded that Mr Shaefer be admitted to probation.
Motion Carried.

MATTRESSES: The Bids for the renovation of mattresses which were presented were deemed unsatisfactory. Mrs Bailhache moved and Mrs Cashman seconded that further Bids be obtained.

Motion Carried.

VACATIONS: Mrs Andrews moved that the Superintendent, Mr Denham, and the Executive Secretary Mrs Pogson, each be granted a month's vacation instead of the usual two weeks. this motion was seconded by Mrs Cairns.

Motion Carried.

CORRESPONDENCE: On a motion made by Mrs Andrews and seconded by Mrs Bailhache, the Secretary of the Board was instructed to write to Mr. Henry Orvis, of New York City and advise him of his brother's untidy appearance, which has become very objectionable to other members of the Home, and ask that he take the necessary steps to remedy this condition.
Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Secretary of the Board.

MINUTES
March 30th, 1937.

A meeting of the Executive Committee was held in the Board room at # 2507 Pine Street on Tuesday, March 30th, 1937 at 11:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Andrews, and Borda. Proxies were held for Mesdames; Bailhache and Willits.

BUSINESS: On a motion made by Mrs Andrews and seconded by Mrs Borda, Mr and Mrs H.A. Korn were accepted as Members of the Home.

Motion Carried.

There being no further business the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Secretary of the Board.

MINUTES
April 7th, 1937

The regular monthly meeting of the Board of Managers of # 2507 Fine Street was held in the Board room on Wednesday, April 7th, 1937 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Bates, Cashman, Gay, Willits, Dick, Barrett, Tufts, Cairns, Walkup, Bean, Porter and Borda.

MINUTES: The Minutes of the previous meeting, March 3rd, were found incomplete, in consequence, no action was taken.

REPORTS: The reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;
Bal. on Hand Feb'y. 28th..... \$ 67.58
Recd. from Trustees Mar. 1st..... 7000.00
Amt. Available..... 7067.58
Disbursements for March..... 6573.63
Bal. on Hand March 31st..... 493.95
Mrs Walkup moved and Mrs Cairns seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs Gay moved and Mrs Bean seconded that Mr Adam Shaefer be accepted as a member of the Home on the completion of his probation.
Motion Carried.

APPLICATION: Mrs Mary M. Betts age 71 years of # 177 18th Avenue, San Francisco applied for membership. She wishes to pay \$ 4250.00. Mrs Cashman moved and Miss Willits seconded that Mrs Betts be admitted to probation.
Motion Carried.

Miss Nora McAuliffe age 65 years of # 2202½ Divisadero Street, San Francisco applied for membership. She wishes to pay \$ 4500.00 Mrs Tufts moved and Mrs Bates seconded that Miss McAuliffe be admitted to probation.
Motion Carried.

Miss Brigid O'Neill age 65 years of # 201 Buchanan Street, San Francisco, applied for membership. Mrs Tufts moved and Mrs Gay seconded that Miss O'Neill be admitted to probation.
Motion Carried.

Mrs Mary Teggart age 68 years of # 201 Buchanan Street, San Francisco applied for membership. Mrs Tufts moved and Mrs Gay seconded that Mrs Teggart be admitted to probation.
Motion Carried.

Minutes April 7th, 1937 con'td.

APPLICATION:

Mrs Mary J. Barry age 78 years of # 1702 Revere Avenue, San Francisco applied for membership. She has securities applied for \$ 4500.00 and wishes to pay \$ 4000.00. Her Son will assist with spending money for her. Mrs Bean moved and Mrs Tufts seconded that Mrs Barry be admitted to probation.
Motion Carried.

Mr Philip Gundlach age 82 years of Hotel Esquire, # 570 California Street, San Francisco applied for membership. He has property amounting to \$ 5000.00 and wishes to pay \$ 3000.00. Mrs Dick moved and Mrs Tufts seconded that Mr Gundlach be admitted to probation.
Motion Carried.

Mrs Josephine Perry age 66 years of # 188 Eureka Street, San Francisco applied for membership. She wishes to pay \$ 4000.00. Miss Willits moved and Mrs Gay seconded that Mrs Perry be admitted to probation.
Motion Carried.

REFRIGERATION:

Mrs Porter moved and Miss Willits seconded that a new refrigerator be purchased to replace the old one which had become inadequate for the present need and that the type of refrigerator be left to the decision of Mr Hardin, Head Steward.
Motion Carried.

ROOM:

The Secretary of the Board was requested to write to Mr Henry Treck of # 15 Grove Street, Mill Valley, asking his permission for the release of Mrs Chapman's room during her absence in an Institution, stating that in case of her return to the Home, she would be given the kind of room called for in her contract.

MATTRESSES:

Several Bids were submitted to the Board, for the renovation of mattresses. Mrs Porter moved and Mrs Barrett seconded that the one from The Air Flex Mattress Company be accepted.
Motion Carried.

CORRESPONDENCE:

The Secretary was instructed to write a letter of condolence to Mr Townsend on the death of his wife, who had been a member of the Board for some years.

NOMINATING COMMITTEE:

Mrs Leavitt appointed Mrs Bates, Mrs Tufts and Miss Willits to serve as the Nominating Committee, with Mrs Bates as Chairman.

There being no further business, the meeting was adjourned.
Respectfully submitted, *Josephine P. Borda* Sec'y.

MINUTES
May 5th, 1937.

The regular meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday May 5th, 1937 at 10:30 a.m. Mrs. Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Dick, Andrews, Barrett, Willits, Bailhache, Tufts, Cairns, Bates, Cashman, Porter, Bean and Bordia.

MINUTES: The Minutes of the previous meetings, March 3rd, and April 7th were read and approved.

REPORTS: The Reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;
Bal. on Hand Mar. 31st.....\$ 493.95
Recd. from Trustees..... 7000.00
Amt. available..... 7493.95
Disbursements for April..... 7016.41
Bal. on Hand April 30th..... 477.54
Mrs. Cashman moved and Mrs. Andrews seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATION: Miss Julia Lyons age 65 years, of # 1701 Scott Street, San Francisco applied for membership in the Home. She has \$ 5500.00 in cash and wishes to pay \$ 4000.00. Mrs. Bailhache moved and Mrs. Cairns seconded that Miss Lyons be admitted to probation.
Motion Carried.

RE. Clause in CONTRACT:

Mrs Tufts moved and Mrs Porter seconded that the Board of Managers be empowered to take advantage of the clause in the Contract of Applicants, to ask critical or dissatisfied members to leave the Home. A refund to be made them of the remainder of their entrance Fee after deducting \$ 75.00 for each month of their residence in the Home.
Motion Carried.

Minutes May 5th, 1937 cont'd.

REPORT

NOMINATING COMMITTEE: Mrs Bates, Chairman of the Nominating presented the following Ticket of Officers and Members of the Board for the ensuing year 1937-1938. to be voted upon at the Annual meeting May 19th, 1937.

OFFICERS

PRESIDENT.....	Mrs. J. W. Leavitt
First Vice President.....	Mrs. E. W. Wilson
Second Vice President.....	Mrs. Arthur Bailhache
Third Vice President.....	Mrs. George L. Bean
Treasurer.....	Mrs R. V. Holder
Secretary.....	Mrs. J. P. Borda
Asst. Secretary & Treasurer....	Miss Sarah Oddie

BOARD OF MANAGERS

Mrs. John W. Leavitt, # 847 - 42nd. Ave. Skyline 9142
Mrs. Jesse Andrews, # 2990 Jackson St. Fillmore 1651
Mrs. Arthur Bailhache, # 2519 Octavia St. " 3471
Mrs. Gilbert Barrett, # 2740 Lake St. Evergreen 4235
Mrs. George Bates, # 2767 Clay St. West 8057
Mrs. George L. Bean, # 20- 25th Ave. Skyline 4657
Mrs. Josephine P. Borda, # 750 Sutter St. Graystone 6464
Mrs. Edward T. Cairns, # 467 Seale Ave. Palo Alto, Cal.
Mrs. W.E.Cashman, # 3637 Clay St. Underhill 5466
Mrs. W.H.Dick, Almendra Ave. near Selby Lane, Atherton
Mrs. George R. Gay, # 582 - 10th Ave. Skyline 3951
Mrs. R.V.Holder, # 2195 Sacramento St. Fillmore 0328
Mrs. J.W.Mailliard, # 3375 Jackson St. Fillmore 2653
Mrs. Charles B.Porter, # 142 - 27th Ave. Bayview 5115
Mrs. J.B.Tufts, # 2733 Buena Vista Drive, Berkeley.
Mrs. E.D.Walkup, Almendra Ave. near Selby Lane, Atherton
Mrs. E.W.Wilson, St. Francis Hotel, Douglas 1000
Miss Anna Willits, # 80 Scenic Way, Bayview 6029
Miss Sarah Oddie, # 2209 Divisadero St., Fillmore 8840

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.
Sec'y. Board of Managers.

ANNUAL REPORT
Secretary of Board of Managers
May 19th, 1937.

During the past year, ending April 30th, 1937 there were
20 Applicants for membership in the Home.

19 Applicants were accepted.

21 Deaths occurred.

155 Members are now being cared for.

18 Vacant rooms are available.

894 Calls were made on members by members of the Board.

Respectfully submitted.

Josephine P. Boorda

Sec'y. of Board of Managers.

ANNUAL MEETING
May 19th, 1937.

The annual meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday May 19th, 1937 at 3:30 p.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Gay, Andrews, Tufts, Porter, Cashman, Dick, Willits, Bailhache, Barrett, Cairns and Borda.

ELECTION OF OFFICERS:

The Secretary was ordered to cast the following Ballot for the election of Officers for the Board of Managers for the ensuing year:

PRESIDENT.....	Mrs. J.W.Leavitt
1st Vice Pres.....	Mrs. E.W.Wilson
2nd Vice Pres.....	Mrs. A. Bailhache
3rd Vice Pres.....	Mrs. G.L.Bean
Treasurer.....	Mrs. R.V.Holder
Secretary.....	Mrs. J.P.Borda
Asst.Sec'y. & Treas.....	Miss Sarah Oddie

There being no opposition Ticket Mrs Bailhache moved and Mrs Gay seconded that the above Ticket be accepted.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Sec'y. Board of Managers.

MINUTES
June 2nd, 1937

The regular meeting of the Board of Managers of # 2507 Fine Street was held in the Board room on Wednesday June 2nd, 1937 at 10:30 a.m. Mrs Leavitt in the Chair.

ATTENDANCE: Those present were Mesdames; Andrews, Cashman, Willits, Barrett, Porter, Bates and Borda.

MINUTES: The Minutes of the regular meeting May 5th, and those of the Annual meeting May 19th, 1937 were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;
Bal. on Hand April 30th.....\$ 477.54
Recd. from Trustees..... 7000.00
Amt. available..... 7477.54
Disbursements for May..... 6548.75
Bal. on Hand May 31st..... 928.79
Mrs Andrews moved and Mrs Barrett seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCES: The following members completing their probationary periods during June were accepted as members of the Home:
Mrs Mary Betts, moved by Mrs Cashman
Seconded by Miss Willits
Mrs Mary J. Barry, Moved by Mrs Porter
Seconded by Mrs Barrett
Miss Nora McAuliffe, Moved by Mrs Bates
Seconded by Mrs Andrews
Mrs Josephine Perry, Moved by Mrs Barrett
Seconded by Mrs Borda
Mrs Retta F. Woods, Moved by Mrs Andrews
Seconded by Mrs Cashman

The above motions were Carried.

APPLICATIONS: Mrs Lodema Cousins, age 71 years and six months, of # 242 Powell Street, San Francisco applied for membership in the Home. She wishes to pay \$ 4000.00. Mrs Cashman moved and Mrs Andrews seconded that Mrs Cousins be admitted to probation.
Motion Carried.

Minutes June 2nd 1937 cont'd.

APPLICATIONS:

Mr Frederick A. Lundblade age 70 years of # 1319 Mountrie Street, San Francisco applied for membership in the Home. He has between \$ 5500.00 and \$ 6000.00 in cash and wishes to pay \$ 4000.00. Mrs Andrews moved and Mrs Cashman seconded that Mr Lundblade be admitted to probation.
Motion Carried.

CORRESPONDENCE:

The Secretary was instructed to write the following letters.

Lady Thomas Hughes to thank her for the Sparton Console Radio which she presented to the Home.

Dr. Coulson, member of the Home to thank him for the photographs of the Tower of Grace Cathedral which he is sponsering.

Mr. Henry Treck of Mill Valley asking him for a reply to letter of April 24th Re. the release of Mrs Chapman's room.

Mr R.C.Burling, Secretary of the Board of Trustees, to ask him to confer with Mr Flaherty regarding the request of Mrs Charles Trull for a refund of Mrs Sophie Biller's entrance fee and state that the Board of Managers felt that insomuch as Mrs Biller had completed her probation period and had been accepted as a member of the Home where she lived for one month before her death that any amount of her fee became property of the Home.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.
Sec'y. Board of Managers.

MINUTES
August 4th, 1937.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, August 4th, 1937 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Bean, Andrews, Bates, Holder, Walkup, Dick, Wilson, Porter and Borda.

MINUTES: The Minutes of the previous meeting, June 2nd, were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;

Bal. on Hand May 31st.....	\$ 928.79
Recd. from Trustees June 1st...	7000.00
Amt. available for June.....	7928.79
Disbursements for June.....	8360.46
Over draft June 30th.....	431.67
Recd. from Trustees July 1st...	8500.00
Amt. available for July.....	8068.33
Disbursements for July.....	8646.01
Over draft July 31st.....	577.68

Mrs Walkup moved and Mrs Bean seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: The following probationary members were elected permanent members of the Home;
Miss Julia Lyons
Moved by Mrs Bean and seconded by Mrs Porter
Mrs Nancy L. Moale
Moved by Mrs Borda and seconded by Mrs Andrews
Mr Frederick A. Lundblade
Moved by Mrs Dick and seconded by Mrs Walkup.
Motions Carried.

APPLICATION: Miss Hannah Sloan age 80 years of # 978 Ellis Street, San Francisco applied for membership in the Home. She wishes to pay \$ 3000.00 On a motion made by Mrs Holder and seconded by Mrs Bean, Miss Sloan was admitted to probation.
Motion Carried.

There being no further to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Secretary of the Board.

MINUTES
September 1st. 1937.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, September 1st, 1937 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Andrews, Bailhache, Holder, Cashman, Bates, Dick, Tufts, Cairns, Bean, Willits, Wilson and Borda.

MINUTES: The Minutes of the previous meeting were read and approved.

REPORTS: The Reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on File.

The Treasurer's report showed;

Over draft July 31st.....	\$ 577.63
Recd. from Trustees Aug. 1st.....	8000.00
Amt. Available for Sept.....	7422.32
Disbursements for August.....	7427.25
Over draft Aug. 31st.....	4.93

It was moved by Mrs Cairns and seconded by Mrs Andrews that the Treasurer's report be accepted.

Motion Carried.

ACCEPTANCE: Mrs Jean E. Powrie completing her probationary on September 3rd, was accepted as a member of the Home on a motion by Mrs Holder and seconded by Mrs Bailhache. Motion Carried.

APPLICATION: Mrs Eleanor Jane Rogers age 65 years, of Ross, California applied for membership in the Home. She wishes to pay \$ 4000.00. Dr. Winterberg did not recommend her admittance so she was advised to return to the Doctor that he might advise her of her condition.

CORRESPONDANCE: Mrs Bailhache moved and Mrs Cairns seconded that the Secretary of the Board write to Dr. Winterberg requesting him to notify applicants of their condition when not favorable and tell them that on account of same they would not be eligible for membership. Motion Carried.

VACATION: Mrs Bailhache moved and Mrs Andrews seconded that Mrs Fogson, the Executive Secretary, be granted one Month's vacation. (Due to ill health, her absence from the Home during the summer would be considered a sick leave.) Further more Mrs Fogson has never observed regular office hours, working early and late, The Motion embodies Office Hours 9 to 12 a.m. and 1 to 5 p.m. Motion Carried.

There being no further business to come before the Board the meeting was adjourned

Respectfully submitted,
Josephine P. Borda.

MINUTES
October 6th, 1937

The regular meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, October 6th, 1937 at 10:30 a.m. Mrs Leavitt, the President, in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Bean, Bailhache, Bates, Gay, Holder, Porter, Tufts, Walkup and Willits.

MINUTES: The Minutes of the previous meeting, September 1st. were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Over draft Sept. 1st.....	\$ 4.93
Recd. from Trustees.....	8000.00
Amount Available.....	7995.07
Disbursements for Sept.....	7755.20
Bal. on Hand Sept. 30th.....	239.87

On a motion made by Mrs Bailhache and seconded by Mrs Gay the Treasurer's report was accepted.

APLICATION: Mrs Theresa G. Hogan age 66 years. She wishes to pay \$ 4000.00. On a motion made by Mrs Gay and seconded by Mrs Bailhache, Mrs Hogan was accepted for probation Motion Carried.

Doctor Elizabeth Keys age 66 years. She wishes to pay \$ 5500.00. On a motion made by Mrs Bailhache and seconded by Miss Willits Dr. Keys was admitted to probation.

Motion Carried.

Mrs Marie Barnum applied for membership and offered Pacific States Building and Loan Certificates in payment. This matter to be referred to the Board of Trustees.

WITHDRAWAL: Mrs Mary Barry, who entered the Home in April wished to withdraw from membership, with a refund after deduction for board. On a motion made by Mrs Tufts and seconded by Mrs Walkup, the Board voted to observe the rule in the Contract whereby the membership fee is not refunded after the probation is passed and the final agreement is signed.

BOARD: On the recommendation of Mrs Wilson, Chairman of the Nursing Committee and on a motion made by Mrs Bailhache and seconded by Mrs Holder, Board for an attendant employed by a member shall be \$ 25.00 per Month.

Minutes Oct. 6th, 1937 (cont'd)

NEW MEMBERS OF THE BOARD:

Mrs William F. Culberson and Mrs William H. Harrison were accepted as members of the Board to fill the vacancies left by the resignation of Mrs John Whicher and the death of Mrs George Townsend. This motion was made by Mrs Tufts and seconded by Mrs Bean. Motion Carried.

DINING ROOM:

Samples of linen for the dining room were submitted and the selection of color was given to Mrs Porter, the Chairman of the Dining room Committee.

CORRESPONDENCE:

The Secretary was instructed to write a letter of condolence to Mrs W.E.Cashman on the death of her husband which occurred October 4th.

A letter from Mr. W.W.Crocker was read acknowledging flowers and expression of sympathy from the Board of Managers upon the death of his father, Mr William H. Crocker.

RESOLUTION:

A resolution was passed on the death of William H. Crocker, Chairman of the Board of Trustees of the Home, a copy of which to be sent to the Board of Trustees.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Julia Gorman Porter
Sec'y. Pro Tem.

MINUTES
November 3rd, 1937

The regular meeting of the Board of Managers of # 2507 Fine Street was held in the Board room on Wednesday November 3rd, 1937 at 10:30 a.m. Mrs Leavitt, the President, in the Chair.

ATTENDANCE: Those present were; Medaames Leavitt, Bean, Cairns, Andrews, Willits, Culberson, Bates, Barrett, Wilson, Porter,

MINUTES: The Minutes of the previous meeting, October 6th, were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on Hand Oct. 1st.....\$ 239.87
Recd. from Trustees..... 8000.00
Amount Available..... 8239.87
Disbursements for Oct..... 7899.54
Bal. on Hand Oct. 31st..... 340.33
On a motion made by Mrs Bean and seconded by Mrs Barrett the report was accepted.
Motion Carried.

ACCEPTANCE: Miss Sloan having completed her probationary period, was accepted as a member of the Home on a motion made by Mrs Bean and seconded by Mrs Cairns.

Motion Carried.

APPLICATION: Mrs Anna Zulk, age 81 years applied for membership in the Home. She wishes to pay \$ 3500.00. On a motion made by Mrs Bean and seconded by Mrs Culberson her application was taken under consideration. The office to advise Mrs Zulk of the decision of the Board.

DINING ROOM: Mrs Porter of the Dining room Committee reported that there is no need for a new set of linen at this time.

HOSPITAL: Mrs Wilson reported that Mrs Griffith, a member of the Home, desires a special brand of medicine and the Doctor recommended that same medicine under another name at less cost. It was suggested that Mrs Griffith be permitted to have her special brand and pay the difference between the cost of medicine supplied by the Home and that which she desires.

Minutes Nov. 3rd, 1937 (cont'd.)

A communication from Dr. Lillian Martin was read, asking that she be permitted to lead discussion groups in the Home. Mrs Leavitt suggested that this be given a trial.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Nell L. Leavitt

Sec'y. Pro. Tem.

MINUTES
December 1st, 1937.

The regular meeting of the Board of Managers of # 2507 Fine Street was held in the Board room on Wednesday, December 1st, 1937 at 10:30 a.m. Mrs Leavitt, the president in the Chair.

ATTENDANCE:

Those present were Mesdames; Leavitt, Culberson, Andrews, Dick, Walkup, Tufts, Cairns, Willits, Holder, Bailhache, Bean, Wilson, Gay, Barrett and Borda.

MINUTES:

The Minutes of the previous meeting, Nov. 3rd, were read and approved.

REPORTS:

The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file. The Treasurer's report showed;
Bal. on Hand Nov. 1st.....\$ 340.33
Reed. from Trustees..... 7000.00
Amount available..... 7340.33
Disbursements for Nov..... 6599.86
Bal. on Hand Nov. 30th..... 740.47
Mrs Walkup moved and Mrs Cairns seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATIONS:

NONE

ACCEPTANCES:

Mrs Theresa G. Hogan completing her probation on December 19th was accepted as a member of the Home on a motion made by Mrs Bailhache and seconded by Mrs Tufts. Motion Carried.

Dr. Elizabeth Keys completing her probation on December 29th, was accepted as a member of the Home on a motion made by Mrs Wilson and seconded by Mrs Bean. Motion Carried.

RENOVATIONS:

Mrs Wilson moved and Mrs Holder seconded that the rooms in the Hospital Wing be renovated and sold to applicants, also that a lavatory and wash basin be installed in the room occupied by Mr Orvis. Motion Carried.

(J. G.)

Minutes Dec. 1st, 1937 (cont'd.)

CARE OF SICK:

Mrs Bailhache moved and Mrs Wilson seconded that the sick members be taken care of in their rooms. Exceptional cases to be removed to the Hospital room. Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Secretary of the Board of Managers.

MINUTES
January 5th, 1938

The regular monthly meeting of the Board of Managers of # 2507 Fine Street was held in the Board room on Wednesday, January 5th, 1938 at 10:30 a.m. Mrs. Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Barrett, Culberson, Cashman, Dick, Holder, Willits, Bean, Andrews, Bates, Wilson and Borda.

MINUTES: The Minutes of the previous meeting, December 1st were read and approved.

REPORTS: The Reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Bal. on Hand Dec. 1st.....\$	740.47
Recd. from Trustees.....	7200.00
Amt. available.....	7940.47
Disbursements for Dec.....	6999.68
Bal. on Hand Dec. 31st.....	940.79

On a motion made by Miss Willits and seconded by Mrs Barrett, the Treasurer's report was accepted.

Motion Carried,

APPLICATION: Mrs. Laura Denson of # 645 Leavenworth Street, San Francisco applied for membership in the Home. She has \$ 5900.00 in cash and wishes to pay \$ 5600.00. Mrs Borda moved and Mrs Andrews seconded that Mrs Denson be admitted to probation.

Motion Carried.

Mrs Harriet Beach Muzzy, age 69 years, of #851 Lytton Avenue, Palo Alto applied for membership in the Home. She owns real estate and has \$ 2000.00 in cash. She was advised to interview Mr. Murphy regarding her property settlement. Mrs Andrews moved that Miss Muzzy be admitted to probation subject to the above decision and the Doctor's report. This motion was seconded by Mrs Culberson.

Motion Carried.

DINING ROOM SUPPLIES:

Mrs Barrett moved and Mrs Andrews seconded that the Chairman of the Dining room Committee be authorized to purchase the necessary linen required.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Sec'y Board of Managers.

Minutes of Feb'y. 2nd, 1938 (cont'd.)

CORRESPONDENCE: Mrs Eleanor J. Pierce, a member of the Home, gave \$ 5.00 to the Home. The Secretary was requested to write a letter of thanks to Mrs Pierce.

A letter to Dr. Kenneth Gardner requesting that he comply with the rules of the Home regarding the employment of nurses.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Sec'y. of the Board of Managers.

MINUTES
February 2nd, 1938.

The regular monthly meeting of the Board of Managers of # 2507 Fine Street was held in the Board room on Wednesday February 2nd, 1938 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were; Mesdames Leavitt, Dick, Willits, Gay, Cairns, Walkup, Bean, Bates, Porter, Wilson, Andrews and Borda.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;
Bal. on Hand Jan. 1st..... \$ 940.79
Recd. from Trustees..... 7200.00
Amt. Available..... 8140.79
Disbursements for Jan..... 6690.07
Bal. on Hand Jan 31st..... 1450.72
On a motion made by Mrs. Wilson and seconded by Mrs. Porter the Treasurer's report was accepted.
Motion Carried.

APPLICATION: Mrs Marie Barnum age 74 years of # 408 Hudson Street, Oakland applied for membership in the Home. She has \$ 7000.00 in cash and wishes to pay \$ 4000.00. The exact price of her entrance fee to be subject to her final selection of her room. Mrs Andrews moved and Mrs Borda seconded that Mrs Barnum be admitted to probation.
Motion Carried.

DINING ROOM: Mrs Andrews moved and Mrs Wilson seconded that the Buying Committee be authorized to purchase necessary supplies for the improvement of the dining room
Motion Carried.

ELECTRIC APPLIANCES: Mrs Porter moved and Mrs Cairns seconded that Superintendent and Engineer inspect the electric irons in the rooms to see if they are in proper condition.
Motion Carried.

CORRESPONDENCE: A letter from Mrs John Whicher was read in which she tendered her resignation as an associate member of the Organization. The Secretary of the Board was requested to acknowledge this letter and forward it to the Secretary of the Board of Trustees.

MINUTES
March 2nd, 1938

The regular meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday March 2nd, 1938 at 10:30 a.m. Mrs Leavitt Presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Wilson Bean, Barrett, Bates, Porter, Culberson, Cashman, Andrews, Holder and Willits.

MINUTES: The Minutes of the previous meeting, February 2nd were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.
The Treasurer's report showed:
Bal. on Hand Jan'y. 31st.....\$ 1450.72
Recd. from Trustees..... 7200.00
Amt. Available..... 8650.72
Disbursements for Feb..... 6870.06
Bal. on Hand Feb. 28th..... 1780.66
On a motion made by Mrs Porter and seconded by Mrs Cashman the Treasurer's report was accepted. Motion Carried.

APPLICATION: Miss Marie R. Kling, age 67 years of # 744 Buchanan Street, San Francisco applied for membership in the Home. She has \$ 13000.00 and wishes to pay \$ 5500.00. On a motion made by Mrs Holder and seconded by Miss Willits, Miss Kling was admitted to probation.

Miss Bridget Gibbons age 75 years of # 2468 Bush Street, San Francisco applied for membership in the Home. She has \$ 5000.00 and wishes to pay \$ 4000.00. On a motion made by Mrs Porter and seconded by Miss Willits Miss Gibbons was admitted to probation.

Mr William Frederick Lew age 67 years of # 5830 Birch Court, Oakland applied for membership in the Home. He has \$ 7000.00 and wishes to pay \$ 4000.00. On a motion made by Mrs Andrews and seconded by Mrs Culberson Mr# Lew was admitted to probation. Mr Lew entered the Home February 20th 1938. and has taken room # 456.

ACCEPTANCE: Mrs Laura Ames Denson completing her probation on March 13th. was accepted as a member of the Home on a motion made by Mrs Wilson and seconded by Mrs Cashman. Motion Carried.

Minutes Mar. 2nd. 1938 (cont'd)

RULES: A revised form of rules and general information of interest to members of the Home has been printed and distributed to the membership. Enforcement of the rules is in the hands of the Superintendent.

LEGACY: The Income from a legacy from the Estate of Elizabeth Tittel, which is to be applied to an insufficient membership fee, has reached the sum of \$ 67.00. According to terms, this amount must be used by us for the expressed purpose, or the Legacy goes to the Community Chest. On a motion made by Mrs Wilson, seconded by Mrs Bean, this amount is to be applied to the membership of John Partridge who lacks the cash required for his fee.

ITEM: An informal discussion regarding the admission of certain people to membership, led to the conclusion that the By-laws should be observed in such cases. The application being held pending investigation of the prospective member.

CORRESPONDENCE:

A letter of condolence is to be sent to Mrs John Haraden Pratt on the loss of her husband, our organist for over thirty five years, who passed away February 26th, 1938.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Nell L. Lessitt
Sec'y. pro tem.

EXECUTIVE COMMITTEE

MINUTES
March 18th, 1938

A meeting of the Executive Committee was held at # 2507 Pine Street, on Friday, March 18th, 1938 at 12:15 p.m.

ATTENDANCE: Those present were mesdames; Leavitt, Wilson, and Holder. A proxy was held for Mrs Andrews.

CONSIDERATION OF APPLICATION:

Mrs Grace Roberts Moore age 86 years. A native of San Francisco, living at # 240 Durant Avenue, Berkeley. A widow. Has Nine shares of American Telephone and Telegraph Stock to be part payment of membership fee Price of membership \$ 3000.00.
Relatives;

Daughter Mrs Hugh Brown
Daughter Mrs J.W.Glover
Son Sidney Roberts Moore
Denomination Unitarian
Recommended by; Miss Sarah Oddie
Mrs Aurelia Rheinhardt
Room selected # 204
There is no Doctor's certificate.

It was proposed by Mrs Brown that the Stock offered as part payment of the admission fee be held by the Crocker First National Bank and sold at Mrs Brown's death, any excess over amount necessary for admission to be returned to her son, Sidney R. Moore. Also that the funeral expenses be included in the membership fee of \$ 3000.00.

The matter was referred to Mr Murphy and after an interview with him, Mrs Brown's attorney, Mr Rountree, went over our contract with her. Efforts were made by Mrs Brown to hold us to the clause in which the Home pays the funeral expenses if the member leaves no estate, on the ground that the Telephone Company stock is the only asset that Mrs Moore has. Conferring with Mr Flaherty, Mr Rountree was told that we could not grant these requests, that the Home operates on a cash basis and that it would be necessary to sell the stock or to supply an equal amount of cash.

The Committee demands that all arrangements be completed before admittance, favorable report from doctor and full amount of membership upon entrance.

REPORT: Urine showed no albumen and no sugar
Temperature 98.6 signed Mrs O'Donnell, Day Nurse.
Admission fee of \$ 3125.00 to be paid Monday March 21/38

Respectfully submitted,
Mell L. Leavitt
Sec'y. pro tem

MINUTES
April 6th, 1938

The regular meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday April 6th, 1938 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Andrews, Culberson, Willits, Holder, Dick, Barrett, Bean, Cashman, Gay, Tufts, Porter, Mailliard, Wilson and Borda.

MINUTES: The Minutes of the previous meeting, March 2nd, were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on Hand Mar. 1st.....\$ 1780.66
Recd. from Trustees..... 7000.00
Amt. available..... 8780.66
Disbursements for Mar..... 6829.58
Bal. on Hand Mar. 31st..... 1951.08
Mrs Porter moved and Mrs Barrett seconded that the Treasurer's report be accepted.
Motion Carried,

ACCEPTANCES: The following members completing their probation were accepted as members of the Home.
Mr William F. Lew, completing probation April 20th.
Moved by Mrs Wilson, Seconded by Mrs Bean
Mrs Marie Barnum, completing probation April 28th
Moved by Mrs Bean, Seconded by Mrs Barrett
Mrs Marie Kling, completing probation April 28th
Moved by Miss Willits, Seconded by Mrs Cashman.
Motions Carried.

NURSING DEPT.: Mrs Dick moved and Mrs Bean seconded that the office of Day Nurse and Night Nurse be restricted to Graduate Nurses only.
Motion Carried.

VACATION: Mrs Wilson moved and Mrs Mailliard seconded that Mr Denham, on account of ill health, be given three months vacation. The first month on full pay and the two remaining months on half pay. Motion Carried.

Minutes of April 6th, 1938 (cont'd.)

IMPROVEMENTS: Mrs Tufts moved and Mrs Wilson seconded that trees and window boxes be placed around the property of the Home to improve the appearance and that Mrs Mailliard be authorized to investigate prices and plans and report to the Board.
Motion Carried.

NOMINATING COMMITTEE:

Mrs Leavitt appointed the following members of the Board of Managers to act as the Nominating Committee.
Mrs Porter, Mrs Barrett and Mrs Cairns.
with Mrs Porter as Chairman.

There being no further business to come before the Board,
the meeting was adjourned.

Respectfully submitted,

Josephine P. Bonda.

Sec'y. Board of Managers.

1938
ANNUAL - REPORT

I here with submit my report for the fiscal year 1937-1938

There were 11 meetings of the Board of Managers.

1 meeting of the Executive Committee.

The average attendance for the year was 11

13 Applications for membership were presented.
12 Applicants were accepted.

The Home has a total of 175 rooms, 30 of
which are vacant.

22 Deaths occurred during the year.

569 Calls were made on members of the Home
by members of the Board.

Respectfully submitted,

Sec'y. Board of Managers.

May 18th, 1938.

MINUTES
May 4th, 1938

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, May 4th, 1938 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Tufts, Cairns, Culberson, Dick, Wilson, Porter, Holder, Bean, Cashman, Andrews, Mailliard, and Borda.

MINUTES: The Minutes of the previous meeting, April 6th, 1938 were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed ob file. The Treasurer's report showed;
Bal. on Hand April 1st.....\$ 1951.08
Recd. from Trustees..... 7000.00
Amt. available..... 8951.08
Disbursements for April..... 7375.03
Bal. on Hand April 30th..... 1576.05
On a motion made by Mrs Porter and seconded by Mrs Tufts the Treasurer's report was accepted.
Motion Carried.

ACCEPTANCE: Mrs Grace R. Moore completing her probation May 19th, was accepted as a member of the Home on a motion made by Mrs Wilson and seconded by Mrs Holder.
Motion Carried.

APPLICATIONS: Mr Lawrence Keely, age 67 years and seven months of # 659 Fulton Street, San Francisco applied for membership in the Home. He wishes to pay \$ 4000.00. Mrs Tufts moved and Mrs Culberson seconded that Mr Keely be admitted to probation. Motion Carried.

Mrs Nettie Weitzel Kiefer age 68 years of # 671 28th Avenue, San Francisco applied for membership in the Home. On a motion made by Mrs Andrews and seconded by Mrs Holder, Mrs Kiefer was admitted to probation.
Motion Carried.

FUND: Mrs Bean moved and Mrs Tufts seconded that the amount received from the Tittel Estate be transferred from the Rev. John Partridge account, to Mrs Bridget Gibbons Fee.
Motion Carried.

Minutes of May 4th, 1938 (cont'd)

TREES:

Mrs Mailliard moved and Mrs Wilson seconded that Red Eucalyptus trees be bought and planted at the earliest possible date.

Motion Carried.

INVESTIGATION: Mrs Andrews moved and Mrs Cairns seconded that a thorough investigation be made regarding Miss Shoen's age.

Motion Carried.

NOMINATING COMMITTEE:

Miss Willits was appointed to serve on the Nominating Committee in place of Mrs Cairns.

The Nominating Committee presented the following Ticket for Officers and Members of the Board of Managers for the fiscal year 1938-1939. to be voted on at the Annual meeting May 18th, 1938.

OFFICERS

PRESIDENT.....	Mrs. J.W. Leavitt
First Vice-President.....	Mrs. E.W. Wilson
Second Vice-President.....	Mrs. A. Bailhache
Third Vice-President.....	Mrs. G.L. Bean
Treasurer.....	Mrs. R.V. Holder
Secretary.....	Mrs. J.P. Borda
Asst. Sec'y. and Treas.....	Miss Sarah Oddie

BOARD OF MANAGERS

Mrs. John W. Leavitt....# 847 - 42nd Ave,	Skyline 9124
Mrs. Jesse Andrews....# 2990 Jackson St.	Fillmore 1651
Mrs. Arthur Bailhache....# 2519 Octavia St.	Fillmore 3471
Mrs. Gilbert Barrett....# 2740 Lake St.	Evergreen 4235
Mrs. George Bates....# 2767 Clay St.	West 8057
Mrs. George L. Bean....# 20 - 25th Ave.	Bayview 5121
Mrs. Josephine P. Borda....# 750 Sutter St.	Graystone 6464
Mrs. Edward T. Cairns....# 467 Seale Ave.	Falo Alto
Mrs. W.E. Cashman....# 3637 Clay St.	Underhill 5466
Mrs. W.H. Dick.....Almendra Ave.	Atherton.
Mrs. George H. Gay....# 582 - 10th Ave.	Skyline 3951
Mrs. R.V. Holder....# 2195 Sacramento St.	Fillmore 0328
Mrs. J.W. Mailliard jr....# 3375 Jackson St.	Fillmore 2653
Mrs. W.F. Culberson....# 2400 Pacific Ave.	Fillmore 3511
Mrs. Charles B. Porter....# 142 - 27th Ave.	Bayview 5115
Mrs. J.B. Tufts....# 2733 Puena Vista Drive,	Berkeley
Mrs. E.D. Wallcup.....Almendra Ave.,	Atherton
Mrs. E.W. Wilson.....St. Francis Hotel,	Douglas 1000
Miss Anna Willits....# 80 Scenic Way,	Bayview 6029
Miss Sarah Oddie....# 2209 Divisadero St.,	Fillmore 8840

On a motion made by Mrs Tufts and seconded by Mrs Wilson,
the above Ticket was accepted. Motion Carried.

There being no further business to come before the Board,
the meeting was adjourned.

Respectfully submitted
Josephine P. Borda Sef

ANNUAL MEETING
May 20th, 1938

The Annual Meeting of the Board of Managers of #2507 Pine Street was held in the Board room on Wednesday May 20th 1938 at 3:30 p.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Bates, Holder, Willits, Wilson, Cashman, Dick, Walkup, Cairns, Culberson, Tufts, Porter, Bean and Borda.

ELECTION: The regular Ticket for the election of Officers for the ensuing fiscal year 1938-1939 was presented. There being no opposition Ticket, The Secretary was ordered to Cast the Ballot and the following Officers were duly elected.

PRESIDENT.....Mrs J.W.Leavitt
First Vice-President.....Mrs E.W.Wilson
Second Vice-President.....Mrs A. Bailhache
Third Vice-President.....Mrs G.L.Bean
Treasurer.....Mrs R.V.Holder
Secretary.....Mrs J.P.Borda
Asst. Sec'y. & Treas.....Miss Sarah Oddie

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Sec'y. Board of Managers.

MINUTES
June 2nd, 1938

The regular monthly meeting of the Board of Managers of # 2507 Fine Street was held in the Board room on Wednesday June 2nd, 1938 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Holder, Gay, Porter, Walkup, Dick, Wilson, Willits, Andrews, Tufts and Bates.

MINUTES: The Minutes of the previous meeting, May 4th were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on Hand May 1st.....\$ 1576.05
Recd. from Trustees..... 7000.00
Amt. available..... 8576.05
Disbursements for May..... 6510.93
Bal. on Hand May 31st..... 2065.12
On a motion made by Mrs Andrews and seconded by Mrs Gay the Treasurer's report was accepted.
Motion Carried

APPLICATION: Mr. Pestonjee Franjee Dawar, age 82 years of # 2402 Lombard Street, San Francisco, and born in Bombay, India applied for membership in the Home. Owing to defective eye sight as reported by Dr. Greene, the Eye Specialist and Racial difference Mrs Walkup moved and Holder seconded that Mr. Dawar's application be rejected.
Motion Carried.

AMUSEMENT: Mrs. Gay moved and Mrs. Tufts seconded that a portion of the rear garden be used for a Bowling Green and that Mr. Hardin be instructed to purchase the necessary equipment.
Motion Carried.

ROSE BUSHES: The Board was advised that Mrs. Emmet Rixford of Palo Alto was disposing of her rose bushes so the Secretary was requested to write to Mrs. Rixford and ask if she would care to dispose of some to the Home.

BOARD MEMBER: The name of Mrs. L.O. Henderson, of # 2335 Pacific Avenue, San Francisco was presented to the Board to fill an existing vacancy. On a motion made by Mrs. Andrews and seconded by Mrs. Porter, Mrs Henderson was accepted.
Motion Carried.

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,
Josephine P. Board Socy.

MINUTES
Executive Committee
July 6th, 1938

A meeting of the Executive Committee of # 2507 Pine Street was held in the Board room on Wednesday, July 6th, 1938 at 11:30 a.m. Mrs. Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt and Borda. Proxies were held for Mesdames Wilson, Holder and Andrews.

BUSINESS: The object of the meeting was to vote on the following members completing their probation in July.

Mrs. Nettie Weitzel Kiefer completing her probation July 14th was accepted as a member of the Home on a motion made by Mrs. Borda and seconded by Mrs Leavitt.

Motion Carried.

Miss Bridget Gibbons completing her probation July 2nd. was accepted as a member of the Home on a motion made by Mrs Leavitt and seconded by Mrs Borda.

Motion Carried.

There being no further business to come before the Committee the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Sec'y. Board of Managers.

MINUTES
August 3rd, 1938

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday August 3rd, 1938 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Andrews, Gay, Cairns, Henderson, Bates, Porter, Tufts, Culberson, Cashman, Wilson, Holder and Borda.

MINUTES: The Minutes of the previous meeting June 2nd and those of the meeting of the Executive Committee held July 6th were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse for the months of June and July were read and ordered placed on file.

The Treasurer's report showed;

Bal. on hand June 1st.....	\$ 2065.12
Recd from Trustees.....	7000.00
Amt. available.....	9065.12
Disbursements for June.....	6830.87
Bal. on hand June 30th.....	2234.25
Recd. from Trustees.....	7000.00
Amt. available for July.....	9234.25
Disbursements for July.....	7244.63
Bal. on hand July 31st.....	1989.62

Mrs Gay moved and Mrs Cashman seconded that the Treasurer's report be accepted.

Motion Carried.

ACCEPTANCE: Mrs Martha Williams whose probation expiring August 13th was accepted as a member of the Home on a motion made by Mrs Holder and seconded by Mrs Tufts

Motion Carried.

APPLICATION: Mrs Ella Inez Pye, age 74 years of San Mateo, California was admitted to probation on July 28th by Mrs Leavitt. Mrs Pye paid \$ 5500.00 Mrs Andrews moved and Mrs Cashman seconded that this action of Mrs Leavitt be ratified by the Board.

Motion Carried.

Mrs Eliza Ann Adams, age 84 years of # 730 Rand Avenue, Oakland was admitted to probation on July 7th by Mrs Leavitt. Mrs Adams paid \$ 3000.00. Mrs Holder moved and Mrs Tufts seconded that this action of Mrs Leavitt be ratified by the Board.

Motion Carried.

Minutes of Aug. 3rd, 1938 (cont'd)

APPLICATION:

Mr Schultheis and Miss Coleman appeared before the Board for entrance to the Home. They stated that they would be married before making formal application. They will pay \$ 8000.00 until the required formalities are completed.

Mrs Anne Wiese Spaulding age 72 years, of # 2363 Van Ness Avenue, San Francisco applied for membership. The price of the room she had selected was \$ 6000.00. She stated that she did not have the full amount of cash at the moment. Mrs Borda moved and Mrs Andrews seconded that Mrs Spaulding pay \$ 3000.00 on entering the Home on Sept. 1st and the remaining \$ 3000.00 be paid October 1st.
Motion Carried.

correction seeNOTE: After advising Mrs Spaulding of the above terms, she felt she would be unable to comply with them.
Sept. 7th

REJECTION:

Miss Eva Chamberlain age 65 years of # 214 Third Street, Pacific Grove, applied for membership. She wished to pay \$ 5000.00. Owing to an arthritic condition which necessitated the use of crutches, Mrs Culberson moved and Mrs Andrews seconded that Miss Chamberlain's application be rejected.
Motion Carried.

Mrs Eleanor Jane Rogers age 65 years, of Ross, California applied for membership. Owing to a diabetic condition which would require special care and treatment, Mrs Holder moved and Mrs Cairns seconded that Mrs Rogers' application be rejected.
Motion Carried.

REGULATION:

Mrs Wilson moved that all applicants suffering from Diabetes be rejected as the Home has not the facility for caring for such cases, which require special care and diet. This motion was seconded by Mrs Andrews.
Motion Carried.

CORRESPONDENCE: The Secretary of the Board was instructed to write letters of thanks to the following persons for donations made to the Home.
Mrs Andrews for a chair.
Mrs J.W. Stover of Bolinas for flowers.
Mrs E.J. Eye for an Oil painting.
Mrs Ida V. Bass for Books.
Mrs F.C. Shannon for clothing.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda,
Sec'y. of the Board of Managers.

MINUTES
September 7th, 1938

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, September 7th, 1938 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Tufts, Culberson, Willits, Cashman, Andrews, Porter, Henderson, Holder, Bailache, Wilson, Bean, Barrett, and Borda.

MINUTES: The Minutes of the previous meeting, Aug 3rd were read. Mrs Culberson moved and Mrs Bean seconded that the note under Mrs Spaulding's application be corrected to refer to that of Mrs F. Enoch's application and after said correction the minutes be approved.
Motion Carried.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on hand Aug. 1st.....\$ 1989.62
Recd. from Trustees..... 7000.00
Amt. available..... 8989.62
Disbursements for Aug..... 7279.86
Bal. on hand Aug. 31st..... 1709.76
On a motion made by Mrs Tufts and seconded by Mrs Barrett the Treasurer's report was accepted.
Motion Carried.

ACCEPTANCE: Mrs Eliza A. Adams whose probation expiring September 17th, was accepted as a member of the Home on a motion made by Mrs Bailhache and seconded by Mrs Bean.
Motion Carried.

Mr F. Smith whose probation expiring Sept. 25th was accepted as a member of the Home on a motion made by Mrs Bean and seconded by Mrs Barrett.
Motion Carried.

Mrs Ella Inez Pye, whose probation expiring Sept. 28th, was accepted as a member of the Home on a motion made by Mrs Wilson and seconded by Mrs Holder.
Motion Carried.

APPLICATION: Mr Edward Dillon age 80 years and his wife, Georgie Vance Dillon age 67 years, of # 138 Evergreen Avenue, Mill Valley, California, applied for membership in the Home. They wish to pay \$ 4000.00 each. On a motion made by Mrs Cashman and seconded by Mrs Andrews, Mr and Mrs Dillon were admitted to probation.
Motion Carried.

Minutes of Sept. 7th, 1938 (cont'd.)

INCREASE IN SALARIES:

Mrs Bailhache moved and Mrs Borda seconded that Mrs Pogson's salary be raised to \$ 150.00 per month, beginning Sept. 1st, 1938. Motion Carried.

Mrs Bailhache moved and Mrs Tufts seconded that Dr. Winterberg's Fee be raised to \$ 100.00 per month Motion Carried.

Mrs Holder moved and Mrs Culberson seconded that Leon McFail's salary be raised to \$ 60.00 per month.

RE. MEDICAL SERVICE FEES:

Mrs Tufts moved and Mrs Barrett seconded that any member of the Home whom Dr. Winterberg call upon on the premises be entitled to this medical service free of charge, but any member making a call at the Doctor's office without his orders shall pay the office charge. Motion Carried.

There being no further business to come before the Board,
the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Sec'y. Board of Managers.

MINUTES
October 5th, 1938

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday October 5th, 1938, at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Cashman, Andrews, Barrett, Bates, Walkup, Wilson, Tufts, Bean, Holder, Willits, Bailhache and Borda.

MINUTES: The Minutes of the previous meeting, September 7th, were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on hand Sept. 1st.....\$ 1709.76
Recd. from Trustees..... 7000.00
Amt. available..... 8709.76
Disbursements for Sept..... 7703.90
Bal. on hand Sept. 30th..... 1005.86
Mrs Andrews moved and Miss Willits seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mr and Mrs J.C.Schultheis completing their probation on October 30th, were accepted as members of the Home on a motion made by Mrs Bailhache and seconded by Mrs Barrett.
Motion Carried.

Mrs Anne W. Spaulding completing her probation on Oct. 31st, was accepted as a member of the Home on a motion made by Mrs Andrews and seconded by Mrs Bailhache.
Motion Carried.

APPLICATIONS: NONE.

MR. ALEXANDER: Mrs Wilson moved and Mrs Holder seconded that Mr Alexander's mental condition be investigated.
Motion Carried.

Mrs Tufts moved and Mrs Bailhache seconded that the Orderly be instructed to give Mr Alexander special supervision.
Motion Carried.

Minutes of Oct. 5th, 1938 (cont'd.)

PINE St. LOBBY:

Mrs Tufts moved and Mrs Holder seconded that the linoleum in the Pine Street lobby be removed and a carpet laid and that Mrs Bailhache be authorized to attend to this change.

Motion Carried.

CORRESPONDENCE:

The Secretary of the Board was instructed to write a letter of thanks to the members of the Home who presented a clock for the new Sun room.

EXTERIOR REMODELING:

Representatives of the John-Manville Company submitted material and photographs for the remodeling of the exterior of the building. Said material would reduce the cost of Fire Insurance and also the cost of fuel for heating. No action was taken as the matter was to be taken up with the Board of Trustees.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Sec'y. of the Board of Managers.

MINUTES
November 3rd, 1938.

The regular monthly meeting of the Board of Managers of #2507 Fine Street, was held in the Board room on Wednesday November 3rd, 1938. at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Cashman, Culberson, Cairns, Willits, Andrews, Wilson, Bailhache, Tufts, Bates, Barrett, Mailliard, Henderson, and Borda.

MINUTES: The Minutes of the previous meeting, October 5th were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;
Bal. on Hand Oct. 1st.....\$ 1005.86
Recd. from Trustees..... 5000.00
Amt. available..... 6005.86
Disbursements for Oct..... 5931.93
Bal. on Hand Oct. 31st..... 73.93
On a motion made by Miss Willits and seconded by Mrs Andrews, the Treasurer's report was accepted.
Motion Carried.

APPLICATION: Mrs Ruffieux, age 72 years, of San Francisco applied for membership. Mrs Bailhache moved and Mrs Barrett seconded that Mrs Ruffieux's admission to the Home be subject to the Doctor's report and that a deposit of \$ 500.00 be made to hold the room until Jan'y. 1st, 1939.
Motion Carried.

Miss Lilia Edith Dickins, age 69 years of San Francisco applied for membership in the Home. Mrs Andrews moved and Mrs Borda seconded that Miss Dickins' application be rejected owing to her present physical condition.
Motion Carried.

Mrs Robert Church, age 66 years, of # 118 San Jose Avenue, San Francisco, applied for membership. She has \$ 4500.00. Her entrance fee would be \$ 4000.00 and the remaining \$ 500.00 would not be sufficient for incidental expenses. Her application was not considered.

DAY NURSE: Mrs Bailhache moved and Mrs Wilson seconded that Miss Irene O'Donnell's salary be raised \$ 10.00
Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Sec'y. of the Board.

MINUTES
December 7th, 1938

The regular monthly meeting of the Board of Managers of # 2507 Fine Street, was held in the Board room on Wednesday December 7th, 1938 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: These present were Mesdames; Leavitt, Holder, Tufts, Bean, Porter, Gay, Andrews, Cashman, Dick, Cairns, Bates, Willits and Mailliard.

MINUTES: The Minutes of the previous meeting, November 3rd, were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;
Bal. on Hand Nov. 1st.....\$ 73.93
Rec'd. from Trustees..... 7000.00
Amt. available..... 7073.93
Disbursements for Nov..... 6473.67
Bal. on Hand Nov. 30th..... 600.26
Mrs Porter moved and seconded by Mrs Gay
that the Treasurer's report be accepted.
Motion Carried.

APPLICATIONS: Mr. William Herbert Taylor, age 73 years, of # 635 Tennessee Street, Vallejo who applied for membership and was admitted to probation by Mrs Leavitt on November 26th, was accepted by the Board on a motion made by Mrs Holder and seconded by Mrs Andrews.
Motion Carried.

Miss Johanna Wren, age 27 years of # 1915 Pierce Street who applied for membership and was admitted to probation on November 29th, by Mrs Leavitt, was accepted by the Board on a motion made by Mrs Cashman and seconded by Miss Willits.
Motion Carried.

Mr. Edsel E. Berry, citizen, age 46 years of 3114 Fourth Avenue, Y.W.C.A., Seattle, Washington. applied for membership in the Room. On a motion made by Mrs Andrews and seconded by Mrs Gay made to the contrary and accepted by probation, the Room was accepted by probation.
Motion Carried.

Mr. Lewis Clegg, resident, age 69 years of # 122 Main Street applied for membership in the Room. On a motion made by Mrs Cashman and seconded by Mrs Andrews he was admitted to probation.
Motion Carried.

MINUTES
January 4th, 1939

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday January 4th, 1939 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: These present were Mesdames; Leavitt, Holder, Barrett, Henderson, Wallcup, Dick, Cairns, Bean, Andrews, Cashman, Mailliard, and Barda.

MINUTES: The Minutes of the previous meeting, December 7th, 1938 were read. The following omission was noted. "Mrs Bean moved and Mrs Mailliard seconded that Mrs Rogson be authorized to buy a Coffee set and Tea cloth. Motion Carried." Mrs Bean moved and Mrs Cairns seconded that the above omission be inserted in the Minutes and that the Minutes be approved.
Motion Carried.

REPORTS: The Reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;
Bal. on Hand Dec. 1st/38 \$ 600.26
Recd. from Trustees..... 7000.00
Amt. available..... 7600.26
Disbursements for Dec..... 7409.56
Bal. on Hand Dec. 31st/38..... 100.70
Mrs Andrews moved and Mrs Barrett seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATIONS: NONE

ACCEPTANCES: Mr William H. Taylor, completing his probation Jan'y. 26th, was accepted as a member of the Home on a motion made by Mrs Bean and seconded by Mrs Cashman. Motion Carried.

Miss Johanna Wren completing her probation Jan'y. 29th, was accepted as a member of the Home on a motion made by Mrs Holder and seconded by Mrs Henderson. Motion Carried.

Mrs Jessie Kollmyer, age 72 years of Hayward, California was admitted to probation on Dec. 29th/38 by the Admission Committee. Mrs Kollmyer paid \$ 4500.00. Mrs Barrett moved and Mrs Cashman seconded that the above action be ratified by the Board. Motion Carried.

Minutes Jan'y. 4th, 1939 (cont'd.)

CARPETS: Mrs Bean moved and Mrs Holder seconded that the purchase of the carpet for the third floor at the price stated (\$976.18) be approved by the Board,
be approved.
Motion Carried.

Mrs Barrett moved and Mrs Andrews seconded that the carpet on the fourth floor be made over and a new lining for same be purchased (price \$ 130.00).
Motion Carried.

CORRESPONDENCE:

Mrs Andrews moved and Mrs Cashman seconded that a letter of thanks be sent to Robert Bartlett, (Employee of the Home) for the beautiful wreaths and decorations made by him at Christmas time.
Motion Carried.

The Secretary was requested to write letters of thanks to the following persons:

Mrs Du Val Moore for Christmas table decorations loaned by her and a donation of \$ 5.00.

Elite Produce Company for the gift of the Xmas. Tree.

Mrs Le Roy for program Dec. 18/38 by Glee Club of the American Legion Auxilliary.

Mr Robert Taylor for program on Dec. 23/38

Mrs Lewis for program Dec. 27/38 by the Columbia Park Boys.

Mrs Charles B. Porter, a letter of condolence on the death of her Mother.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Sec'y. Board of Managers.

MINUTES
Executive Committee
February 11th, 1939.

A meeting of the Executive Committee was held at #2507 Pine Street on Saturday February 11th, 1939 at 11 o'clock a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Wilson, Andrews, Cashman, Holder and Borda.

ACCEPTANCE: Mr. Frederick Elvidge whose probation expiring February 11th, was accepted as a member of the Home on a motion made by Mrs. Holder and seconded by Mrs. Cashman.

Motion Carried.

Mrs. Mabel E. Driesbach whose probation expiring February 13th was accepted as a member of the Home on a motion made by Mrs. Wilson and seconded by Mrs. Borda.

Motion Carried.

ALEXANDER CASE:

Mr. Alexander's case and condition was discussed but no action was taken.

There being no further business to come before the Committee, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Secretary of the Board.

MINUTES
Special Meeting
February 15th, 1939.

A special meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday February 15th, 1939 at 11 o'clock a.m.

ATTENDANCE: Those present were Mesdames; Leavitt, Andrews, Cashman, Gay, Barrett, Holder, Willits, Henderson, Cairns, Bean, Bates, Tufts, Porter, Railhache, Wilson, Mailiard and Borda.

OBJECT: Discussion of important matters pertaining to the Home. No action was taken.

CORRESPONDENCE: The Secretary was instructed to write a letter of thanks to Mrs Stanwood, Principal of the Sarah Dix Hamlin school, for her invitation to our members and members of the Board of Managers to an entertainment at the school on January 17th.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Sec'y. Board of Managers.

MINUTES
March 1st, 1939.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, March 1st, 1939. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Tufts, Bean, Willits, Wilson, Bailhache, Andrews, Barrett, Gay, Walkup, Porter, Holder and Porter.

MINUTES: The Minutes of the previous meeting, February 1st were read and approved. The Minutes of the Executive Committee meeting held February 11th were also read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Over draft Jan'y. 31st.....\$ 26.58
Recd. from Trustees..... 7000.00
Amt. available..... 6973.42
Disbursements..... 6897.48
Bal. on hand Feb'y. 28th..... 75.94
Mrs Walkup moved and Mrs Gay seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATION: Mr and Mrs George K. Gray appeared before the Board to apply for membership. Mr Gray age 75 years and Mrs Gray age 62 years. It was moved and seconded that an additional sum of \$ 1600.00 must be paid by Mrs Gray for 32 months at the rate of \$ 50.00 per month as she is under the minimum age for the regular fee.

PAINTING: Estimates were read and a discussion followed regarding the painting of the exterior of the building.

BOOKLET: The question as to the necessity for a new booklet was discussed. No action was taken.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Nell L. Leavitt
Sec'y. pro tem.

EXECUTIVE COMMITTEE
MINUTES
March 1st, 1939

A meeting of the Executive Committee was held in
the Board room on Wednesday, March 1st, 1939 at 2:30 p.m.
Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Wilson,
and Holder.

ACCEPTANCE: The following probationary members were duly
admitted to membership;
Mrs Hollmeyer completing her probation March 1st
Mme. Ruffieux " " " March 5th
Miss Kerr " " " April 2nd

These admissions were overlooked in the order
of business at the regular meeting at 10:30
of this same date.

Respectfully submitted,

Nell L. Leavitt.

Sec'y. pro tem.

MINUTES
April 5th, 1939.

The regular monthly meeting of the Board of Managers at # 2507 Pine Street was held in the Board room on Wednesday, April 5th, 1939 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Messdames; Leavitt, Wilson, Holder, Porter, Tufts, Cairns, Day, Henderson, Bates, Bean, Bailhache, Cashman and Berda.

MINUTES: The Minutes of the previous meeting, March 1st, were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file. The Treasurer's report showed:
Bal. on hand Feb'y. 28th..... \$ 75.91
Recd. from Trustees..... 7000.00
Total amt. available..... 7075.91
Disbursements for March..... 6164.77
Bal. on hand Mar. 31st..... 914.77
Mrs Bailhache moved and Mrs Cashman seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATION: Miss Catherine Agnes Cotter, age 65 years or # 251 11th Avenue, Sun Federation applied for membership in the Home. She wished to pay \$ 4000.00. The Doctor recommended that she be not admitted but did not state the reason. Mrs Tufts moved and Mrs Day seconded that Miss Cotter's application be held for further investigation.
Motion Carried.

SUN ROOM: Mrs Wilson moved and Mrs Porter seconded that a sun room be built on the roof for the use of the members.
Motion Carried.

NOMINATING COMMITTEE: Mrs Leavitt appointed the following members of the Board to act as the Nominating Committee
Mrs Bates, Chairman
Mrs Tufts
Mrs Cairns.

MEMORIAL WINDOW: A suggestion was made that the stained glass window, to be placed in the Chapel for which Mr Sillivant (a former of the Home) left a bequest in his will and requested that his name not appear on the window, be dedicated to the memory of Mrs M.M. Dickins in recognition of her many years of valuable and untiring services to the Home. Before taking any action on the above, The Secretary was requested to write to Mrs Wallcup regarding the wishes of herself and her sisters in this matter.

Minutes April 5/39 cont'd.

CORRESPONDENCE: The Secretary was requested to write the following letters;

Mr Eldridge T. Spencer of the Firm of Spencer Blanchard and Maher, # 369 Pine Street to thank him for the specification submitted for the renovation of the exterior of the building.

Mrs Sadie Webb for the spring blossoms from her garden plot for the decoration of the entrance lobby and the Board room.

Mrs Isabella Innis for the gift of an electric motor for the organ in the Chapel.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Sec'y. Board of Managers.

SPECIAL MEETING

MINUTES
April 21st, 1939.

A special meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Friday, April 21st, 1939 at 11 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Andrews, Tufts, Bean, Bates, and Borda. Proxies were held for Mesdames Wilson, Bailhache and Holder.

APPLICATIONS:

Mrs Mary Josephine O'Shea age 66 years of # 2138 Pierce Street, San Francisco applied for membership in the Home. She wishes to pay \$ 4000.00 On a motion made by Mrs Tufts and seconded by Mrs Bean, Mrs O'Shea was admitted to probation.
Motion Carried.

Mrs Anne Marie Anderson age 64 years and eight months, of # 2416 Pine Street, San Francisco, applied for membership. She wishes to pay \$ 4000.00. Mrs Borda moved and Mrs Tufts seconded that Mrs Anderson be admitted to probation on the payment of the entrance fee plus \$ 50.00 per month up to August 17th, 1939, on which date she completes her 65 years.

Motion Carried.

Miss Catherine Agnes Cotter appeared before the Board at the regular meeting, April 5th, 1939. Her application was held over for further information from the Doctor, the findings were satisfactory and Miss Cotter was admitted to probation on a motion made by Mrs Tufts and seconded by Mrs Borda.

Motion Carried.

CARPET:

It was found that the strip of the new carpet bought from Sloane and laid in the hall on the floor of the third floor was darker than the rest of the carpet. Mrs Andrews moved that the carpet be not accepted. Mrs Tufts seconded the motion.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Sec'y. Board of Managers.

MINUTES
May 3rd, 1939.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday May 3rd, 1939 at 10:30 a.m. Mrs Leavitt in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Bates, Holder, Walkup, Cairns, Bean, Cashman, Wilson, Barrett, Andrews and Borda.

MINUTES: The Minutes of the previous meeting April 5th and those of the special meeting April 21st. were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Bal. on Hand April 1st.....	\$ 914.72
Recd. from Trustees.....	7000.00
Amount available.....	7914.72
Disbursements.....	6379.85
Bal. on Hand April 30th.....	1554.87

On a motion made by Mrs Barrett and seconded by Mrs Wilson the Treasurer's report was accepted.
Motion Carried.

ACCEPTANCE: Mr George Gray and his wife Mrs Henrietta Gray completing their probation on May 10th were accepted as members of the Home on a motion made by Mrs Wilson and seconded by Mrs Andrews.
Motion Carried.

APPLICATION: Mr Nye of Nevada City appeared before the Board to make application for admittance to the Home for himself and his wife. Mr Nye gave his age as 71 years and that of his wife 66. As he had not filed an application nor had been examined by the Doctor, no action was taken.

RE. CARPET: A letter from W.J.Sloane & Co. was read, offering a \$ 150.00 rebate on the imperfect carpet laid by them on the third floor. Mrs Holder moved and Mrs Bean seconded that this offer be rejected and that another carpet be selected.
Motion Carried.

Minutes May 3rd. 1939 Cont'd.

M. MRS SMITH: Mrs Cashman moved and Mrs Barrett seconded that owing to the excess membership fee of \$ 7000.00 paid by Mr and Mrs Smith, that Mrs Smith be permitted to continue in the same room occupied by herself and husband up to the time of his death. Motion Carried.

MEMORIAL WINDOW: A letter from Mrs Walkup was read, accepting for herself and sisters, the dedication of the window in the Chapel to the memory of their Mother, Mrs W. H. Dick. Mrs Wilson moved and Mrs Barrett seconded that the window be accepted and that the dedication be accompanied by a suitable ceremony. The date of the dedication to be determined later. Motion Carried.

SALARIES: Mrs Andrews moved and Mrs Cashman seconded that the salaries of the following employees be raised;
Miss O'Donnell, Day Nurse, from \$ 110 to \$ 125
Mr Ellsworth, Engineer, from \$ 100 to \$ 125
Mr Harris, Book keeper, from \$ 85 to \$ 100
Motion Carried.

NOMINATING COMMITTEE: Mrs Bates, chairman of the Nominating Committee, reported that the ticket for the election of members of the Board of Managers for the ensuing year would be the same as the past year. Mrs Walkup moved and Mrs Bean seconded that the report be accepted. Motion Carried.

RESPONDENCE: Mrs Wilson moved and Mrs Holder seconded that the Secretary write to Mr Burling, Secretary of the Board of Trustees, and request him to send a check to Miss Helen T. Belford for \$ 5850.00 a refund of her entrance fee, as she wishes to withdraw her membership on the 15th of this present month. Motion Carried.

Mrs Andrews moved and Mrs Borda seconded that the Secretary write a letter of thanks to Mrs Cora S. Koschland and to Mr Jesse R. Steinhart for their entertainment of our Home members at the Golden Gate International Exposition on May 10th. Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Sec'y. Board of Managers.

ANNUAL MEETING
May 17th, 1939.

The Annual meeting of the Board of Managers of #2507 Pine Street, was held in the Board room on Wednesday, May 17th, 1939 at 3:30 o'clock p. m. Mrs Leavitt, presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Holder, Andrews, Willits, Henderson, Barret, Bean, Gay, Wallcup, Tufts, Wilson, Cashman, Bates and Borda.

ELECTION: The following Officers were elected to serve the Board for the fiscal year, 1939-1940 on a motion made by Mrs Tufts and seconded by Mrs Gay.
Motion Carried.

President.....Mrs John W. Leavitt
1st Vice Pres.....Mrs E. W. Wilson
2nd " "Mrs Arthur Baillache
3rd " "Mrs George L. Bean
Treasurer.....Mrs R. V. Holder
Secretary.....Mrs J. P. Borda
Asst. Sec'y & Treas...Mrs E. D. Wallcup

APPLICATION: Mr Waldemar Hanson age 72 years and his wife, Jacobine M. Hanson age 67 years of #4 CRATTAN Street, San Francisco, applied for membership in the Home. They wish to pay \$ 8750.00.
Mrs Wallcup moved and Mrs Henderson seconded that Mr and Mrs Hanson be admitted to probation.
Motion Carried.

PRICE OF ROOMS:
Mrs Andrews moved and Mrs Holder seconded that no reduction in the price of rooms be allowed members who furnish their own rooms.
Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda.
Sec'y. Board of Managers.

ANNUAL REPORT
Secretary
Board of Managers
May 17th, 1939.

I here with submit my report for the fiscal year 1938-1939.

during the year the Board of Managers held;

10 Regular meetings and Two special meetings, and there were
3 meetings of the Executive Committee.

24 Applicants appeared before the Board, 20 of said applicants
were accepted.

12 deaths occurred during the year.

We now have 172 rooms in the Home and 154 members.

Total number of vacant rooms 18.

Respectfully submitted,

Josephine P. Borda.

Sec'y. Board of Managers.

OFFICERS
Board of Managers
1939 - 1949

PRESIDENT Mrs John W. Leavitt
1st Vice Pres..... Mrs E.W. Wilson
2nd Vice Pres..... Mrs A. Bailhache
3rd Vice Pres..... Mrs G.L.Bean
Treasurer..... Mrs R.V.Holder
Secretary..... Mrs J.P.Borda
Asst. Sec'y. & Treas..... Mrs E.D.Walkup

BOARD OF MANAGERS

Mrs Jesse Andrews	# 2990 Jackson St.	Fill.	1651
Mrs Arthur Bailhache	# 2519 Octavia St.	Fill.	3471
Mrs Gilbert M. Barrett	# 2740 Lake St.	EV.	4235
Mrs George E. Bates.	# 2767 Clay St.	WE.	8057
Mrs George L. Bean	# 20 25th Ave.	BA.	5121
Mrs Josephine P. Borda	# 750 Sutter St.	GR.	6464
Mrs Ed. T. Cairns	# 467 Seale Ave, P.A.	PA.	4744
Mrs W.E.Cashman	# 3637 Clay St.	UN.	5466
Mrs George R. Gay	# 582 10th Ave.	SK.	3951
Mrs R.V.Holder	# 2195 Sacramento St.	Fill.	0328
Mrs L.B. Henderson	# 2335 Pacific Ave.	Fill.	1374
Mrs J.W.Mailliard jr.	# 3375 Jackson St.	Fill.	2653
Miss Sarah Oddie	# 2290 Divisadero St.	Fill.	8840
Mrs Charles B. Porter	#142 27th Ave.	BA.	5115
Mrs J.B.Tufts	# 2733 Buena Vista Drive Berkeley	Berk.	7503
Mrs E.D.Walkup	Almendra Ave. Palo Alto	P.A.	8528
Mrs E.W.Wilson	St. Francis Hotel	DO.	1000
Miss Anna Willits	# 80 Scenic Way	BA.	6029
Mrs John W. Leavitt	726 Cole St.	UN.	6936

MINUTES
June 7th, 1939.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday June 7th, 1939 at 10:30 o'clock a.m. Mrs Leavitt presiding.

ATTENDANCE: These present were Mesdames; Leavitt, Bean, Bailhache, Bates, Wilson, Henderson, Walkup, Cashman, Holder, Barrett, Porter, Willits and Borda.

MINUTES: The Minutes of the previous regular meeting May 3rd, and those of the Annual meeting of May 17th were read. Mrs Bailhache moved and Mrs Walkup seconded that the following correction be made in the Minutes of May 3rd. Re. Mrs Smith's occupancy of the room which she and Mr Smith used up to the date of his death; to read "Amount of membership" instead of "Excess amount".

REPORTS: The reports of the Superintendent, Executive Secretary and Head Nurse were read and ordered placed on file.

The Treasurer's report showed;
Bal. on Hand May 1st.....\$ 1534.87
Recd. from Trustees..... 7000.00
Total Amt. available..... 8534.87
Disbursements for May..... 6296.35
Bal. on Hand May 31st..... 2238.52
On a motion made by Mrs Bean and seconded by Mrs Barrett the Treasurer's report was accepted. Motion Carried.

ACCEPTANCE: Mrs Bailhache moved and Mrs Wilson seconded that the following probationary members be accepted as members of the Home subject to any revision necessary;

Miss Catherine Cotter, probation expiring June 28th.
Miss Anna Marie Anderson, probation expiring July 1st.
Miss Mary Josephine O'Shea, probation expiring July 12th.
Mr Waldemar Hansen, probation expiring July 31st.
^{MRS.} Motion Carried.

Minutes June 7/39 cont'd.

APPLICATIONS:

Mr Frans Augusta Hansson age 81 years of # 1854 Golden Gate Avenue, San Francisco applied for membership in the Home. He wishes to pay \$ 3000.00. Mrs Bailhache moved and Mrs Porter seconded that Mr Hansson be admitted to probation.
Motion Carried.

Mrs Agnes M. Beck age 71 years of South Oakland Avenue, Pasadena, California, applied for membership in the home; her membership fee to be decided upon later. Mrs Holder moved and Mrs Cashman seconded that Mrs Beck be admitted to probation.

Motion Carried.

RE-CARPET:

A letter from W. & J. Sloane was read regarding the imperfect carpet laid by them on the third floor. After careful discussion of the matter, Miss Willits moved and Mrs Bean seconded that the carpet be accepted with the \$ 150.00 adjustment offered by Sloane.

Motion Carried.

DIET KITCHEN:

DRUG ROOM :

Mrs Porter moved and Mrs Bailhache seconded that the proposed change in the Diet Kitchen and Drug room be authorized.

Motion Carried.

SHRUBBERY:

Mrs Bailhache suggested that the # 150.00 discount allowed by W. & J. Sloane on the third floor carpet, be used for the purchase of shrubbery to be planted around the exterior of the Home. Mrs Leavitt appointed Mesdames Bailhache, Bean, Barrett and Tufts to serve as a committee to handle this matter. The Chairman of said committee to be appointed later.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted.

Josephine P. Borda.

Sec'y. Board Of Managers.

MINUTES
August 2nd, 1939

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, August 2nd, 1939 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Bates, Porter, Tufts, Bean, Cairns, Cashman, Andrews, Willits, Holder, Leavitt and Walkup.

MINUTES: The minutes for the meeting, June 7th were read approved and ordered placed on file.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse for the months of June and July were read and ordered placed on file. The Treasurer's report showed;
Bal. on hand May 30th.....\$ 2238.52
Recd. from Trustees.....7000.00
Amt. available for June..... 9238.52
Disbursements for June..... 8546.96
Bal. on hand June 30th..... 691.56
Recd. from Trustees for July..... 8000.00
Amt. available for July..... 8691.56
Disbursements for July..... 8449.53
Bal. on hand July 31st..... 242.03
The above report was approved and ordered placed on file by a motion made by Mrs Tufts and seconded by Mrs Cashman. Motion Carried.

ACCEPTANCE: Mrs F. A. Hansson, probation expiring Aug. 7th was accepted for permanent membership on a motion made by Mrs Holder and seconded by Miss Willits. Motion Carried.
Mr Robert Nye and Mrs Lillian Nye, probation expiring Aug. 9th were accepted for permanent membership on a motion made by Mrs Andrews and seconded by Mrs Bates. Motion Carried.

APPLICANTS: Mrs Mary Hambleton, age 72 years, a native of Cairo, Ill. living at # 2935 Clement St. applied for membership in the Home. She wishes to pay # 4000.00. Motion made by Mrs Andrews and seconded by Mrs Porter. She was accepted for probation. Motion Carried.

PROBATIONS: The following applicants were admitted to probation during the month of July. A motion made by Mrs Tufts and seconded by Mrs Cashman approved their admission;
Lillian Daisy Henricks.....July 12th.
Eliza Burchell.....July 22nd.
Minna Teske.....July 8th.
Tessie Obermeyer.....July 21st.
Motion Carried.

1939, 2nd 1939 (cont'd)

MRS HOWARD: Mrs Howard of Los Altos came before the Board, requesting information regarding admission to the Home of herself and invalid husband.

COMMITTEE REPORTS:

The various Committees submitted their reports of their activities for June and July.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Edith D. Leekup
Assistant Secretary.

MINUTES
September 6th, 1939.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Beard room on Wednesday, September 6th, 1939 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Cairns, Holder, Gay, Henderson, Willits, Tufts, Walkup, Barrett, Cashman, Bean and Borda.

MINUTES: The Minutes of the previous meeting, August 2nd. were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on hand Aug. 1st.....\$ 242.03
Recd. from Trustees..... 7000.00
Total amt. available..... 7242.03
Disbursements for August..... 7233.28
Bal. on hand Aug. 31st..... 8.75
On a motion made by Mrs Tufts and seconded by Mrs Cashman the Treasurer's report was accepted
Motion Carried.

ACCEPTANCE: The following probationary members were accepted as permanent members of the Home on a motion made by Mrs Holder and seconded by Mrs Henderson
Miss Minna Teske probation expiring Sept 8th.
Mrs Tessie Obermeyer " " " 21st.
Mrs Eliza Burchell " " " 22nd.
Motion Carried.

WITHDRAWAL: Mrs L.D.Hendricks completed her probation on Sept. 5th and withdrew her membership on that date.

APPLICATIONS: Miss Mary Clarke, age 76 years, of # 1832 Page Street, San Francisco applied for membership in the Home. She wishes to pay \$ 4000.00. On a motion made by Mrs Tufts and seconded by Miss Willits, Miss Clarke was admitted to probation.
Motion Carried.

Mrs Delia Quinn age 80 years of # 400 Highland Avenue, San Mateo applied for membership. Mrs Walkup moved and Mrs Tufts seconded that Mrs Quinn's application be rejected as there were no suitable accommodations for her.
Motion Carried.

Minutes Sept. 6th, 1939 (cont'd.)

AMPLIFIERS FOR CHAPEL: Mr Charles J. Blumenthal, a representative of "The Hearing Institute" Monadnock Building, appeared before the Board and demonstrated amplifiers which could be installed in the Chapel for those who are hard of hearing. No action was taken.

TEA:

Mrs Walkup moved and Mrs Tufts seconded that a Tea be given at the Home on October 18th for the members of the Home and their friends, and that one be given on October 19th by the Board for their friends. Mrs Barrett was appointed chairman of these entertainments.
Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Sec'y. Board of Managers.

MINUTES
October 4th, 1939.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, October 4th, 1939 at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Tufts, Cairns, Bates, Holder, Wilson, Willits, Andrews and Borda.

MINUTES: The Minutes of the previous meeting, Sept. 6th were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on hand Sept. 1st.....\$ 8.75
Recd. from Trustees..... 7000.00
Total Amt. available..... 7008.75
Disbursements for Sept..... 7336.44
Over draft Sept. 30th..... 327.69
On a motion made by Mrs Andrews and seconded by Mrs Borda the Treasurer's report was accepted. Motion Carried.

ACCEPTANCES: Mrs Mary Hambleton whose probation expiring October 11th was accepted as a permanent member of the Home on a motion made by Mrs Tufts and seconded by Mrs Holder
Motion Carried.

APPLICATIONS: Miss Blanche Horner, age 65 years of # 1356 Grove Street, San Francisco, applied for membership in the Home, she wishes to pay \$ 4000.00. Mrs Andrews moved and Mrs Holder seconded that Miss Horner be admitted to probation.
Motion Carried.

Mrs Meta Duer age 66 years of # 163 15th Ave, San Franciseo applied for membership in the Home. She wishes to pay \$ 4000.00. On a motion made by Mrs Tufts and seconded by Mrs Cairns, Mrs Duer was admitted to probation.
Motion Carried.

Mrs Shirley Vallance, age 69 years of Los Altos P.O. Box #1 applied for membership in the Home. She wishes to pay \$ 4000.00. On a motion made by Miss Willits and seconded by Mrs Tufts Mrs Vallance was admitted to probation.
Motion Carried.

Minutes Oct. 4th, 1939 (cont'd)

APPLICATIONS:

Mrs Mary Pye Oliver age 85 years of # 331 North Stoveman Street, Alhambra, California, applied for membership. She wishes to pay \$ 3000.00. Mrs Oliver's application was referred to the Admission Committee for investigation

Miss Anna Hoenig, age 68 years of # 1958 Lyon Street, San Francisco applied for membership in the Home. She was notified that her name would be put on the waiting list and that she would be notified of a vacancy.

WALL AND GATE:

The wall and gate at the trades entrance was damaged by a truck. Mrs Tufts moved and Mrs Cairns seconded that the present gate be re-set.
Motion Carried.

AMPLIFIERS:

Mrs Andrews moved and Miss Willits seconded that further bids be obtained for the amplifiers for the Chapel.

Motion Carried.

CORRESPONDENCE:

The Secretary was instructed to write a letter of thanks to Mrs Chester Cramer of # 3850 Jackson Street, for a Mah Jong set she very kindly sent to the Home.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Sec'y Board of Managers.

MINUTES
November 1st, 1939.

The meeting of the Board of Managers of the Old People's Home was held at 10:30 a.m. November 1st, 1939, at # 2507 Pine Street. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Bean, Tufts, Bates, Cairns, Holder, Henderson, Gay, Bailhache, Leavitt and Walkup.

MINUTES: The Minutes of the previous meeting, October 4th, were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Over draft Oct. 1st.....	\$ 327.69
Recd. from Trustees.....	8000.00
Total amt. available.....	7672.31
Disbursements for Oct.....	7260.76
Bal. on Hand Oct. 31st.....	411.55

On a motion made by Mrs Bailhache and seconded by Mrs Gay, the Treasurer's report was accepted and ordered placed on file.

Motion Carried.

ACCEPTANCES: On a motion made by Mrs Bailhache and seconded by Mrs Henderson, three members whose probation expires before the next regular meeting of the Board, on the recommendation of the Superintendent, were accepted for permanent membership;

Louise M. Sissa, probation expires Nov. 1st.

Mary E. Clarke " " Nov. 12th.

Mary E. Lux " " Nov. 29th.

Motion Carried.

APPLICATIONS: Mrs George R. Murphy, age 65 years, living at the Alexander Hamilton Hotel, San Francisco, wishing to pay \$ 5500.00, applied for membership. On a motion made by Mrs Tufts, seconded by Mrs Bailhache, she was accepted for probation. Motion Carried.

Mrs Mary Langlais, 70 years of age, living at # 694 Shotwell Street, San Francisco, wishing to pay \$ 5000.00, applied for membership. On a motion made by Mrs Gay, seconded by Mrs Henderson, she was accepted for probation. Motion Carried.

Mrs Julia M. Ruddick 78 years of age, living at # 4638 California Street, San Francisco, wishing to pay \$ 4000.00, applied for membership. On a motion made by Mrs Tufts and seconded by Mrs Bailhache, she was accepted for probation. Motion Carried.

Minutes Nov. 1st, 1929 (cont'd)

APPLICATIONS:

Mr. Henry Salsburg 89 years of age living at # 24 Leland Avenue, San Francisco wishing to pay \$ 3000.00, applied for membership. On a motion made by Mrs Bailhache and seconded by Mrs Bean, he was accepted for probation.

Motion Carried.

COMMUNICATION:

The Board received a note of good wishes from Mrs Lazure.

ELECTION COMMENT:

Due to the great discussions current everywhere on the \$ 30.00 every Thursday question, Mrs Bailhache made and Mrs Tufts seconded a motion that permission be denied for lectures in the Home, of any nature whatsoever on political questions.

Motion Carried.

There being no further business the meeting was adjourned.

Cedich D. Coeckup

Assistant Secretary.

MINUTES

December 6th, 1939.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday December 6th, 1939 at 10:30 a.m. Mrs Leavitt in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Holder, Andrews, Barrett, Cashman, Walkup, Gay, Bean, Henderson, Porter, Bates, Willits, Mailliard and Borda.

MINUTES: The Minutes of the previous meeting, Nov. 1st. were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on Hand Nov. 1st.....\$ 411.55
Recd. from Trustees..... 7000.00
Total amt. available..... 7411.55
Disbursements for Nov..... 7515.78
Over draft Nov. 30th..... 104.23
Mrs Porter moved and Mrs Barrett seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs Blanch Horner whose probation expiring December 16th was accepted as a member of the Home on a motion made by Miss Willits and seconded by Mrs Walkup.

Motion Carried.

RATIFICATIONS: Mrs Mary Pye Oliver, age 85 years of # 331 N. Stoneman Street, Alhambra, California, was admitted to probation November 16th. Mrs Andrews moved and Mrs Borda seconded that Mrs Oliver's admittance be ratified by the Board.

Motion Carried.

Mrs Virginia Caroline Le Quesne, age 71 years of # 597 Dolores Street, San Francisco, was admitted to probation Nov. 30th. Mrs Gay moved and Mrs Andrews seconded that Mrs Le Quesne's admittance be ratified by the Board.

Motion Carried.

APPLICATION: Mr John H. Behling age 64 years of # 1270 Eleventh Avenue, San Francisco, applied for membership. He wishes to pay \$ 4000.00. Mrs Holder moved and Mrs Barrett seconded that Mr Behling be admitted to probation and that he pay \$ 50.00 per month until he arrives at the required age of 65 years.

Motion Carried.

Minutes Dec. 6th, 1939 (cont'd.)

APPLICATION: Mrs Anna B. Reymers age 69 years of # 2950
26th, Avenue, San Francisco applied for member-
ship. Mrs Porter moved and Mrs Gay seconded that
Mrs Reymers' application be referred to the
Admission Committee for investigation.
Motion Carried.

AMPLIFIERS: Mrs Andrews moved and Mrs Holder seconded that
further investigation be made of the Amplifi-
ers for the Chapel.

Motion Carried.

RE. DISHES IN ROOMS:

Mrs Borda moved and Mrs Holder seconded that
the Nurses be instructed to collect all dishes
and napkins from the trays after each serving,
except when food is to be eaten later.

Motion Carried.

ELEVATOR SERVICE:

Mrs Andrews moved and Mrs Gay seconded that
adequate help be provided to insure continual
elevator service.

Motion Carried.

CHRISTMAS GIFTS: Mrs Andrews moved and Mrs Cashman seconded that
Christmas gifts of \$ 5.00 each be given to
the members of the Staff and to the employees
Motion Carried.

CORRESPONDENCE: The Secretary was requested to write a letter
of thanks to Mr Marsh Makin of the Call-Bulletin
for the flowers sent to the Home on Thanks-
giving Day.

There being no further business to come before the Board, the
meeting was adjourned.

Josephine P. Borda.

Sec'y. Board of Managers.

MINUTES
January 3rd, 1940

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, San Francisco was held in the Board room on Wednesday, January 3rd, 1940, at 10:30 a.m. Mrs Leavitt, the president, in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Holder, Andrews, Cashman, Willits, Wilson, Gay, Tufts, Barrett, Bates and Borda.

MINUTES: The Minutes of the previous meeting, December 6th, were read and approved.

REPORTS: The reports of the Superintendent, Executive Secretary and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Over draft Dec. 1st.....	\$ 104.23
Recd. from Trustees.....	8000.00
Total Amt. available.....	7895.77
Disbursements for Dec.....	8290.16
Over Draft Dec. 31st.....	394.39

Miss Willits moved and Mrs Cashman seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs Delia Quinn, probation expiring Jan. 8th
Mrs Mary Oliver probation expiring Jan. 16th
Mrs Virginia Le Quesne " " Jan. 30th
were accepted as permanent members of the Home
on a motion made by Mrs Barrett and seconded by
Mrs Andrews.
Motion Carried.

APPLICATIONS: Mrs Marie S. Powers, age 71 years of # 2101 California Street, San Francisco applied for membership in the Home. She wished to pay \$ 5000.00. After due consideration, Mrs Andrews moved and Mrs Cashman seconded that Mrs Power's application be rejected.
Motion Carried.

REJECTION: Mrs Tufts moved and Mrs Gay seconded that the Executive Secretary be instructed to write to the following applicants notifying them that their applications had been rejected by the Board.
Mrs Anna B. Reymers
Miss Anna Hoenig
Mrs Shirley Vallance.
Motion Carried.

Minutes Jan'y. 3rd, 1940 (cont'd.)

NURSES DUTY:

Mrs. Wilson moved and Mrs. Tufts seconded that the Nurses be instructed to collect any and all dishes or tableware seen in the rooms or halls at any time, regardless of whom might be responsible for the serving of same.

Motion Carried.

AMPLIFIERS:

Mrs Tufts moved and Mrs Gay seconded that the matter of the Amplifiers for the Chapel be dropped for the present.
Motion Carried.

SILLIFANT FUND:

Mrs Andrews moved and Mrs Tufts seconded that the \$ 1200.00 left to the Home by Mr Sillifant, be divided equally for the payment of the window in the Chapel which is to be dedicated to the memory of Mrs Dick and the purchase of a carpet for the Pine Street entrance and stairs. Any additional cost of the above items to be paid by the Home.

Motion Carried.

TITLES:

Mrs Tufts moved that Mrs Pogson be given the office of Assistant Superintendent and that Mr Harris that of Secretary, on a second by Mrs Barrett the motion was unanimously carried.

CORRESPONDENCE:

The Secretary was requested to write letters of thanks to the following persons for their Christmas programs;
Mrs. Edward W. Stanwood
Columbia Park Boys
Mr. Robert Taylor
Mrs Margaret Ames
Mrs Mary Madden

There being no further business to come before the Board,
the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda.
Sec'y. Board of Managers.

MINUTES
February 7th, 1940

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, February 7th, 1940 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Gay, Barrett, Henderson, Holder, Bates, Bean, Porter, Tufts, Willits and Borda.

MINUTES: The Minutes of the previous meeting, January 3rd, 1940 were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Over draft Jan'y. 1st.....\$ 394.39
Reed. from Trustees..... 8000.00
Total amt. available..... 7605.61
Disbursements for Jan'y..... 7355.12
Bal. on Hand Jan'y. 31st..... 250.49
Mrs Bean moved and Mrs Tufts seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs Julia Ruddick, probation expiring Jan. 29
Mr John H. Behling " " Feb. 9
Mrs Mary Langlais " " Feb. 12
were accepted as permanent members of the Home on a motion made by Mrs Gay and seconded by Mrs Holder.

Motion Carried.

APPLICATIONS: Mrs Elizabeth Bauer Richardson, age 68 years of Belvedere, California applied for membership in the Home. The entrance fee to be determined at a later date. Mrs Holder moved and Miss willits seconded that Mrs Richardson be admitted to probation.

Motion Carried.

Miss Louise Christine Lutz age 69 years of # 1700 Jones Street, San Francisco applied for membership in the Home. The entrance fee to be determined later. Mrs Tufts moved and Mrs Bates seconded that Miss Lutz be admitted to probation.

Motion Carried.

Minutes Feb'y. 7th, 1940 (cont'd.)

CARPET: Mrs Porter moved and Mrs Bean seconded that a carpet be purchased for the Pine Street Lobby and stairs and that it harmonize with the one in the Wing.
Motion Carried.

CORRESPONDENCE:

The Secretary was requested to write to Mr Howard Skinner to thank him for the Concert tickets he so generously gave to the members of the Home.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda

Sec'y. Board of Managers.

MINUTES
March 6th, 1940

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, March 6th, 1940 at 10:30 a. m. Mrs Leavitt presiding.

ATTENDANCE: Those Present were Mesdames; Leavitt, Gay, Bean, Porter, Cashman, Walkup, Andrews, Holder and Borda.

MINUTES: The Minutes of the previous meeting were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on hand Feb, 1st.....\$ 250.49
Recd. from Trustees..... 7000.00
Total amt. available..... 7250.49
Disbursements for Feb..... 7089.76
Bal. on hand Feb. 29th..... 160.73
Mrs Porter moved and Mrs Cashman seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs. Julia A. Ruddick whose probation expires March 29th, was accepted as a member of the Home, on a motion made by Mrs Bean and seconded by Mrs Holder.

Motion Carried.

APPLICATIONS: Mrs Mary Agnes Silva, age 69 years of # 1751 Market Street applied for membership in the Home. She wishes to pay \$ 4000.00. On a motion made by Mrs Porter and seconded by Mrs Cashman Mrs Silvs was admitted to probation.

Motion Carried.

Mrs Katherine Brown of # 2053 Rosedale Avenue, Oakland applied for membership in the Home. She wishes to pay \$ 4000.00. As she will not be 65 years of age until June 17th, 1940 Mrs Cashman moved that she be admitted to probation and that she pay \$ 50.00 per month additional until her 65th birthday in June. The motion was seconded by Mrs Gay

Motion Carried.

ELEVATOR BELL: Mrs Andrews moved that an electric bell be installed at the elevator on the main floor to call the operator. Mrs Bean seconded the motion

Motion Carried.

Minutes March 6th, 1940 (cont'd.)

ELECTRIC TOASTER:

Mrs Andrews moved and Mrs Holder seconded that the Buying Committee be authorized to investigate the prices of Electric Toasters.
Motion Carried.

SKY ROOM:

Mrs Walkup moved and Mrs Holder seconded that the Office be advised to dispose of the Sky room to the best possible advantage
Motion Carried.

CORRESPONDENCE:

The Secretary was requested to write a letter to Mrs Mary Bettis and thank her for her letter to the Board in which she expressed her appreciation of the care and service she had received in the Home.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Secretary Board of Managers.

MINUTES
April 3rd, 1940.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, April 3rd, 1940 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were; Mesdames Leavitt, Porter, Holder, Cashman, Tufts, Bean, Henderson, Bates, Andrews, and Borda.

MINUTES: The Minutes of the previous meeting, March 6th. were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on hand March 1st\$ 160.73
Recd. from Trustees..... 7000.00
Total amt. available..... 7160.73
Disbursements for March..... 6664.06
Bal. on hand March 31st..... 496.67
On a motion made by Mrs Tufts and seconded by Mrs Bean the Treasurer's report was accepted.
Motion Carried.

ACCEPTANCE: Miss Louise C. Lutz, completing her probation on April 28th. was accepted as a member of the Home on a motion made by Mrs Tufts and seconded by Mrs Cashman.

Motion Carried.

APPLICATIONS: NONE

NIGHT WATCHMAN: Frank Coleman, the night watchman, for many years retired from active duty. Mrs Porter moved and Mrs Henderson seconded that he be given a month's salary in appreciation of his faithful service.

Motion Carried.

NOMINATING COMMITTEE:
Mrs Leavitt appointed the following members of the Board to serve on the Nominating Committee;
Mrs Barrett, Mrs Andrews and Mrs Henderson.
Mrs Barrett, the Chairman.

CORRESPONDENCE: The Secretary was requested to write a letter to Mrs Mailliard and express the appreciation of the Board for the Legacy left to the Home by her Father, Mr Peterson.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Sec'y. Board of Managers.

MINUTES
May 1st, 1940

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, May 1st, 1940 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Bates, Porter, Bean, Tufts, Walkup, Holder, Wilson, Henderson, Barrett, Anderson and Borda.

MINUTES: The Minutes of the previous meeting, April 3rd, were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent, and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Bal. on Hand April 1st.....\$ 496.67
Recd. from Trustees..... 7000.00
Total amt. available..... 7496.67
Disbursements for April..... 7306.73
Bal. on Hand April 30th..... 189.94
Mrs Walkup moved and Mrs Barrett seconded that the Treasurer's report be accepted.

Motion Carried.

ACCEPTANCE: Mrs Laura D. Murphy, whose probation period expires May 30th, was recommended for membership by the Superintendent. Due to the fact that she had only completed one month of her probation Mrs Holder moved that action be deferred until the Annual meeting, May 15th. Mrs Tufts seconded the motion.

Motion Carried.

APPLICATIONS: Mrs Anne Rose Baker age 73 years of # 35 Ninth Avenue, San Mateo, applied for membership in the Home. She wishes to pay \$ 4000.00. Mrs Bean moved and Mrs Porter seconded that Mrs Baker be admitted to probation.

Motion Carried.

Miss Louise Castro age 71 years of the St Regis Hotel, San Francisco, applied for membership in the Home. Mrs Tufts moved and Mrs Bean seconded that Miss Castro's application be referred to the Board of Trustees.

Motion Carried.

Mrs Lewis Dennis Folsom age 93 years of # 829 University Avenue, Reno, Nevada, applied for membership. She wishes to pay \$ 3000.00. Mrs Andrews moved and Mrs Henderson seconded that Mrs Folsom's name be put on the waiting list.

Motion Carried.

Minutes May 1st, 1940 (con'td)

APPLICATIONS:

Mrs Cora Studebaker age 71 years of # 1516 Alice Street, Oakland applied for membership. She wishes to pay \$ 4500.00. Mrs Walkup moved and Mrs Andrews seconded that Mrs Studebaker's application be rejected.

Motion Carried.

Mr George Aely age 92 years and 11 months of # 1520 Bernal Avenue, San Francisco, applied for membership. He wishes to pay \$ 3000.00. Owing to his advanced age and physical condition Mrs Porter moved and Mrs Andrews seconded that his application be rejected.

Motion Carried.

NOMINATING COMMITTEE:

Mrs Andrews, acting Chairman of the Nominating Committee, submitted the ballot for the election on May 15th,

CORRESPONDENCE: A letter was received from Mrs Nettie W. Kiefer a member of the Home, in which she expressed her appreciation of the care and service she had received. The Secretary was requested to write and thank her for her letter.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Sec'y. Board of Managers.

ANNUAL MEETING
May 16th, 1940.

The Annual Meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Thursday, May 16th, 1940, at 3:30 p.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Tufts, Oddie, Cairns, Barrett, Cashman, Holder, Porter and Borda.

BOARD OF MANAGERS:

The following members of the Board of Managers were elected by the Trustees to serve for the fiscal year of 1940-1941.

Mrs J.W.Leavitt,	847-42nd Avenue
Mrs Jesse Andrews	2990 Jackson Street
Mrs Arthur Bailhache	2519 Octavia Street
Mrs Gilbert M. Barrett	2740 Lake Street
Mrs George E. Bates	2767 Clay Street
Mrs George L. Bean	20-25th, Avenue
Mrs Josephine P. Borda	750 Sutter Street
Mrs Edward T. Cairns	467 Seale Ave. Palo Alto
Mrs W. E. Cashman	3637 Clay Street
Mrs George R. Gay	582-10th Avenue
Mrs R.V. Holder	2195 Sacramento Street
Mrs J.W. Mailliard	3375 Jackson Street
Mrs Charles B. Porter	142-27th Avenue
Mrs J.B. Tufts	2733 Buena Vista Drive, Berkeley
Mrs E.D. Walkup	Almendra Drive, Palo Alto
Mrs E. W. Wilson	St. Francis Hotel
Mrs L.O. Henderson	2335 Pacific Avenue
Miss Anna Willits	80 Scenic Way
Miss Sarah Oddie	1849 Webster Street, Palo Alto

OFFICERS:

The Nominating Committee submitted the names of the following members of the Board to act as Officers for the fiscal year 1940-1941

President	Mrs J.W. Leavitt
First Vice President	Mrs E.W. Wilson
Second Vice President	Mrs G.L. Bean
Third Vice President	Mrs G.E. Bates
Treasurer	Mrs R.V. Holder
Secretary	Mrs J.P. Borda
Asst. Sec'y. &Treas..	Mrs E.D. Walkup

On a motion made by Mrs Tufts and seconded by Mrs Cairns the above Officers were duly elected.

Motion Carried

Minutes May 16th, 1940 (cont'd)

ACCEPTANCE: Mrs Laura Murphy whose probation period expiring May 30th was accepted as a member of the Home on a motion made by Mrs Tufts and seconded by Mrs Porter.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.

Sec'y. Board of Managers.

ANNUAL REPORT
Secretary
Board of Managers
May 16th, 1940

I here with submit my report for the fiscal year 1939-1940

during the past year the Board of Managers held

11 regular meetings
2 special meetings

32 applicants were interviewed
25 applicants were accepted
1 withdrew the membership

11 deaths occurred during the year

208 calls were made on the members

We now have 165 members in the Home and at present there
is only 1 vacant room.

Respectfully submitted,

Josephine P. Borda

Sec'y. Board of Managers.

MINUTES
June 5th, 1940

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, June 5th, 1940 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Holder, Gay, Bean, Barrett, Bates, Willits, Cashman, Wilson, Henderson, Porter, Andrews and Borda.

MINUTES: The Minutes of the previous meeting, May 1st. were read and approved.

REPORTS: The Reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report sshowed;
Bal. on Hand May 1st.....\$ 189.94
Recd. from Trustees..... 7000.00
Total amt. available..... 7189.94
Disbursements..... 6846.56
Bal. on Hand May 31st..... 384.42
Mrs Porter moved and Mrs Henderson seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs Katherine Brown whose probation expiring June 17th and
Mrs Mary A. Silva whose probation expiring June 26th were accepted as permanent members of the Home on a motion made by Mrs Barrett and seconded by Mrs Holder.
Motion Carried.

RE- ADMISSION of APPLICANTS:
Mrs Porter moved and Mrs Wilson seconded that the procedure of admitting applicants be adhered to as laid down in Article XX of the By-laws.
Motion Carried.

APPLICATIONS: Mrs Gertrude Lucina Isham, age 84 years, of # 1335 Lake Street, San Francisco, applied for membership in the Home. She wishes to pay \$ 3000
Mrs Porter moved and Mrs Bean seconded that Mrs Isham's application be accepted, pending the report of the Admission Committee.
Motion Carried.

Mrs Andrews moved and Mrs Cashman seconded that Mrs Isham be informed that her application would be placed on file and that she would be notified when there was a room available.
Motion Carried.

Minutes June 5th, 1940 (cont'd.)

APPLICATIONS: The applications of Mr DeWitt Morgan, age 68 years and that of his wife, Martha E. Morgan, age 76 years of # 2815 McDonald Avenue, Richmond, California, were read. Mrs Morgan only, appeared before the Board. Mrs Barrett moved and Mrs Henderson seconded that these applications be laid upon the table until such a time as Mr Morgan might be able to appear before the Board.

Motion Carried.

SPECIAL NURSES:

Mrs Holder moved and Miss Willits seconded that the Members of the Home be notified that they will be required to pay at the rate of \$ 15.00 per month for board of special nurses.

Motion Carried.

Mrs Pogson's Daughter:

Mrs Wilson moved and Mrs Bean seconded that Mrs Pogson's daughter, Joan, be invited to be a guest of the Home during her Summer vacation.

Motion Carried.

RESPONDENCE:

The Secretary was instructed to write a letter of thanks to Miss Whitney who was kind enough to send a number of magazines to the Home.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted.

Josephine P. Boorda
Sec'y. Board of Managers.

MINUTES
August 7th, 1940

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, August 7th, 1940 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE.

Those present were Mesdames; Leavitt, Holder, Cashman, Willits, Wilson, Cairns, Bean, Bates, Henderson and Porter.

MINUTES:

The Minutes of the previous meeting, June 5th. were read and approved. The Minutes of the report of the Executive Committee were read and approved.

REPORTS:

The reports of the Superintendent, Assistant Superintendent, and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Bal. on Hand June 1st.....	\$ 343.32
Recd. from Trustees.....	7000.00
Total amt. available.....	7343.32
Disbursements.....	7154.58
Bal. on Hand June 30th.....	188.84

Recd from Trustees July 1st.....	7000.00
Total Amt. available.....	7188.84
Disbursements.....	7193.71
Over draft July 31st.....	4.87

Mrs Gashman moved and Mrs Henderson seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATIONS:

Mrs Blanche R. Lewis age 65 years of # 2401 Jackson Street, San Francisco, applied for membership in the Home, she wishes to pay \$ 4000.00. Mrs Wilson moved and Mrs Henderson seconded that Mrs Lewis be accepted and her name be put on the waiting list.
Motion Carried.

Mr William Trotter age 72 years of # 2665 Franklin Street, San Francisco applied for membership. He wishes to pay \$ 4000.00. Dr. Winterberg's report being unfavorable, Miss Willits moved and Mrs Holder seconded that Mr Trotter's application be rejected.
Motion Carried.

Mrs Alice D. Keys age 72 years applied for membership, she wishes to pay \$ 5000.00 or \$ 5500.00. Mrs Cashman moved and Mrs Bean seconded that Mrs Keys be accepted.
Motion Carried.

MINUTES
September 4th, 1940

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, San Francisco was held in the Board room on Wednesday September 4th, 1940 at 10:30 a.m. Mrs Leavitt in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Bates, Tufts, Bean, Henderson, Wilson, Cairns, Gay, Willits, Holder, Barrett, Andrews, Cashman, and Porter.

MINUTES: The Minutes of the previous meeting, August 7th. were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent, and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Over draft August 1st.....\$ 4.87
Recd. from Trustees..... 7000.00
Total amt. available..... 6995.13
Disbursements..... 7099.94
Over draft Aug. 31st..... 104.81
Miss Willits moved and Mrs Barrett seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATIONS: Mrs Mary Ellen Skinner, age 67 years of # 1990 Green Street, San Francisco, applied for membership. She wishes to pay \$ 5500.00
Mrs Tufts moved and Mrs Andrews seconded that Mrs Skinner be accepted and her name be placed on the waiting list.
Motion Carried.

Mrs Marie C. Hansen, age 71 years of # 729 Mason Street, San Francisco, applied for membership and wishes to pay \$ 4000.00.
Mrs Gay moved and Mrs Cairns seconded that Mrs Hansen be accepted.
Motion Carried.

Mr John E Chamberlain age 72 years of # 1400 "Q" Street, Sacramento applied for membership.
He wishes to pay \$ 4000.00. Mrs Bean moved and Mrs Tufts seconded that Mr Chamberlain be accepted.
Motion Carried.

Minutes Sept. 4th, 1940 (cont'd)

AFFILIATIONS:

Mr Thomas De Witt Morgan age 68 years and his wife, Mrs Martha E. Morgan age 76 years of # 2815 MacDonald Avenue, Richmond, California applied for membership. Miss Willits moved and Mrs Tufts seconded that Mr and Mrs Morgan be accepted, pending the report of the Doctor.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Julia G. Porter
Sec'y. pro tem.

Minutes Oct. 2nd 1940 (cont'd)

CORRECTION OF MINUTES:

Mrs Leavitt after having examined the Minutes of previous meetings, found certain errors. Mrs Henderson moved and Mrs Andrews seconded that the Secretary correct the Minutes of the following dates.

June 3rd, 1931 January 6th, 1932 February 11th, 1932

October 3rd, 1934 June 5th, 1935 September 4th, 1935

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Sec'y. Board of Managers.

MINUTES
October 2nd, 1940

The regular monthly meeting of the Board of Managers of # 2507 Pine St., San Francisco was held in the Board room on Wednesday, October 2nd, 1940 at 10:30 a m Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Tufts, Cairns, Walkup, Barrett, Bates, Oddie, Gay, Holder, Andrews, Porter, Bean, Cashman, Henderson and Borda.

MINUTES: The Minutes of the previous meeting, Sept. 4th, were read and approved.

REPORTS: The Reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed file.

The Treasurer's report showed;

Over draft Sept. 1st.....	\$ 104.81
Reed. from Trustees.....	7000.00
Total amt. available.....	6895.19
Disbursements.....	7109.77
Over draft Sept. 30th.....	214.58

Mrs Tufts moved and Mrs Bean seconded that the Treasurer's report be accepted. Motion Carried.

APPLICATIONS: Mrs Amanda Lyons age 63 years, of 972 Bush Street, San Francisco, applied for membership. Mrs Gay moved and Mrs Andrews seconded that Mrs Lyons being under the age requirement, be charged at the rate of \$ 50.00 per month from the time of her entrance to the Home up to her 65th birthday, this in addition to her regular membership Fee. Motion Carried.

Miss Elizabeth Drummond, age 67 years of # 1035 Page St. San Francisco applied for membership. She wishes to pay \$ 4750.00. Mrs Andrews moved and Mrs Holder seconded that Miss Drummond's application be accepted and that she be placed on the waiting list. Motion Carried.

Miss Catalina Seeli, age 72 years of # 1960 Hyde St., San Francisco, applied for membership. Mrs Gay moved and Mrs Andrews seconded that Miss Seeli's application be accepted. Motion Carried.

Miss Effie M. Callender age 69 years, of Los Angeles California, sent her application to the Board. She wishes to pay \$ 5500.00. Miss Oddie moved and Mrs Walkup seconded that Miss Callender's application be referred to the Office and that further information be obtained. Motion Carried.

MINUTES
November 6th, 1940

The regular monthly meeting of the Board of Managers of #2507 Pine Street, was held in the Board room on Wednesday, November 6th, 1940 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Bailhache, Gay, Bean, Cashman, Holder and Borda.

MINUTES: The Minutes of the previous meeting, October 2nd were read and accepted subject to the insertion of the following omission in the acceptance of Miss Lyons' application for membership in the Home." Miss Lyons be required to pay \$ 50.00 per month in addition to her regular membership fee, from the date of her entrance to the Home up to her 65th birthday."

REPORTS: The reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Over Draft Oct. 1st.....	\$ 214.58
Recd. from Trustees.....	7000.00
Total amt. available.....	6785.42
Disbursements.....	7529.66
Over Draft Oct. 30th.....	744.26

Mrs Cashman moved and Mrs Borda seconded that the Treasurer's report be accepted.

Motion Carried.

ADMISSION: Mrs Bean moved and Mrs Gay seconded that the following probationary members be admitted to permanent membership;

Mrs Elizabeth Richardson

Mrs Marie C. Hansen

Mrs Blanche Lewis

Motion Carried.

APPLICATIONS: Miss Hannah O'Connor age 65 years of # 2463 Bush St. San Francisco applied for membership in the Home. She wishes to pay \$ 4000.00. Mrs Bailhache moved and Mrs Gay seconded that Miss O'Connor's application be accepted.

Motion Carried.

Miss Gertrude B. Woelfle age 66 years of Santa Monica, California applied for membership in the Home. She wishes to pay \$ 4000.00. Mrs Bailhache moved and Mrs Bean seconded that Miss Woelfle's application be accepted.

Motion Carried.

Mrs Hattie D. Schmed age 73 years of # 501 Geary St. San Francisco applied for membership. She wishes to pay \$ 4000.00. Mrs Bailhache moved and Mrs Cashman seconded that Mrs Schmed's application be accepted.

Motion Carried.

Minutes Nov. 6th, 1940 (cont'd)

RE-MRS SMITH: A letter was received from the Napa State Hospital at Imola, California, regarding Mrs Smith's admittance to said hospital. Mrs Bailhache moved and Mrs Holder seconded that the Board approve the procedure as outlined in the letter, dated October 23rd, 1940.

Motion Carried.

CORRESPONDENCE:

The Secretary was requested to write letters of appreciation to the following;
Mrs Anna Spaulding
Madam Elmire Ruffieux
Miss Louise Sissa
for allowing guests to visit their rooms on the afternoon of the Tea in October.

Mrs Jessie Kollmyer for the lamp she presented to the Home.

QUORUM:

Due to the lack of a Quorum at this meeting, all business transacted at this meeting is subject to ratification by the Board at the next meeting.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Boada
Sec'y. Board of Managers.

MINUTES
December 4th, 1940

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, December 4th, 1940 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Andrews, Holder, Cairns, Porter, Bean, Tufts, Barrett, Henderson and Borda.

MINUTES: The Minutes of the previous meeting, November 6th, were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Over draft Nov. 1st.....	\$ 744.26
Rec'd. from Trustees.....	7000.00
Total amt. available.....	6255.74
Disbursements for Nov.....	8013.97
Over Draft Nov. 30th.....	1758.23

Mrs Borda moved and Mrs Andrews seconded that the Treasurer's report be accepted.

Motion Carried.

OLD BUSINESS: Mrs Tufts moved and Mrs Cairns seconded that due to a lack of a quorum at the November meeting the business transacted at said meeting be ratified by the Board. Motion Carried.

ACCEPTANCE: NONE

APPLICATIONS: NONE

RE-MRS MILLS: Mrs Porter moved and Mrs Bean seconded that the Office be authorized to move Mrs Mills to a room in the annex. Motion Carried.

RENOVATION: Mrs Tufts moved and Mrs Bean seconded that the renovation of the bath rooms and plumbing be authorized. Motion Carried.

RE-Mrs Maxson: Mrs Porter moved and Mrs Cairns seconded that Mrs Maxson's room be changed. Motion Carried.

BONUS: Mrs Andrews moved and Mrs Barrett seconded that a Christmas bonus of \$ 5.00 be given to each member of the Staff and to the employees. Motion Carried.

Minutes Dec. 4th, 1940 (cont'd)

CORRESPONDENCE:

The Secretary was instructed to write a letter to Mrs Maxson notifying her that her room would be changed.

The Secretary was also requested to send notices to the members of the Board that the January meeting will be held on Thursday, January 2nd, 1941 instead of Wednesday, January 1st which will be New Year's Day.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Sec'y. Board of Managers.

MINUTES
January 2nd, 1941.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, January 2nd, 1941 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Willits, Cashman, Holder, Bean, Porter, Bates, Andrews, Barrett and Borda.

MINUTES: The Minutes of the previous meeting were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Over Draft Dec. 1st, 1940.....	\$ 1758.23
Recd. from Trustees.....	7000.00
Total amt. available.....	5241.77
Disbursements.....	7590.20
Over Draft Dec. 31st 1940.....	2348.43

Mrs Bean moved and Mrs Barrett seconded that the Treasurer's report be accepted.

Motion Carried.

ACCEPTANCE: Miss Gertrude B. Woelfle, whose probation expiring January 6th, was accepted as a permanent member of the Home on a motion made by Mrs Andrews and seconded by Mrs Cashman.

Motion Carried.

APPLICATION: Mrs Jessie H. Mueller, age 71 years of # 1637 37th Avenue, Oakland, California applied for membership in the Home; she wishes to pay \$ 4000.00. Mrs Andrews moved and Miss Willits seconded that Mrs Mueller be admitted to probation.

Motion Carried.

Mrs Margaret Jane Ables age 68 years, of # 3571 Fruitvale Avenue, Oakland applied for membership. She wishes to pay \$ 5000.00. Mrs Andrews moved and Mrs Bean seconded that Mrs Ables' application be accepted, subject to the Doctor's report. and if the report be favorable that she be placed on the waiting list.

Motion Carried.

EJECTED: Mrs Margaret Hoster age 74 years of # 1040 Fulton Street, San Francisco, applied for membership in the Home. Mrs Andrews moved and Mrs Bean seconded that Mrs Hoster's application be rejected.

Motion Carried.

Minutes Jan'y. 2nd, 1941 (cont'd)

CORRESPONDENCE: The Secretary was requested to write a letter to Mrs Gay who is ill in the hospital and to write letters of thanks to the different ones who participated in the Christmas activities.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Sec'y. Board of Managers.

MINUTES
February 5th, 1941

The regular monthly meeting of the Board of Managers of #2507 Pine Street was held in the Board room on Wednesday, February 5th, 1940, at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Oddie, Cairns, Wilson, Willits, Walkup, Tufts, Bean, Andrews, Bates, Henderson, and Borda.

MINUTES: The Minutes of the previous meeting, January 2nd, were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent, and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;
Over draft Jan'y. 1st.....\$ 2348.43
Rec'd. from Trustees..... 9500.00
Total amt. available..... 7151.57
Disbursements..... 8500.83
Over Draft Jan'y. 31st..... 1349.26
Mrs Tufts moved and Mrs Bean seconded that the Treasurer's report be accepted.

Motion Carried.

ETANCE: Mrs Amanda Lyons completing her probation February 16th, was accepted as a permanent member of the Home on a motion made by Mrs Bean and seconded by Mrs Walkup.

Motion Carried.

Mrs Tufts moved and Mrs Borda seconded that the following probationary members be accepted as permanent members;

Miss Hannah O'Connor, probation expiring Feb. 3rd.
Miss Elizabeth Drummond, " " Feb. 24th
Mrs Hattie D. Schmid " " Feb. 7th

Motion Carried.

PLICATION: Miss Jennie B. Shoup, age 65 years, of # 1905 Bush Street, San Francisco, applied for membership in the Home. She wishes to pay \$ 5000.00. Mrs Bean moved and Miss Oddie seconded that Miss Shoup's application be accepted and that her name be put on the waiting list.

Motion Carried.

Minutes Feb'y. 5th, 1941 (cont'd)

Re-DOOR OF ROOMS 448-450:

Mrs Bates moved and Mrs Henderson seconded that a door be cut between rooms 448-450, now occupied by Mr and Mrs Nye.

Motion Carried.

Re-TRAY SERVICE:

Mrs Wilson moved and Mrs Andrews seconded that after each visit, Dr Winterberg notify the Office of those members who are to receive Tray service.

Motion Carried.

CORRESPONDENCE:

The Secretary was requested to write a letter of thanks to Mr A.N.Lewis for the table he presented to the Home.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Sec'y. Board of Managers.

MINUTES
March 5th, 1941

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, March 5th, 1941 at 10:30 a.m. Mrs Leavitt in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Bates, Cairns, Porter, Bean, Wilson, Oddie, Barrett, Holder and Borda.

MINUTES: The Minutes of the previous meeting, February 5th were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Over draft Feb. 1st.....\$ 1349.26
Recd. from Trustees..... 7000.00
Total amt. available..... 5650.74
Disbursements..... 7832.56
Over draft Feb. 28th..... 2181.82
On a motion made by Mrs Porter and seconded by Mrs Bean, the Treasurer's report was accepted.
Motion Carried.

ACCEPTANCE: The following probationary members were admitted to permanent membership on a motion made by Mrs Holder and seconded by Mrs Porter
Mrs Mary E. Skinner probation expiring Mar. 6th
Mrs Jessie H. Mueller " " " 15th
Motion Carried.

APPLICATION: Mrs Lenora Frances Grippen, age 78 years of Spokane, Washington applied for membership in the Home. She wishes to pay \$ 4000.00. Mrs Bean moved and Mrs Porter seconded that Mrs Grippen's application be accepted and that her name be placed on the waiting list.
Motion Carried.

RE-SUPPER: Mrs Barrett moved and Miss Oddie seconded that Supper be served in the Library. *on Sunday evening*
Motion Carried.

CORRESPONDENCE: The Secretary was requested to write to Mrs Cashman expressing regret of her illness.
There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Sec'y. Board of Managers.

ANNUAL REPORT OF THE SECRETARY
May 21st, 1941.

During the past fiscal year the Board of Managers of
2507 Pine Street held;

11 regular monthly meetings
1 special meeting

34 Applicants were interviewed
16 Applicants were accepted
8 Applicants were rejected
10 Applicants were placed on the waiting list.

15 Deaths occurred during the year.

The Home at this date houses 166 members

2 rooms are for sale.

Respectfully submitted,

Josephine P. Borda.

Sec'y. Board of Managers.

MINUTES
April 2nd, 1941.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held on Wednesday, April 2nd, 1941, at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Tufts, Bean, Bates, Wilson, Andrews, Henderson, Holder, Barrett and Walkup.

MINUTES: The Minutes of the previous meeting, March 5th, 1941 were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Over Draft Feb'y. 28.....\$ 2181.82
Rec'd. from Trustees..... 7000.00
Total Amt. available..... 5318.18
Disbursements..... 7078.90
Over Draft March 31st..... 1760.72
On a motion made by Mrs Tufts and seconded by Mrs Andrews the Treasurer's report was accepted.

Motion Carried.

ACCEPTANCE: The following probationary members were admitted to permanent membership;
Mrs Alice D. Keys, probation expiring May 21st
Mrs Margaret J. Ables " " May 26th
Moved by Mrs Tufts and seconded by Mrs Barrett that these members be accepted as permanent members.

Motion Carried.

APPLICATION: Mr George H. Coons age 65 years of # 3272 Garfield Avenue, Alameda, applied for membership in the Home. He wishes to pay \$ 5000.00.
Correction \$ 6000.00
Mrs Bates moved and Mrs Henderson seconded that Mr Coons' application be accepted.
Motion Carried.

BIRTHDAY CARDS: Mrs Andrews moved and Mrs Bates seconded that each member of the Board pay \$ 1.00 a year toward the Birthday cards to be mailed from the Office.
Motion Carried.

Minutes Apr. 2/1941 (cont'd.)

RELIEF BENEFIT: Mrs Bean moved and Mrs Wilson seconded that Mrs Wetjen's request to hold a benefit at the Home for the Red Cross and British Relief under the auspices of the Eastern Star be denied.

Motion Carried.

NOMINATING COMMITTEE:

The President appointed the following members of the Board to serve on the Nominating Committee,

Mrs Bates, Chairman
Mrs Barrett
Mrs Andrews

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted

Edith D. Waakup

Assistant Secretary

MINUTES
May 7th, 1941

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, May 7th, 1941 at 10:30 a.m. Mrs Leavitt in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Tufts, Wilson, Mailliard, Barrett, Bean, Holder, Bates, Andrews, Oddie, and Willits.

MINUTES: The Minutes of the previous meeting, April 2nd were read. Mrs Tufts moved and Mrs Bean seconded that the following correction be made in regard to Mr Coons' application, "The amount to be paid to read \$ 6000.00 instead of \$ 5000.00 as stated in the Minutes, and that the Minutes be accepted.

Motion Carried.

REPORTS: The reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;

Over Draft April 1st.....	\$ 1760.72
Recd. from Trustees.....	7000.00
Total Amt. available.....	5239.28
Disbursements.....	6946.33
Over Draft April 30th.....	1707.05

On a motion made by Mrs Tufts and seconded by Mrs Bean the Treasurer's report was accepted...
Motion Carried.

APPLICATIONS: Mrs Bernadette Candevan of # 183 Valencia Street, S.F. applied for membership in the Home. On the recommendation of the Secretary, Mrs Wilson moved and Mrs Tufts seconded that Mrs Candevan's application be rejected.
Motion Carried.

Miss Delia Halloran of # 2468 Bush Street, S.F. applied for membership in the Home. On the recommendation of the Secretary, Mrs Andrews moved and Mrs Bean seconded that Miss Halloran's application be rejected.
Motion Carried.

Minutes May 7/1941 (cont'd)

APPLICATION (continued): Mrs Davis appeared before the Board to apply for membership in the Home, as she did not wish to enter immediately. Mrs Bean moved and Mrs Tufts seconded that Mrs Davis be notified that she will be required to make another application and see the Doctor if and when she is ready to enter.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Neil L. Leavitt

Secretary pro tem

ANNUAL MEETING
May 21st, 1941.

The regular annual meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, May 21st, 1941 at 3:30 p.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Walkup, Oddie, Bates, Andrews, Barrett, Wilson, Tufts, Henderson, Bean, and Borda.

ELECTION: Mrs Tufts moved and Mrs Walkup seconded that the Ballot as presented by the Nominating Committee, for the Officers of the Board, which was the same as that of the past year be accepted.
Motion Carried.

The following Officers were elected to serve for the ensuing fiscal year 1941-1942

President.....	Mrs J.W.Leavitt
1st Vice Pres.....	Mrs E.W.Wilson
2nd Vice Pres.....	Mrs G.I.Bean
3rd Vice Pres.....	Mrs G.E.Bates
Treasurer.....	Mrs R.V.Holder
Secretary.....	Mrs J.P.Borda

RE-MRS KEYS: Mrs Tufts moved and Mrs Bean seconded that Mrs Alice D. Keys' membership in the Home be disapproved.

Motion Carried.

CORRESPONDENCE:
The Secretary was requested to notify Mrs Bernadette Candeven, Mrs Hoster and Miss Halloran that their applications for membership in the Home had been disapproved by the Board.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Sec'y. Board of Managers.

MINUTES
May 28th, 1941
Special Meeting

A special meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday May 28th, 1941. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Tufts, Henderson, Holder, Barrett, Oddie, Willits, Bates and Andrews.

OBJECT: To act upon a letter received from Mrs Keys regarding the cancelation of her membership.

Mrs Andrews moved and Mrs Barrett seconded that Mrs Keys' membership be refused.
Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Nell L. Leavitt
Sec'y. pro tem.

MINUTES
June 4th, 1941

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, June 4th, 1941 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Bean, Porter, Walkup, Willits, Wilson, Holder, Oddie, Andrews and Borda.

MINUTES: The Minutes of the previous meeting, May 7th, and those of the Annual meeting May 21st, were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Over Draft May 1st.....\$ 1707.05
Recd. from Trustees..... 7000.00
Total amt. available..... 5292.95
Disbursements..... 7126.14
Over draft May 31st..... 1833.19
Miss Willits moved and Mrs Bean seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mr and Mrs Thomas Morgan, completing their probation June 29th, were accepted as permanent members of the Home on a motion made by Mrs Wilson and seconded by Mrs Andrews.

Motion Carried.

Miss Jennie B. Shoup, completing her probation June 29th was accepted as a permanent member of the Home on a motion made by Mrs Wilson and seconded by Mrs Porter.

Motion Carried.

APPLICATIONS: The following persons appeared before the Board and submitted their applications;
Mrs Isabella R. Mitchell, age 76 years of # 2501 Haste Street, Berkeley

Miss Katherine Mills Shatto age 65 years of # 621 Taylor Street, San Francisco.

Mrs Marean McMillan age 65 years of # 1509 Arcway, Burlingame.

Mr Thomas Thomson age 72 years of Aptos, California.

Mrs Janet Beaton Thomson age 72 years of Aptos, California.

Minutes June 4th, 1941 (cont'd)

APPLICATIONS: Mrs Irene B. Bundy age 73 years of Eugene Oregon

In accordance with the By-Laws, the above applications were referred to the Admission Committee for investigation.

RE-
CONSTRUCTION WORK:

Mrs Holder moved and Miss Willits seconded that the Construction of the buildings in the garden, as recommended by the Fire Marshall, be authorized by the Board.

Motion Carried.

DONATION:

Mrs A.G.Griffin, representing the Doctors Daughters Society, came before the Board and expressed great appreciation for the care and attention the Home had given Mr and Mrs L. Curran Clark, former members and now deceased, and informed the Board that the above society wished to make a donation of \$ 500.00 to the Home.

CORRESPONDENCE: The Secretary was requested to write a letter of thanks for the donation of \$ 500.00

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda

Sec'y. Board of Managers.

MINUTES
AUGUST 6th, 1941.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, August 6th, 1941 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Oddie, Bates, Barrett, Henderson, Willits, Wilson, Holder, Andrews and Borda.

MINUTES: The Minutes of the Special meeting, May 20th and those of the regular meeting June 4th. were read and approved.

REPORTS: The reports of the Superintendent, Assistant Superintendent and Nursing Department were read and ordered placed on file.

The Treasurer's report showed;

Over Draft June 1st.....	\$ 1833.19
Recd. from Trustees.....	8000.00
Total amt. available.....	6166.81
Disbursements.....	8100.09
Over Draft June 30th.....	1933.28
Recd. from Trustees July 1st.....	7000.00
Total amt. available.....	5066.72
Disbursements.....	6979.81
Over Draft July 31st.....	1913.09

Mrs Barrett moved and Miss Willits seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATIONS:
approved. The following applications were approved;
Miss Katherine Mills Shatto
Mrs Marean McMillian
Mrs Irene B. Bundy
Mr and Mrs Thomas Thomson

ACCEPTANCE: Mr George H. Coons, completing his probation on August 27th was accepted as a permanent member of the Home on a motion made by Mrs Wilson and seconded by Mrs Borda.
Motion Carried.

APPLICANTS INTERVIEWED:
The following Applicants were interviewed by the Board.
Mrs Romaine Gates McKinley age 70 years, of # 2320 16th St. San Francisco.
Mrs Elizabeth Oles age 68 years of # 26 Cassali Avenue, San Francisco.
Mrs Winifred M. Jeffreys age 67 years of # 1589 Sacramento St. San Francisco.
Mrs Marie Louise Alman age 68 years of # 579 Munich St. San Francisco.
Mrs Rebecca Nelson age 1½ years of # 410 Cherry St. San Francisco.

Minutes Aug. 6th 1941 (cont'd)

Re-MEMBERSHIP FEE:

On the recommendation made by the Board of Trustees, Mrs Wilson moved and Mrs Andrews seconded that the minimum fee for membership be placed at \$ 5000.00 and further additional fees be in proportion according to size, location and accommodations of the rooms.

Motion Carried.

CORRESPONDENCE:

Mrs Andrews moved and Mrs Holder seconded that the Secretary notify those Applicants on the waiting list of the raise in Fees.

Motion Carried.

The Secretary was requested to write a letter of condolence to Mr Brandon, brother of Mrs W.E.Cashman.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Secretary.

MINUTES
September 3rd, 1941.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday September 3rd, 1941 at 10:30 a.m. Mrs Leavitt in the Chair.

ATTENDANCE: Those present were Mesdames; Leavitt, Bates, Wilson, Bailhache, Oddie, Cairns, Walkup, Holder, Willits, Bean, Tufts, Andrews, Gay, Barrett, and Borda.

MINUTES: The Minutes of the previous meeting, August 6th, were read and approved.

REPORTS: The reports of the Superintendent and Nursing Department were read and ordered placed on file.

The Treasurer's report showed;
Over Draft Aug. 1st.....\$ 1913.99
Reed. from Trustees..... 7000.00
Total amt. available..... 5086.91
Disbursements..... 8829.98
Over Draft Aug. 31st..... 1742.17
Mrs Cairns moved and Mrs Bean seconded
that the Treasurer's report be accepted.
Motion Carried.

APPLICANTS: The following persons appeared before the Board and submitted their applications for membership in the Home:
Mrs Stella Everett, age 65 years of # 140 Hyland Ave. San Francisco.
Mrs Rose Boucheron, age 83 years, of #426 Fillmore Street, San Francisco.
Miss Hazel Baker age 65 years of # 1300 Sacramento Street, San Francisco.

Re- Superintendent: Mrs Fogson, Assistant Superintendent, was unanimously elected to the office of Superintendent.

Re-Chaplain: Mrs Wilson moved and Mrs Bailhache seconded that Dr. Walter Morritt be installed as Chaplain of the Home and that he be given his room and board and a salary of \$ 75.00 per month.
Motion Carried.

Minutes Sept. 3rd 1941 (cont'd)

CORRESPONDENCE: Mrs Bean moved and Mrs Tufts seconded that the Secretary write a letter to Mr Baker, expressing regret of his illness. also a letter to Mrs A.C.Griffith to thank her for \$ 5.00 which she sent to the Home in memory of Mrs Laura Denson.
Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Sec'y. Board of Managers.

MINUTES
October 1st, 1941.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, October 1st, 1941, at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Meädames; Leavitt, Holder, Oddie, Andrews, Henderson, Wilson, Cairns, Walkup, Bean, and Tufts.

MINUTES: The Minutes of the previous meeting, September 3rd, were read and approved.

REPORTS: The reports of the Superintendent and Day Nurse were read and ordered placed on file. The Treasurer's report showed:
Over draft Sept. 1st.....\$ 1742.17
Recd. from Trustees..... 7000.00
Total amt. available..... 5257.83
Disbursements..... 8156.33
Over draft Sept. 30th..... 2898.50
Mrs Gay moved and Miss Oddie seconded that the Treasurer's report be accepted and placed on file. Motion Carried.

ACCEPTANCE: Mrs R.G.McKinley and Mrs W.P.Jeffreys having completed their probation were accepted as permanent members of the home on a motion made by Mrs Holder and seconded by Mrs Henderson. Motion Carried.

APPLICATIONS: Miss Elizabeth Mitchell applied for membership in the Home, on account of her physical condition Mrs Andrews moved and Mrs Holder seconded that Miss Mitchell's application be rejected. Motion Carried.
Mrs Frank Enoch applied for membership in the Home. The Doctor's report being unfavorable, Mrs Wilson moved and Mrs Andrews seconded that Mrs Enoch's application be rejected and that the Secretary advise her of the action taken by the Board. Motion Carried.

Re-FUNERAL FEES: Mrs Andrews moved and Mrs Holder seconded that the Funeral Fee be raised to \$ 150.00. Motion Carried.

Re- MRS McMillan: A letter was read from Dr. Morrison regarding Mrs McMillan's condition and was ordered attached to her application.

There being no further business to come before the Board the Meeting was adjourned. Respectfully submitted,

Sec'y. pro tem.

MINUTES
November 5th, 1941.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street, was held in the Board room on Wednesday, November 5th, 1941 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Barrett, Oddie, Andrews, Willits, Bean, Wilson and Borda.

MINUTES: The Minutes of the previous meeting, October 1st, were read and approved.

REPORTS: The reports of the Superintendent and Nursing Department were read and ordered placed on file.

The Treasurer's report showed;
Over draft Oct. 1st.....\$ 2898.50
Recd from Trustees..... 8500.00
Total amt. available..... 5601.50
Disbursements..... 7033.62
Over draft Oct. 31st..... 1432.12
Mrs Barrett moved and Mrs Andrews seconded that the Treasurer's report be accepted and placed on file. Motion Carried.

ACCEPTANCE: Mrs Emma C. Davis and Mrs Lenora F. Grippen completing their probation on November 12th, were admitted to permanent membership in the Home on a motion made by Mrs Wilson and seconded by Miss Willits.
Motion Carried.

APPLICATION: Mrs Adell C. Eaton, age 77 years of # 1627 Clay Street, San Francisco applied for membership in the Home.

NOTICES: Mrs Andrews moved and Miss Oddie seconded that notices of the monthly meetings be sent to each member of the Board
Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Sarah S. Oddie
Secretary. *pro tem*

MINUTES
December 3rd, 1941

The regular monthly meeting of the Board of Managers of # 2507 Fine Street, was held in the Board room on Wednesday, December 3rd, 1941 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Wilson, Bates, Bean, Porter, Andrews, Cairns, Gay, Barrett, Henderson, Holder and Oddie.

MINUTES: Owing to the absence of the Secretary, the Minutes of the previous meeting, November 5th, were not on hand.

REPORTS: The reports of the Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Over draft Nov. 1st.....\$ 1432.12
Rec'd. from Trustees..... 7000.00
Total amt. available..... 5567.88
Disbursements..... 7248.31
Over draft Nov. 30th..... 1680.43
Mrs Bean moved and Mrs Porter seconded that the Treasurer's report be accepted.
Motion Carried.

Re-MRS GRIFFIN: Mrs Andrews moved and Mrs Gay seconded that Mrs Griffin's case be referred to her Physician, Our Doctor and to our Lawyer as her Mental condition is serious.
Motion Carried.

Re-Bequest: The Secretary was requested to write a letter of appreciation to Mr J. Emmet Brandon, brother of Mrs Cashman, for the bowl and Candlesticks she left to the Home.

MAS. Bonus: Mrs Barrett moved and Mrs Cairns seconded that each employee be given \$ 5.00 for Christmas.
Motion Carried.

Re-MRS MCPHAIL: Mrs Bean moved and Mrs Barrett seconded that Mrs McPhail's salary be raised from \$ 65.00 to \$ 70.00 per month and that she be given the title of Housekeeper.
Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Sec'y. Board of Managers.

MINUTES
January 7th, 1942.

The regular monthly meeting of # 2507 Pine Street was held in the Board room on Wednesday, January 7th, 1942 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Cairns, Gay, Barrett, Wilson, Oddie, Willits, Bates, Henderson, Bean, Tufts and Borda.

MINUTES: The Minutes of the regular meetings November 3rd and December 5th and those of the special meeting December 9th were read and approved.

REPORTS: The reports of the Superintendent and Day Nurse were read and ordered placed on file. The Treasurer's report showed;
Over draft Dec. 1st.....\$ 1432.12 ✓
Rec'd. from Trustees..... 8000.00
Total amt. available..... 6319.57
Disbursements..... 7870.86
Over draft Dec. 31st..... 1551.29
Miss Willits moved and Mrs Cairns seconded that the Treasurer's report be accepted and placed on file. Motion Carried.

ACCEPTANCE: Miss Marie Bartels, her probation expiring January 8th was admitted to permanent membership, on a motion made by Mrs Gay and seconded by Mrs Cairns. Motion Carried.

APPLICATION: Mr Joseph B. Gay, age 74 years of the Winches ter Hotel # 50 Third Street, San Francisco was accepted as a probationary member of the Home on a motion made by Mrs Bates and seconded by Mrs Barrett. Motion Carried.

Mrs Mabel Keegan age 65 years of # 73 Win ship Avenue, San Anselmo applied for member ship. Mrs Wilson moved and Mrs Barrett seconded that the regular procedure be waved and that Mrs Keegan be accepted as a pro bationary member. Motion Carried.

CORRESPONDENCE: The Secretary was requested to write letters of thanks to those who participated in the Christmas programs.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Secretary.

MINUTES
Special Meeting
December 9th, 1941.

A special meeting was held in the Board room on December 9th, 1941 at 2:00 p.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Wilson, Willits, Dean, Bates, Holder and Oddie.

OBJECT: Discussion of Emergency regulations.

FLASH LIGHTS: Mrs Wilson moved and Mrs Bean seconded that Notices be posted throughout the building to the effect that the use of candles and matches be prohibited.

Motion Carried.

Mrs Wilson moved and Miss Willits seconded that the Home provide flashlights for those members who are not able to buy their own.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Nell L. Leavitt

Sec'y. pro tem

MINUTES
January 16th, 1942.

SPECIAL

ATTENDANCE: Those present were Mesdames;
Leavitt, Gay, Barrett, and Holder.
Proxies were held for Mesdames;
Andrews, Wilson, Tufts, Wallup and Borda.

OBJECT: To authorize the purchase of furniture for
the Infirmary.

Mrs Barrett moved and Mrs Gay seconded the
furniture be purchased as specified.
Motion Carried.

Respectfully submitted,
Nell L. Leavitt.

Sec'y. pro tem.

MINUTES
February 4th, 1942.

The regular monthly meeting of # 2507 Pine Street, was held in the Board room on Wednesday February 4th, 1942 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Wilson, Andrews, Gay, Barrett, Holder and Borda. Proxies were held for Mrs Tufts and Mrs Henderson.

MINUTES: The Minutes of the previous meeting, January 7th were read and approved.

REPORTS: The Reports of the Superintendent and Day Nurses were read and ordered placed on file. The Treasurer's report showed;
Over draft Jan'y. 1st.....\$ 1551.29
Recd. from Trustees..... 7000.00
Total amt. available..... 5448.71
Disbursements..... 7556.32
Over draft Jan'y. 31st..... 2107.61
Mrs Wilson moved and Mrs Gay seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: NONE.

APPLICATIONS: NONE.

RESIGNATION: Miss Willits tendered her resignation as a member of the Board. Mrs Andrews moved and Mrs Holder seconded that Miss Willits' resignation be accepted with regret.
Motion Carried.

MEMBERSHIP: Mrs Andrews moved and Mrs Gay seconded that the Board adhere to the rule as laid down in Article # 20 of the By-laws regarding the admission of applicants to the Home.
Motion Carried.

CORRESPONDENCE: The Secretary was requested to notify Miss Willits of the acceptance of her resignation.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Secretary.

MINUTES
March 4th, 1942.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, March 4th, 1942 at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Bean, Porter, Henderson, Holder, Walkup, Bates, Wilson, Oddie, Andrews, Tufts, and Borda.

MINUTES: The Minutes of the previous meeting, February, 4th were read and approved.

REPORTS: The reports of the Superintendent, and Day Nurse were read and ordered placed on file. The Treasurer's report showed;
Over draft Feb'y. 1st.....\$ 2107.61
Reed. from Trustees..... 7500.00
Total Amt. available..... 5392.39
Disbursements..... 7551.42
Over draft Feb'y. 28th..... 2158.73
Mrs Walkup moved and Mrs Holder seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mr. Joseph B. Gay Probation expiring Mar. 15th, was accepted as a permanent member of the Home on a motion made by Mrs Tufts and seconded by Mrs Holder.
Motion Carried.

Mrs Mabel Keegan probation expiring Mar. 25th, was accepted as a permanent member of the Home on a motion made by Mrs Tufts and seconded by Mrs Porter.
Motion Carried.

APPLICATION: Mrs Josephine E. Loewi, age 81 years of # 711 Post St. San Francisco applied for membership. Mrs Porter moved and Mrs Andrews seconded that Mrs Loewi's application be rejected.
Motion Carried.

Mr Martin Halloran age 76 years of Redwood City, California appeared before the Board to apply for membership.

GARDEN: Mrs Wilson moved and Mrs Borda seconded that the ground around the new Hospital unit be put into lawn instead of individual garden plots.
Motion Carried.

Minutes March 4th 1942 (cont'd)

MENTAL CASES: Mrs Porter moved and Mrs Tufts seconded that the Board adopt the following policy; "When our Physician finds symptoms of Mental derangement of a member he shall call upon two psychiatrists, and if in their judgment such person is mentally deranged, steps be taken for the removal of such person from the Home in accordance with Paragraph # 7 section #3 of our Agreement.

Motion Carried.

OVER DRAFT: Mrs Porter moved and Mrs Andrews seconded that the Secretary write to the Board of Trustees requesting that sufficient funds be deposited to the account with the Board of Managers to prevent the occurrence of the seeming Over Draft that appears on the monthly report.

Motion Carried.

RESPONDENCE: The Secretary was requested to write letters to the following persons for their work with the Red Cross Unit of the Home;
Mrs Peter Ashley
Mrs T.R. Richardson
Miss Georgie Borup

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda.
Secretary.

MINUTES
April 1st, 1942.

The regular monthly meeting of the Board of Managers of #2507 Pine Street was held in the Board room on Wednesday, April 1st, 1942. at 10:30 a.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Barrett, Cairns, Willits, Oddie, Andrews, Holder, Wilson, and Forda.

MINUTES: The Minutes of the previous meeting March 4th. were read and approved.

REPORTS: The reports of the Superintendent, and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Over draft March 1st.....	\$ 2158.73
Recd. from Trustees.....	7500.00
Total amt. available.....	5341.27
Disbursements.....	6997.41
Over Draft March 31st.....	1656.14

Miss Oddie moved and Mrs Barrett seconded that the Treasurer's report be accepted.

Motion Carried.

ACCEPTANCE: NONE.

APPLICATIONS: NONE

ADMISSION COMMITTEE: On the recommendation of the Admission Committee, Mr Martin Halloran was admitted to probation on a motion made by Mrs Wilson and seconded by Mrs Andrews.

Motion Carried.

DR. WINTERBERG: Mrs Andrews moved and Mrs Holder seconded that Dr. Winterberg be relieved of his duties in the Home on account of his many outside duties due to war conditions, and that he be given \$ 100.00.

Motion Carried.

NOMINATING COMMITTEE:
Mrs Leavitt appointed the following Nominating Committee;

Miss Oddie, Mrs Barrett, Mrs Tufts.

Miss Oddie to act as Chairman.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Secretary.

ANNUAL REPORT
Secretary.
May 20th, 1942.

The Secretary submits the following report for the fiscal year ending May 20th, 1942:

Regular meetings.....	11
Annual Meeting.....	1
Special Meetings.....	3
Applicants interviewed.....	26
Applicants rejected.....	15
Applicants accepted.....	9
Waiting List.....	22
Deaths.....	13
Rooms for Sale.....	22
Membership.....	161

Respectfully submitted,

Josephine P. Borda

Secretary.

MINUTES
May 6th, 1942.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, May 6th, 1942 at 10:30 a.m. Mrs Leavitt Presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Walkup, Andrews, Henderson, Tufts, Bean, Bates, Oddie, Gay, Holder, Wilson and Borda.

MINUTES: The Minutes of the previous meeting were read and approved.

REPORTS: The reports of the Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;

Over draft April 1st.....	\$ 1656.14
Recd. from Trustees.....	8000.00
Total amt. available.....	6343.86
Disbursements.....	8012.48
Over draft April 30th.....	1668.62

Mrs Tufts moved and Mrs Walkup seconded that the Treasurer's report be accepted.

Motion Carried.

APPLICATION: Mrs Margaret von Buren Smith age 65 years of #2535 Regent Street, Berkeley filed application for membership in the Home.

OFFICE: Mrs Wilson moved and Mrs Walkup seconded that the rearrangement of Office fixtures be authorized.

Motion Carried.

PYTHIAN HOME: Dr W.H.Harrison appeared before the Board and on a motion made by Mrs Gay and seconded by Mrs Tufts, Dr Harrison was accepted as House physician in place of Dr Winterberg who resigned.

Motion Carried.

PYTHIAN HOME: A letter was read from Mr Frank Graves, Atty. for the Pythian Home in Napa, California asking that we accept some of their members as they were closing that Institution. Mrs Wilson moved and Mrs Holder seconded that Mr Graves be notified that there were no accommodations available.

Motion Carried.

Minutes May 6th, 1942 (cont'd.)

NOMINATING COMMITTEE: The Nominating Committee submitted its Report for Officers and Board members to be voted upon at the Annual Meeting May 20th.

CORRESPONDENCE: The Secretary was requested to write to the following;

American Ambulance Company thanking them for their offer to move our members from their rooms to the new Hospital unit.

Dr Nathaniel T Coulson thanking him for his gift of the Chimes for the Chapel.

Dr W.H.Winterberg accepting his resignation and enclosing a check for \$ 100.00 for his services.

Dr W.H.Harrison accepting him as House Physician.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Bordas
Secretary.

MINUTES
Annual Meeting.
May 20th, 1942.

The Annual meeting of the Board of Managers of # 2507 pine Street was held in the Board room on Wednesday May 20th, 1942. at 3:30 p.m. Mrs Leavitt presiding.

ATTENDANCE: Those present were Mesdames; Leavitt, Bean, Wilson, Oddie, Tufts, Andrews, Porter, Willits, Henderson, Holder, Bates, Walkup, Barrett and Borda.

BALLOT: The Secretary read the Ticket as presented by the Nominating Committee for the election of Officers to serve for the Fiscal year 1942-1943. There being no opposition Ticket, the Secretary was requested to cast the Ballot.

President.....Mrs E.D.Walkup

1st Vice Pres.....

2nd Vice Pres.....Mrs G.L.Bean

3rd Vice Pres.....Mrs G.E.Bates

Treasurer.....Mrs R.V.Holder

Secretary.....Mrs J.P.Borda

Asst. Sec'y. & Treas.....

The First Vice Presidency and the office of Assistant Treasurer and Secretary to be filled at a later date.

Mrs Tufts moved and Mrs Andrews seconded that the above Ballot be accepted.

Motion Carried.

Re- MRS LOEWI: The matter of Mrs Loewi's application was brought up for discussion. Mrs Borda moved that Mrs Loewi's application be rejected. It was seconded by Mrs Bean. After further consideration, Mrs Borda withdrew her motion and Mrs Wilson moved and Mrs Bates seconded that the above application be laid on the table.

Motion Carried.

CORRESPONDENCE: A letter from Dr Harrison was read in which he accepted his appointment as House Physician.

PRESIDENT: Mrs Porter moved and Mrs Barrett seconded that the Board give Mrs Leavitt (the retiring President) a rising vote of thanks for her many years of service.

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,
Josphine P. Borda
Secretary.

MINUTES
June 3rd, 1942

The regular monthly meeting of the Board of Managers of #2507 Fine Street was held in the Board room on Wednesday June 3rd, 1942 at 10:30 a.m. Mrs Walkup presiding.

ATTENDANCE: Those present were Mesdames; Walkup, Wilson, Oddie, Leavitt, Bates, Andrews, Bean, Tuffis, Barrett, Porter, Holder and Borda.

MINUTES: The Minutes of the previous meeting, May 6th, and those of the Annual meeting May 20th were read and approved.

REPORTS: The reports of the Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;

Over draft May 1st.....	\$ 1668.62
Rec'd. from Trustees.....	8200.00
Total Amt. available.....	6531.38
Disbursements.....	8929.24
Over draft May 30th.....	2397.96

Mrs Bean moved and Mrs Barrett seconded that the Treasurer's report be accepted.

Motion Carried.

APPLICATION: Miss Celia Bower age 68 years of the Alexander Hamilton Hotel, San Francisco, made application for membership in the Home. Miss Oddie moved and Mrs Andrews seconded that Miss Bower's application be placed on file, pending investigation by the Admission Committee.

Motion Carried.

Mrs Loewi: Mrs Loewi's application, submitted March 4th, 1942 moved by Mrs Porter and seconded by Mrs Andrews that said application be rejected, was brought up for discussion. Mrs Porter withdrew her motion.

Mrs Leavitt moved and Mrs Barrett seconded that Mrs Loewi's application pending further investigation by the Admission Committee. After further discussion Mrs Leavitt withdrew her motion.

Mrs Wilson moved and Mrs Leavitt seconded that Mrs Loewi's application be accepted and that she pay \$ 6000.00 or more according to the room she might decide upon. Motion Carried.

Minutes June 3/942 (cont'd)

STEAM PLANT: Mrs Leavitt moved and Mrs Holder seconded that the repair work on the Steam plant be done immediately.

Motion Carried.

RE-ENGINEER: Mrs Tufts moved and Mrs Bean seconded that the President be empowered to consult with the Trustees in regard to hiring an engineer on a retaining basis.

Motion Carried.

Hospital Wing: Miss Oddie moved and Mrs Andrews seconded that Mrs Fogson be authorized to move the members from their rooms to the Hospital wing.

Motion Carried.

COMMITTEES: Mrs Walkup appointed the following chairmen of committees, The chairmen to select their own committees.

Garden.....Mrs Barrett
Visiting.....Mrs Andrews
Complaints.....Mrs Tufts
Rooms.....Mrs Holder
Admission.....Mrs Wilson
Dining room.....Mrs Bean

OFFICERS: Mrs Walkup filled the following vacancies by appointing
Mrs Porter First Vice President
Miss Oddie as Asst. Treasurer and Secretary

CORRESPONDENCE: Mrs Andrews moved and Mrs Leavitt seconded that the Secretary be requested to write letters of thanks to the following for gifts received for the new Hospital Wing.

Mrs Ida G. Mansfield.....	\$ 50.00
Mrs Jessie W. Mueller.....	50.00
Miss L. Ready.....	Broom Closet
Red Cross Unit.....	Pillows
Mrs Anna Furman.....	Electric Pad
Miss Eve Roscelli.....	Ladder Stool
Miss Elen Crawford.....	Electric Grill
Miss Muriel Hall.....	Tea Kettle
Mrs Nell Wildasin.....	Flowers
Mrs Mary Langlais.....	Flowers
Miss Lora Williamson.....	Garbage Can
Dr Walter Morritt.....	

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Secretary.

MINUTES
August 4th, 1942

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday, August 4th, 1942 at 10:30 a.m. Mrs Walkup presiding.

ATTENDANCE: Those present were Mesdames N Walkup, Willits, Wilson, Bates, Andrews, Henderson, Bailhache, Leavitt, Bean, Porter, Barrett, Holder and Borda.

MINUTES: The Minutes of the previous meeting, June 3rd, were read and approved.

REPORTS: The reports of the Superintendent and Day Nurse were read and ordered placed on file. The Treasurer's report showed:
Over draft June 30th.....\$ 1937.36
Rec'd. from Trustees..... 6000.00
Total amt. available..... 4062.64
Disbursements..... 7121.27
Over draft July 31..... 3058.63
Mrs Leavitt moved and Mrs Andrews seconded that the Treasurer's report be accepted.
Motion Carried.

APPLICATION: The report of the investigating committee on Miss Celia Bower's application for membership presented at the June meeting was unsatisfactory. Mrs Wilson moved and Mrs Andrews seconded that Miss Bower's application be rejected.
Motion Carried.

APPLICATION: Mrs Isabel Sanford Bartlett, age 65 years, of # 4310 Cedarhurst Circle, Hollywood, California, applied for membership. Mrs Leavitt moved and Mrs Bailhache seconded that Mrs Bartlett's application be filed pending the report of the Investigating committee.
Motion Carried.

Miss Mary Edwards age 69 years of # 424 7th, Ave, San Francisco, applied for membership. She wishes to pay \$ 6000.00. Mrs Andrews moved and Mrs Henderson seconded that Miss Edwards' application be filed, pending the report of the Investigating committee.
Motion Carried.

Miss Alice T. Meyheu age 65 years of # 2065 California Street, San Francisco applied for membership. Mrs Bailhache moved and Mrs Leavitt seconded that Miss Meyheu's application be filed pending the report of the Investigating committee.
Motion Carried.

Minutes Aug. 4/1942 (cont'd)

SPECIALIST: Mrs Wilson moved and Mrs Leavitt seconded that Dr. Harrison be authorized to call in a specialist in consultation when cases require such action. Motion Carried.

HISTORY RECORD: Mrs Bean moved and Mrs Henderson seconded that the personal history blank, as suggested by Mr. Flaherty, be adopted. Said Blank to be signed by the applicant and attached to the contract. Motion Carried.

CHAPLAIN: Mrs Leavitt moved and Mrs Bailhache seconded that Dr. Lon Eakes be accepted as Chaplain of the Home

Motion Carried.

BLUE LIGHTS: Mrs Bailhache moved and Mrs Barrett seconded that Blue lights for Black-out purposes be placed in halls and other necessary places. Motion Carried.

OPERATION: Mrs Porter moved and Mrs Bean seconded that the Secretary write a letter of thanks to DR. J.R. Dillon for the operation he performed on Mr Walcom, a member of the Home.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Secretary.

MINUTES
September 3rd, 1942.

The regular monthly meeting of the Board of Managers of #2507 Pine Street was held in the Board room on Wednesday, September 3rd, 1942 at 10:30 a.m. Mrs Wallcup presiding.

ATTENDANCE: Those present were Mesdames; Wallcup, Andrews, Wilson, Gay, Bean, Tufts, Oddie, Bailhache, Leavitt, Willits, Barrett, Holder and Borda.

MINUTES: The minutes of the previous meeting, August 4th, were read and approved.

REPORTS: The reports of the Superintendent and Day nurse were read and ordered placed on file. The Treasurer's report showed:
Over draft Aug. 1st.....\$ 3058.63
Rec'd. from Trustees..... 7000.00
Total amt. available..... 3941.37
Disbursements..... 6995.05
Over draft Aug. 31st..... 2853.63.
On a motion made by Mrs Wilson and seconded by Mrs Leavitt the Treasurer's report was accepted.
Motion Carried.

ADMISSION: Mrs Wilson moved and Mrs Holder seconded that Mrs Isobel S. Bartlett and Miss Mary Edwards be accepted as permanent members.
Motion Carried.

APPLICATION: Miss Maud L. Lamberson, age 73 years of # 2723 Bancroft Way, Berkeley applied for membership
Mrs Leavitt moved and Mrs Borda seconded that Miss Lamberson's application be referred to the Admission Committee.
Motion Carried.

Mrs Margaret Carmichael age 65 years of # 2750 Geary Street applied for membership. Mrs Bailhache moved and Mrs Tufts seconded that Mrs Carmichael's application be rejected.
Motion Carried.

ENTRANCE FEE; On recommendation of the Board of Trustees Mrs Bailhache moved and Mrs Leavitt seconded that the Entrance fee be raised to \$ 6000.00.
Entrance fee be raised.
Motion Carried.

Minutes Sept. 3rd 1942 (cont'd.)

Mrs Swansen: Mrs Leavitt moved and Mrs Gay seconded that Mrs Fogson be authorized to ask Mrs Swansen to make a joint bank account with the Home to provide for special care.

Motion Carried.

GARDENER: Mrs Andrews moved and Mrs Borda seconded that the Gardener be retained at the present salary of \$ 15.00 per month.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Secretary.

CORRECTION

Re-Gardener's salary: Should read \$ 30.00 per month instead of \$ 15.00 as above stated.

Omission: Mrs Frances Lilly Leveroni age 75 years of # 293 O Sacramento St. applied for membership. No action was taken.

MINUTES
October 7th, 1942.

The regular monthly meeting of the Board of Managers was held in the Board Room on Wednesday October 7th, 1942 at 10:30 a.m. Mrs Walkup presiding.

ATTENDANCE: Those present were Mesdames; Walkup, Andrews, Bean, Cairns, Gay, Henderson, Holder, Leavitt, Porter, Willits and Oddie.

MINUTES: The Minutes of the previous meeting were read. Mrs Laveroni's application committed. The amount to be paid the gardener to read \$ 30.00 instead of \$ 15.00. Mrs Leavitt moved and Miss Willits seconded that the Minutes be accepted subject to corrections. Motion Carried.

REPORTS: The reports of the Superintendent and Day Nurse were read and on a motion made by Mrs Bean and seconded by Mrs Gay, the reports were placed on file. The Treasurer's report showed;

Over draft Sept 1st.....	\$ 2853.68
Rec'd. from Trustees.....	9000.00
Total amt. available.....	6146.32
Disbursements.....	7849.21
Over draft Sept. 30th.....	1702.89

Mrs Leavitt moved and Mrs Cairns seconded that the Treasurer's report be accepted. Motion Carried.

APPLICATIONS: Mrs Lettie D. McCutcheon age 68 years of # 459 Geary Street applied for membership. Mrs Bean moved and Mrs Gay seconded that Mrs McCutcheon's application be referred to the Admission Committee. Motion Carried.

Miss Alice Olshausen age 68 years appeared before the Board. Mrs Bean moved and Mrs Leavitt seconded that Miss Olshausen be admitted.

Miss Margaret E. Smiley age 77 years of #546 11th St. Richmond applied for membership. Mrs Andrews moved and Mrs Henderson seconded that Miss Smiley's application be accepted. Motion Carried.

Miss Ada Mary Wallace, age 64 years and 10 months of # 1005 North California St. Stockton applied for membership. She wishes to pay \$ 6000.00 plus special accommodation. She wishes to be notified in two months of a vacancy. Mrs Gay moved and Mrs Porter seconded that Miss Wallace's application be accepted. Motion Carried.

Minutes Oct. 7/942 contd.

Applications: Mrs Mary Roberts age 70 years and Mrs Lillian Book age 69 years of # 345 Taylor St. applied for membership. Mrs Leavitt moved and Mrs Bean seconded that their applications be referred to the Admission Committee.

Motion Carried.

(Mrs Frances Lilly Leveroni age 75 years of # 2930 Sacramento St. applied for membership. Mrs Leavitt moved and Mrs Cairns seconded that Mrs Levaroni be admitted to probation.

Motion Carried.

(Miss Maud Lamberson age 73 years of # 2733 Bancroft Way, Berkeley applied for membership. Mrs Leavitt moved and Mrs Gay seconded that Miss Lamberson be admitted to probation. She has selected room # 303.

Motion Carried.

REJECTIONS: Mrs Annie Atkins of # 570 University Avenue, Palo Alto applied for membership. Mrs Porter moved and Mrs Bean seconded that Mrs Atkins' application be rejected.

Motion Carried.

Mrs Margaret Carmichel whose application had previously been rejected, applied again for membership, adding \$ 1000.00 to the amount to be paid. Mrs Leavitt moved and Mrs Porter seconded that the rejection stand.

Motion Carried.

Mrs Mary E. Blayney age 68 years of # 2508 Benvenue Avenue Berkeley applied for membership. She wishes to be notified in three months of a vacancy. No action taken.

MEMBERSHIP: The probationary period of Mrs Isabel G. Bartlett and Miss Mary Edwards expiring in October were accepted as permanent members on a motion made by Mrs Bean and seconded by Mrs Holder.

Motion Carried.

LUNCHEON: Mrs Andrews moved and Mrs Henderson seconded that the luncheons for the Board members be simplified. that the meat course be omitted and that a buffet luncheon consisting of a salad, hot rolls and coffee with a simple dessert be substituted. Motion Carried.

Minutes Oct 7/342 cont'd.

SALARIES: Mrs Walkup reported that it had become necessary to increase many of the salaries in the lower brackets. Mrs Leavitt moved and Mrs Bean seconded that these increases be authorized.
Motion Carried.

LINEN: Replacement of the table linen was referred to Mrs Bean for investigation.

INFIRMARY: Mrs Walkup called attention to the problem of the rooms belonging to patients in the Infirmary. The question as to how long these rooms shall be kept vacant was referred to Mr Flaherty for his opinion.

TIME RESTRICTION
APPLICATIONS

Mrs Leavitt moved and Mrs Cairns seconded that for the time being the thirty day restriction on applicants be removed.

Motion Carried.

SCHEDULE

ADMISSION PRICES: On a motion made by Mrs Forter and seconded by Mrs Andrews the following revised schedule of prices for membership was adopted.

Up to and including 70 years, \$ 6000.00
This sum to be reduced \$ 200.00 per annum per person to a minimum of \$ 4000.00
The charge for special accomodation in the way of plumbing to vary from \$ 250.00 to \$ 2000.00 in addition to the minimum fee.

Motion Carried.

CEMETARY: Mrs Walkup reported that the space in the plot in Cypress Lawn is now limited and it will be necessary for the Home to provide additional burial space. Mrs Leavitt moved and Mrs Andrews seconded that this matter be brought to the attention of the Board of Trustees.
Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Sarah S. Eddie,
Assistant Secretary.

MINUTES
November 4th, 1942

The regular monthly meeting of the Board of Managers of #2507 Fine Street was held in the Board room on Wednesday, November 4th, 1942 at 10:30 a.m. Mrs Walkup presiding.

ATTENDANCE: Those present were Mesdames; Walkup, Barrett, Bean, Gay, Holder, Leavitt, Porter, Willits and Oddie.

MINUTES: The minutes of the previous meeting, October 7th were read and approved, with the following correction: The application of Mrs Leveroni had been inadvertently omitted and the amount now being paid to the gardener is \$ 35.00

REPORTS: The reports of the Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed:
Over draft Sept. 30th.....\$ 1702.89
Rec'd. from Trustees..... 7000.00
Total amt available..... 5297.11
Disbursements..... 6972.86
Over draft Oct. 31st..... 1167.20
Mrs Porter moved and Mrs Leavitt seconded that the Treasurer's report be accepted and placed on file.
Motion Carried.

APPLICATIONS: Mrs Bertha Engel age 65 years of # 130 23rd St. San Francisco applied for membership. Mrs Leavitt moved and Mrs Bean seconded that Mrs Engel be admitted to probationary membership subject to the Doctor's report.
Motion Carried.

Dr. Millie Sharon age 73 years of # 415 Turk St. applied for membership. Mrs Barrett moved and Mr's Gay seconded that Dr Sharon be admitted to probationary membership on condition that she furnish a satisfactory financial statement.
Motion Carried.

THE WING: Mrs Barrett moved and Mrs Leavitt seconded that the addition to the building be referred to as "The Wing".
Motion Carried.

REPORT: Mrs Walkup reported that the arrangement with the Stanford medical students was proving satisfactory.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,
Sarah S. Oddie
Asst. Sec'y.

MINUTES
December 2nd, 1942

The regular monthly meeting of the Board of managers of 2507 Fine Street was held in the Board room on Wednesday, Dec. 2nd 1942 at 10:30 a.m. Mrs Walkup presiding.

ATTENDANCE: Those present were Mesdames; Walkup, Leavitt, Bean, Willits, Gay, Wilson, Henderson, Cairns, Oddie, Porter, Holder and Borda.

MINUTES: The Minutes of the previous meeting, Nov. 4th, were read and approved.

REPORTS: The report of the Superintendent was read and ordered placed on file. Owing to the illness of Mrs Crawford there was no report from the Nursing department. The Treasurer's report showed;
Over draft Nov. 1st.....\$ 1167.20
Recd. from Trustees..... 7000.00
Total amt. available..... 5832.80
Disbursements..... 6271.35
Over draft Nov. 30th..... 1014.58
Mrs Porter moved and Mrs Gay seconded that the Treasurer's report be accepted.

Motion Carried.

ACCEPTANCE: Mrs Porter moved and Mrs Cairns seconded that the following probationary members be admitted to permanent membership;
Mrs Leveroni, Mrs McCutchen and Miss Olshausen.
Motion Carried.

APPLICATION: Mrs Catherine Born age 73 years of # 351 31st AVE. San Francisco applied for membership. She wishes to pay \$ 5600.00. Mrs Leavitt moved and Mrs Borda seconded that Mrs Born's application be accepted subject to the Doctor's report.
Motion Carried.

Mrs Margaret Buren Smith age 65 years of # 2535 Regent St. Berkeley having made application on April 25th 1942 but at that time had not reached the required age of 65 years, came before the Board. She wishes to pay \$ 6000.00. Mrs Gay moved and Mrs Bean seconded that Mrs Smith's application be accepted subject to the Doctor's report.
Motion Carried.

MRS ROBERTS: Mrs M. Roberts of the Hotel Mark Twain, San Francisco who applied for membership in October wrote a letter to the Board stating that she did not have the ready cash for her entrance fee. She has

Minutes Dec. 2/942 (cont'd.)

Re-Mrs Roberts: \$ 975.00 in war bonds and a tract of timber-land. She wishes to make monthly payments. Mrs Porter moved and Mrs Holder seconded that this matter be referred to the Trustees for a special contract.

Motion Carried.

RESIGNATION:

Mrs J.B.Tufts tendered her resignation from the Board. Mrs Wilson moved and Mrs Bean seconded that the Secretary write to Mrs Tufts accepting her resignation with regret and asking her to continue her membership in the Organization.

Motion Carried.

Mr Clytie Sweet: Mr Clytie Smith of # 111 Jones St. San Francisco addressed a letter to the Board and sent a framed copy of a sentiment he had written, called "Pearl" in memory of Dr. Morritt, who had been greatly interested in the work. Mrs Leavitt moved and Mrs Cairns seconded that the Secretary write a letter of thanks to Mr Sweet.

Motion Carried.

MILK SUPPLY:

Mrs Gay moved and Mrs Borda seconded that the milk provided in the refrigerators on each floor be reduced to one third the present amount.

Motion Carried.

WING:

Mrs Walkup reported that the members were making a thoroughfare of the Wing, Mrs Leavitt moved and Mrs Porter seconded that Mrs Fogson be authorized, with the sanction of the Fire Marshall, to put a sign on the rear door leading to the garden to the effect that the door be used for emergency purposes only.

Motion Carried.

Mrs Leavitt moved and Mrs Henderson seconded that Mrs Fogson post a sign in the Wing that visiting hours would be from 1:30 to 3 and from 6:00 to 7:30.

Motion Carried.

CHRISTMAS GIFTS:

Mrs Porter moved and Mrs Bean seconded that the following gifts of cash be given to the Staff and employees:
Mrs Fogson, Mr Harris and the Cook each \$ 25.00
The elevator operator, three nurses and the orderly each \$ 10.00.
Each employee of one year or more service \$ 5.00
Stanford medical attendants each \$ 5.00

Motion Carried.

Minutes Dec. 2/942 (cont'd)

CANDY: Mrs Wilson moved and Mrs Holder seconded that the regular half pound boxes of candy for Christmas be purchased.

Motion Carried.

DINING ROOM:

Miss Eddie moved and Mrs Henderson seconded that the reseating of the members in the dining room be placed in the hands of Mrs Bean.

Motion Carried.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted

Josephine P. Borda
Secretary.

MINUTES
January 6th 1943

The regular monthly meeting of the Board of Managers of # 2507 Fine Street was held in the Board room on Wednesday January 6th, 1943 at 10:30 a.m. Mrs Walkup presiding.

ATTENDANCE: Those present were Mesdames; Walkup, Wilson, Bean, Porter, Henderson, Willits, Leavitt, Gay, Barrett, Holder and Borda.

MINUTES: The Minutes of the previous meeting were read and approved.

REPORTS: The reports of the Superintendent and Day Nurse were read and ordered placed on file.

The Treasurer's report showed;

Over draft Dec. 1st 1942.....	\$ 1014.58
Reed. from Trustees.....	7000.00
Total amt. available.....	5985.42
Disbursements.....	7586.51
Over draft Dec. 31st 1942.....	1601.09

Mrs Porter moved and Mrs Leavitt seconded that the Treasurer's report be accepted.

Motion Carried.

HIRING & DISMISSEALS:

Mrs Leavitt moved and Mrs Porter seconded that due to present conditions and the necessity of reorganizing the duties of the Staff, that the Board of Managers be responsible for the approval or dismissal of employees in key positions as recommended by the Superintendent.

Motion Carried.

CHAFLAIN:

Mrs Porter moved and Mrs Wilson seconded that due to the reorganization of the Staff, Dr Nakes' services be dispensed with and that the Sec'y. notify him to this effect, also that he be given two week's salary.

Motion Carried.

Mrs Bean moved and Mrs Borda seconded that the Superintendent be authorized to employ a minister from Sunday to Sunday until further notice.

Motion Carried.

Minutes Jan'y. 6th 1943 (cont'd)

OFFICE: Mrs Barrett moved and Mrs Gay seconded that due to a shortage of the Office staff that each member of the Board take her turn at serving in the office from 10:00 a.m. to 4 p.m. until further notice.

CORRESPONDENCE:

The Secretary was requested to write to the following persons;
Signor & Madam De Grassi for their program on New Year's day.
Dr. Coulson for Ice cream and the couch.
Mrs Nettie Keifer for her letter of appreciation to the Board.
Mrs Bailache on the death of her husband
Miss Eddie on the death of her sister.

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,

Josephine P. Borda
Secretary.

MINUTES
March 3rd, 1943.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday March 3rd, 1943 at 10:30 a.m. Mrs Walkup presiding.

ATTENDANCE: Those present were Mesdames; Walkup, Holder, Gay, Wilson, Bean, Oddie, Leavitt, Willits, Henderson, Leavitt, Porter, Bates and Borda.

MINUTES: The Minutes of the previous meeting February 3rd were read and approved.

REPORTS: The reports of the Superintendent and Day Nurse were read and ordered placed on file.
The Treasurer's report showed;
Over draft Feb'y. 1st.....\$ 1809.92
Recd. from Trustees..... 7000.00
Total amt. available..... 5190.08
Disbursements..... '70'4.50
Over draft Feb'y 28th..... 1884.50
Miss Willits moved and Mrs Leavitt seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: Mrs Wilson moved and Mrs Porter seconded that Miss Margaret Smiley be admitted to permanent membership.

Motion Carried.

APPLICATION: Mrs Emma Stierlen age 83 years of # 671 Taylor Street applied for membership. She wishes to pay \$ 4000.00. Mrs Wilson moved and Mrs Gay seconded that Mrs Stierlen's application be laid on the table pending the Doctor's report and the investigation of her securities and that action be taken at the April Board meeting.
Motion Carried.

There being no further business to come before the Board the meeting was adjourned.

Respectfully submitted,
Josephine P. Borda
Secretary.

SPECIAL MEETING
MINUTES
March 24th, 1943.

A special meeting of the Board of Directors of # 2507 Pine Street was held in the Board room on Wednesday March 24th 1943 at 2:30 p.m. Mrs Walkup presiding.

ATTENDANCE: Those present were Mesdames; Walkup, Henderson, Bates, Bean, Holder, Leavitt, Porter, Oddie, and Wilson.

OBJECT: To discuss the problem of a new Chaplain and to act upon the resignation of Mr Harris.

Re-Mr. HARRIS: Mrs Porter moved and Mrs Bean seconded that Mr Harris' resignation be accepted with regret.
Motion Carried.

Mrs Wilson moved and Mrs Porter seconded that Mr Harris be given a month's salary in appreciation of his faithful and efficient services.

Motion Carried.

Re-MRS POGSON: Mrs Holder moved and Mrs Leavitt seconded that Mrs Pogson's be increased \$ 50.00. making it \$ 200.00 per month. to become effective April 1st.

Motion Carried.

LUNCHEONS: Mrs Leavitt moved and Mrs Henderson seconded that the luncheons for the Board members be discontinued for the duration.

Motion Carried.

Re-Cook SALARY : Mrs Walkup reported that the second cook had asked for an increase in salary of \$ 20.00 per month and that this increase had been granted.

CHAPLAIN: Mrs Walkup asked that each member of the Board consider herself a committee of one to find a Chaplain for the Home.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted

Sarah S. Oddie,

Asst. Sec'y.

Minutes April 7/1945 cont'd.

Re- ORGANIZATION OF :
ASSN. OF HOMES

A letter was read from Mr. John F. Stromberg, president of the Altenheim Home in Oakland stating that a meeting of representatives of the different Homes in the State of California would be held on April 19th to discuss the advisability of forming an Association for the mutual protection. Mrs Walkup appointed Mrs Leavitt and Mrs Pogson a Committee to attend this meeting. and the Sec'y. was instructed to write Mr Stromberg that this matter would be brought up at our annual meeting in May.

Re- Salary
MR. HARRIS as
BOOK KEEPER.

Mrs Walkup reported that Mr Harris would be given \$ 50.00 per month for keeping the Books.

NOMINATING COMMITTEE: Mrs Wilson, Mrs Barrett, Miss Willits, Mrs Henderson and Mrs Bates.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Josephine P. Bond

Secretary.

Minutes
April 7th, 1943.

The regular monthly meeting of the Board of Managers of # 2507 Pine Street was held in the Board room on Wednesday April 7th, 1943 at 10:30 a.m. Mrs Walkup presiding.

ATTENDANCE: Those present were Mesdames: Walkup, Leavitt, Odaie, Holder, Willits, Porter, Wilson, and Borda.

MINUTES: The Minutes of the previous meeting March 3rd and those of the special meeting March 24th were read and approved.

REPORTS: The report of the Superintendent and Day Nurse were read and ordered placed on file. The Treasurer's report showed;
Over draft March 1st.....\$ 1789.20
Recd. from Trustees..... 8000.00
Total amt. available..... 6210.80
Disbursements..... 7800.64
Over draft March 31st..... 1589.84
Mrs Porter moved and Mrs Wilson seconded that the Treasurer's report be accepted.
Motion Carried.

ACCEPTANCE: NONE.

APPLICATIONS: Mrs Mary O'Connor age 77 years of # 547 Madera Blvd. Oakland applied for membership. She wishes to pay \$ 4800.00. Miss Odaie moved and Miss Willits seconded that Mrs O'Connor's application be accepted subject to the reports of the Doctor and the Admission Committee.

Motion Carried.

Mr Hugo Zimmerman age 76 years of # 570 O'Farrell Street applied for membership. He wishes to pay \$ 4800.00. Mrs Leavitt moved and Mrs Bean seconded that Mr Zimmerman's application be accepted subject to the reports of the Doctor and the Admission Committee.

Motion Carried.

Re-CHAPLAIN: A letter was read from the Rev. Dr Cooper applying for the position of Chaplain. Mrs Wilson moved and Mrs Leavitt seconded that Dr. Cooper be given a three months trial at a salary of \$ 300.00 per month. The secretary was instructed to write Dr Cooper to this effect.

Motion Carried.

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BOARD OF MANAGERS' MEETING
May 23, 1995

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. May 23, 1995 at 3400 Laguna Street, San Francisco, California by Mrs. Elizabeth Mitchum, President. Mrs. Mitchum began the meeting by welcoming two new board members, Mrs. Beatty and Mrs. Hauser.

BOARD MEMBERS PRESENT

Mesdames Barber, Beatty, Charlton, Cooper, Dodge, Hauser, Hickerson, McCormick, MacLellan, Mitchum, Moller, Mustacchi, Noll, Olness, Scott, Smith, and Stark.

BOARD MEMBERS ABSENT

Mesdames Avenali, Boswell, Gallagher, Kelley, Livingston, Stephens, Stone, and Tudor.
Excused: Boswell, Gallagher, Kelley, Livingston, Stephens, and Stone.

STAFF PRESENT

Mrs. Barbara McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary. Ms. Gayle Reynolds, Director of Admissions and Marketing was also present for the beginning of the meeting. Mrs. McGinley introduced her to the board who welcomed her to her new position.

MINUTES

It was moved, seconded and carried (Charlton/Stark) to approve the minutes of April 25, 1995 as distributed.

CORRESPONDING SECRETARY

Mrs. McCormick, Corresponding Secretary, read donations to The Heritage as follows: In memory of Mrs. Victor Richards, Mrs. David J. McDaniel and Mr. & Mrs. William T. Waste. In memory of Robert Loeb, Kristine Krozek. She then read several thank you notes from residents. Mrs. Mitchum noted the recent death of Mr. Michael Stone, husband of Board Member Ann Stone. A planting of two white orchids was sent to Mrs. Stone with condolences from the Board of Managers.

TREASURER'S REPORT

Mrs. Barber, Treasurer, reported that the Finance Committee met on May 16. Administrative requests approved: Eleven Cadet toilets at \$280 each for a total of \$3080. The Admissions Committee will review the financial forms of an 82 year old candidate. The Finance Committee recommends to the Managers a 4.5% adjustment to the monthly care fees. It was moved, seconded, and carried (Moller/Charlton) to approve this recommendation. Slight changes are recommended for guest charges. Guest rooms and meal charges will remain the same with the exception of Sunday and Holiday dinners which will go up to \$10.00 from \$9.00. It was so moved, seconded, and carried (Cooper/Olness). Mrs. Barber then read the Financial Report dated April 30, 1995. It was moved, seconded, and carried (Mustacchi/Olness) to approve the Treasurer's report as presented.

ADMISSIONS COMMITTEE

Mrs. Charlton, Chairman, stated that the Admissions Committee has had some concern and discussions about the increasing age of potential applicants. She said some inappropriate candidates might have been referred to the Admissions Committee in an effort to make a quota. This is a matter of ongoing discussion. Mrs. Cummings has moved in. Mrs. Seamans is still awaiting sale of her condo. Mrs. Stout and Mrs. Hughes have been accepted pending their physical examinations. The Admissions Committee will not meet today nor on June 6.

MERGUSON FUND COMMITTEE

To report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. McGinley reported that she attended this morning's meeting and that complaints were minor (such as the temperature of toast). A small group is voicing opposition to the buffet. Further discussion was postponed until next month.

RIENDS OF THE HERITAGE

Mrs. Stark stated that she is working on the summer newsletter.

ARDEN COMMITTEE

Mrs. Stark, reported that she is continuing her negotiations with Ms. Fontanello regarding running. Mrs. MacLellan and Mrs. Zerhusen have been working with the roses. We still have two large pots of orchids which Mr. Wake will divide. The committee will purchase 25 feet of copper strip to repel snails.

HEALTH CARE COMMITTEE

Miss Noll read the report of the Health Care Committee. The Health Center focuses on three stages of care 1) acute care in the Health Center 2) First floor (personal care) and 3) PRN (as needed) assistance. They are also working on a walking program to reduce falls, program to reduce psychotropic medication and a program to reduce the use of restraints.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge reported that the House Committee met monthly during the past year to focus on the task of redecorating. Several chairs have been re-upholstered. Shades were put in the Administrator's office. The Holiday Party was organized by the Special Events Committee. Lighting in the lobby and the small board room will be on their agenda for the coming year.

LONG RANGE PLANNING COMMITTEE

Mrs. Mitchum reported that while the major project for this committee during the past year was the dining room renovation project, some details require attention. The cold water pipes in the Perry Building are a high priority as is implementation of the ADA study. The Age and Depreciation Study needs updating during the coming year. Mrs. Boswell will continue as chairman.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi, Chairman, introduced two new board members, Mrs. Beatty and Mrs. Hauser. Mrs. Mitchum welcomed them on behalf of the Board. Mrs. Mustacchi then placed in nomination Mrs. Kent Barber (Susan). The nomination was seconded by Mrs. Moller and passed unanimously.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Mitchum, reported that this committee reviewed and approved job descriptions to conform with regulations of the Americans with Disabilities Act. She read the three new policies as approved by the Board of Managers (see April 25, 1995 minutes). A review and revision of the By-laws of the Society will be completed this year.

RESIDENTS' COUNCIL COMMITTEE

Mrs. McGinley attended the meeting on May 2. Topics of discussion included the dress code in the dining room, general behavior at the buffet, and the White Elephant Sale. Residents are circulating a petition to get a stop sign at Francisco and Laguna. As there was objection to large group tours, it was decided that only smaller tours by appointment only will be offered. The council voted to donate \$1000.00 to the employee appreciation fund as a thank you to staff for all the staff's special efforts during the dining room renovation.

BOARD OF MANAGERS' MEETING
April 25, 1995

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. April 25, 1995 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Avenali, Baker, Barber, Charlton, Cooper, Dodge, Gallagher, Hickerson, Kelley, Livingston, McCormick, MacLellan, Mitchum, Moller, Mustacchi, Noll, Scott, Smith, Stark, Stevens, and Stone.

BOARD MEMBERS ABSENT

Mesdames Boswell, and Olness.

STAFF PRESENT

Mrs. Barbara McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

With corrections noted (one tree to be pruned in the Julia Porter garden, Mrs. Boswell and Mrs. Olness absent, and Mrs. Barber read the Corresponding Secretary's report) it was moved, seconded and carried (Barber/Kelley) to approve the minutes of March 28, 1995 as distributed.

CORRESPONDING SECRETARY

Mrs. McCormick, Corresponding Secretary, read donations to The Heritage: Book to the library from Mrs. Charles MacLellan.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the Finance Committee met on April 18. Administrative requests approved: 1) expenditures not to exceed \$3,000 for two customized carts for the dining room and three sneeze guards; 2) \$5,600 for 19 individually controlled thermostats for Health Center rooms (work to be done by Reichel Engineering). This amount is included in the capital budget. 3) \$1,550 for portable pulse oximeter in Health Center. In other business, the monthly care increase letter will go out on June 1. The Committee reviewed a request by one resident for no increase in her fee, and they discussed the need to review every three years the financial status of residents receiving substantial subsidies. Mrs. Baker then read the Finance Committee minutes for the period ending March 31, 1995. She called attention to the fact that the Health Center is substantially under year-to-date projections and credited this achievement largely to the management skills of Howard Conroy. It was moved, seconded and carried (Mustacchi/Kelley) to approve the Finance Committee report as presented.

ADMISSIONS COMMITTEE

Mrs. Charlton, Chairman, stated that rooms have been reserved for Mrs. Seamans and Mrs. Cummings. Mrs. Seamans is awaiting the sale of the condo. Four residents have passed their 90 day probation period and are therefore eligible for permanent status. They are: Mrs. Guidi, Mrs. Brevetti, Miss Boyle, and Mr. Niles. Mrs. Charlton moved and Mrs. Kelley seconded to approve all four. The motion passed unanimously. The Admissions Committee will not meet today nor on May 2.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Avenali, Chairman, reported that the resident Food Committee has no complaints. There have been a lot of activities recently and all are looking forward to returning to the dining room.

FRIENDS OF THE HERITAGE

Mrs. Stark, Chairman, reported that this committee met on April 20th to review thank you cards and decided that both the tax acknowledgement card and the blue and white thank you card used by the Board of Managers are appropriate but when these are printed again they will say "Friends of The Heritage" instead of the current "The Heritage." The in-house tax card is easy to change because it is on the computer. Mrs. Stark will be submitting a list of donors, an article on the Public Nutrition program, a wish list, and the new donor form for publication in the summer marketing newsletter.

GARDEN COMMITTEE

Mrs. Stark, Chairman, stated that pruning the big tree in the Julia Porter garden will take place on April 27. The committee is in the process of getting bids for sandblasting and repainting of the fountains in the courtyard. The paint is very expensive. Grass in the courtyard needs attention. A new pad for the chaise lounge in the Julia Porter garden has been purchased and is now in place.

HEALTH CARE COMMITTEE

Mrs. Hickerson reported that she was extremely impressed by the written report prepared by Director of Nursing Services, Josie Pometta. It contained detailed information on the Health Center population. This brought up the important issue of confidentiality. Mrs. Hickerson pointed out that all Board Members have access to privileged information which must not leave The Heritage. The reports for the Health Center Committee were, in fact, returned to Mrs. Pometta for this reason.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge reported that the chairs sent for re-upholstering will be done soon.

LONG RANGE PLANNING COMMITTEE

Mrs. Mitchum reported that this committee is taking a look at its role. It is becoming something of a "short range," project management group. No conclusions have been reached at this time. Discussion on the committee's definition will continue.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi, Chairman, placed in nomination the names of Mrs. David Tudor, Mrs. Molly Hauser, and Mrs. Martha Nell Beatty. The nominations were seconded by Mrs. Mitchum and passed unanimously. Mrs. Mustacchi then read a letter of resignation from Treasurer, Mrs. Bruce Baker which will be effective on June 1. The resignation was accepted with deep regret. Mrs. Mustacchi put into nomination the following slate of names for membership in the Board of Managers for 1995-96: Mrs. Peter Avenali, Mrs. Bruce Baker, Mrs. Anthony V. Barber, Mrs. Martha Nell Beatty, Mrs. John Boswell, Mrs. Clyde Charlton, Mrs. John L. Cooper, Mrs. George Doge, Mrs. John Gallagher, Mrs. Mary Hauser, Mrs. Glenn L. Hickerson, Mrs. Thomas Kelley, Mrs. Barry Livingston, Mrs. Edward McCormick, Mrs. Charles F. MacLellan, Mrs. Elizabeth S. Mitchum, Mrs. Frederick Moller, Jr., Mrs. Piero O. Mustacchi, Miss Rose Fox Noll, Mrs. Richard A. Olness, Mrs. Patricia K. Scott, Mrs. Justin Smith, Mrs. Charles B. Stark, Jr., Mrs. Craig A. Stephens, Mrs. Michael Stone, and Mrs. David Tudor. Managers nominated to serve as Trustees: Mesdames Barber, Cooper, Moller, and Mitchum. Officers of the Board: President, Mrs. Mitchum; 1st Vice-President, Mrs. Cooper; 2nd Vice-President, Mrs. Moller; Treasurer, Mrs. Barber; Assistant Treasurer, Mrs. Livingston; Recording Secretary, Miss Noll; Assistant Recording Secretary, Mrs. Kelley; Corresponding Secretary, Mrs. McCormick. Mrs. Scott seconded the slate as nominated. By unanimous vote the preceding names were elected to serve during the 1995-96 year. Recommended to serve on the Advisory Council for 1995-96: Mesdames Bates, Ferguson, Hall, Hall, Jr., Hill, Hiller, Lampen, Leonards, McDaniel, Metcalf, Nigh, Nishkian, Pinkham, and Waste. It was so moved, seconded and passed.



PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Mitchum, Chairman, said the committee met on April 7 to finalize its recommendations on three major policies. She presented these as follows: "It shall be the policy of the Board of Managers of The Heritage: 1) Managers shall attend no fewer than seven monthly Board meetings during the Board year, actively participate on a minimum of two committees, and participate in all Board sponsored events. 2) All expenditures over \$350 must have Finance Committee approval. Three bids or comparative prices are to be submitted with the proposal. 3) No member of the Board of Managers shall be an employee of, or receive compensation from The Heritage for their professional services unless the material facts concerning such compensation and the Board member's interest are fully disclosed to the Board. The Board must authorize the transaction by an affirmative vote of a majority of the Board. This vote must be taken in the absence of the interested Board member." It was moved, seconded, and carried (Mitchum/Livingston) to adopt the policies as presented. The committee also has completed its review of Department Head job descriptions which are now in line with the Americans with Disabilities Act (ADA) requirements.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Scott reported that the April meeting was short and problem free. Residents are taking responsibility for dining room seating assignments.

ADMINISTRATOR'S REPORT

(See distributed report.) Mrs. McGinley explained the theft of the compact disks, noting that a police report has been made and an insurance claim filed. On the matter of vacancies, she stated that shifting population needs and recent health center deaths have created a situation where, in reality, we have only four rooms available to prospective applicants. (Two rooms are currently reserved for applicants.) Vacancies in the Health Center and on the first floor have to be reserved for current residents. This means it will be impossible to meet a goal of a census of 114 this year. She has met with Mr. Edwards, Mrs. Moller and Dr. Sams regarding the marketing position and it was decided to advertise and interview. In the meantime she is acting as interim admissions director. Receptionists and Kaye Moore are helping to field inquiries. On April 19 she hosted a group tour of 37 people with the assistance of some staff and residents. The new marketing person will be expected to spend at least 50% of his or her time doing outreach in the community. Cindy is now supervising the reception office. Kaye Moore will continue the newsletter. There will be an all residents meeting on April 26th to inform residents of the upcoming dining room opening and the availability of Health Net.

OTHER:

Mrs. Moller asked Kaye Moore to report on some research regarding our Pacific Bell yellow pages listing. In a comparative demonstration, Ms. Moore showed the current advertisement, two options of different sizes which include a line drawing of The Heritage, and competing ads. It was the unanimous decision of the Board to subscribe to the larger of the two options.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Rose Fox Noll
Miss Rose Fox Noll
Assistant Recording Secretary

RFN:km



SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Apr 30 95

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
ONE MONTHLY CARE FEES	115,131	462,099	477,899	(15,800)
PRIVATE PATIENT FEES	17,100	56,080	70,567	(14,487)
MORTIZED ENTRY FEES	26,591	108,748	112,240	(3,492)
BSIDY CLAIMS	0	0	1,000	(1,000)
MEDICAL COST REIMBURSE	2,807	14,041	11,667	2,374
GUEST CHARGES	1,596	6,277	7,333	(1,056)
PROCESSING FEES	250	1,100	833	267
DIVIDENDS & INTEREST	43,794	195,367	209,667	(14,300)
UN/(LOSS) SEC. SALES	(4,438)	825,428	16,667	808,761
AGENCY FEE	(542)	(2,167)	(2,167)	0
NTAL INCOME (NET)	31,153	144,183	150,799	(6,616)
NATIONS & BEQUESTS	350	14,569	1,667	12,902
HER INCOME (EXP)	(500)	(500)	0	(500)
TOTAL	233,292	1,825,225	1,058,172	767,053
 <u>OPERATING EXPENSE</u>				
OD SERVICE	74,944	300,028	283,577	16,451
HOUSEKEEPING	21,001	84,874	87,841	(2,967)
MINT/SECURITY/GARDENS	21,529	112,629	111,180	1,449
NGTERM MAINTENANCE	1,918	14,322	8,333	5,989
TTIVITIES	7,374	30,781	33,498	(2,717)
ALTH CENTER	89,614	362,748	389,925	(27,177)
MINISTRATION	33,579	126,890	131,392	(4,502)
NERAL	20,878	78,813	71,931	6,882
T. OPERATING EXPENSE	270,837	1,111,085	1,117,677	(6,592)
 PRECIPATION	11,394	45,578	46,000	(422)
 TOTAL EXPENSE	282,231	1,156,663	1,163,677	(7,014)
 NET GAIN/(LOSS)	(48,939)	668,562	(105,505)	774,067
 ERAGE NUMBER OF RESIDENTS		104		
ERAGE NUMBER OF PRIVATE PATIENTS		4		
 CAPITA COST* + DEPRECIATION		2,529		
CAPITA INCOME - RESIDENT		1,365		
CAPITA INCOME - OTHER		736		
 CAPITA INCOME - GAIN / (LOSS)		(405)		
based = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
 TIES:			6,775	
NTAL INCOME (NET)-SEISMIC BOLT FOUNDATION OF FLATS			(500)	
HER INCOME (EXP)-SETTLEMENT OF LEGAL CLAIM			1,078	
NG-TERM MAINTENANCE-ARCHITECTURAL CONSULTANT				
 ITAL EXPENSES:			35,722	
MING ROOM PROJECT				
 PECTFULLY SUBMITTED,				
<i>S. Anthony V. Barber</i>				
S. ANTHONY V. BARBER				

BOARD OF MANAGERS' MEETING
March 28, 1995

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. March 28, 1995 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Baker, Barber, Boswell, Charlton, Cooper, Dodge, Kelley, Livingston, MacLellan Mitchum, Moller, Mustacchi, Noll, Olness, Scott, Smith, and Stark.

BOARD MEMBERS ABSENT

Mesdames Avenali, Boswell, Gallagher, Hickerson, McCormick, Olness, Stephens, and Stone.

STAFF PRESENT

Mrs. Barbara McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded and carried (Livingston/Baker) to approve the minutes of February 28, 1995 as distributed.

CORRESPONDING SECRETARY

In the absence of Mrs. McCormick, Mrs. Baker read the list of donations as follows: In memory of Mrs. Victor Richards: Dr. & Mrs. Richard Leonards, Dr. & Mrs. Rodney R. Beard, Dr. & Mrs. Charles Gingles, Ann Witter-Gillette, Lt. Gen. (Ret) Eugene P. Forrester, Mr. & Mrs. William Corbus, Peggy Heuer, Mr. & Mrs. Joseph Pease, Mr. & Mrs. Michael McGinley, Mrs. Donald G. Fisher, Miss Rose Fox Noll, Mr. & Mrs. Charles B. Stark, Jr., Mr. & Mrs. Bruce D. Baker, Mr. & Mrs. James L. Hall, Jr., Dr. & Mrs. Frank deMilt Hill, Mr. & Mrs. John N. Callander, Mrs. William F. Luttgens, Dr. & Mrs. Cornelius Olcott, IV, Dr. & Mrs. Dan Geller, Deborah Freiberg, Mr. & Mrs. Richard Thompson, Mr. & Mrs. William C. Johnson, Mrs. Charles F. Lowrey, Mr. Edward C. Thomas for Mr. & Mrs. Walter Haas, Jr., Dr. Leland A. Miejnek, Jr. In memory of Mr. Robert Loeb: Mrs. Tyne Langlais, Mrs. Mabel Hettich, Dr. & Mrs. David Allen, Mrs. Cary A. Wienand, Mr. & Mrs. John Toynton, Dr. & Mrs. Clinton Warne, Carol L. Wieben. In honor of Mrs. Nigh's 90th birthday: Mr. and Mrs. Bruce Baker.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the Finance Committee met on March 21. Bonnie Conroy, Buildings Supervisor, attended as guest. Administrative requests approved: 1) replacement and rewiring of the light fixtures in the laundry room 2) two mobile radios (that will penetrate cement building) for use by maintenance men 3) \$30,000 from the Public Nutrition Program surplus revenue to Self Help for the Elderly for purchase of a new van 4) roof work which includes checking slate roof for leak and removal of TV antennae. House Committee requests approved: 1) replace the two oversized chairs by the fireplace (not to exceed \$2000) and 2) upholster four chairs (labor only as fabric was previously approved) at \$925.00. Other business considered by the Finance Committee included a decision that all future cash donations will go into Friends of The Heritage account. Possible future expenditures discussed were the addition of clerical help for implementing Health Net, a temperature gage in the boiler, and reprinting of the brochure.

Mrs. Baker then read the Finance Committee minutes for the period ending February 28, 1995. It was moved, seconded and carried (Stark/Mustacchi) to approve the Finance Committee report as presented.

ADMISSIONS COMMITTEE

Mrs. Charlton, Chairman, stated there have been recent developments affecting this committee and asked Mrs. McGinley to report. Joan Crawford, Director of Admissions and Marketing, resigned last week. Current staff members are taking up some of the work load until a complete review of the marketing component occurs. Mrs. McGinley will be meeting with Mr. Edwards, Dr. Sams and some members of the Board of Managers on April 10 to re-evaluate the situation. Until then, there is little more she could report but will have more information for the Board next month. Mrs. Charlton noted that there is a new private patient (the husband of a current resident) moving into the Health Center on March 30. The Committee will interview Mrs. Ilse Seamans this afternoon. Mrs. Cummings' file will be reviewed.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

As there was no Board representative at this morning's meeting, Mrs. McGinley reported that Sue Delez, Director of Food Services, conducted a survey of residents asking about preferences for open seating and buffet service. 73 out of 78 survey cards were return -- a very high level of interest in these issues. Overwhelmingly, residents favor assigned seating and with an equally large margin, they favor buffet service at lunch time. Mrs. Delez is currently pricing equipment that might be needed were a formal buffet to become part of the new dining room experience. For example, it would be necessary to purchase "sneeze guards" for the buffet. There has been an increase in the cost of meals per person with the buffets. Mrs. Delez is investigating possible causes for the increase.

FRIENDS OF THE HERITAGE

Mrs. Stark, Chairman, reported that Mr. Edwards liked the "Friends" donation cards very much. She would like to see something about the Public Nutrition Program in the next newsletter. In April the Committee will look at all thank you cards and acknowledgements and coordinate them.

GARDEN COMMITTEE

Mrs. Stark, Chairman, updated members on the progress of tree trimming and removal projects. Arbor Vitae will be trimming trees in the back. Planting of the courtyard will be postponed until sandblasting is completed. The dialog with neighborhood activist, Ms. Fontanello and her tenant regarding their demands that we design our landscape to suit their desires continues with Mrs. Stark steadfastly documenting our case with supporting evidence from experts in the field of horticulture.

HEALTH CARE COMMITTEE

Mrs. McGinley reported that as of yesterday there were three cases of pneumonia -- one with a bad prognosis. Of the recent four deaths, three were very, very old: 96, 93, and 103. The fourth, while not old by our standards, had a long time, progressive neurological disease. Last week Activities Director, John Killeen, held a memorial service for all of the deceased to help with the grieving process of staff members. The Health Center Quarterly Quality Assurance meeting was held on March 1. All record-keeping is in excellent order. Health Center costs are down as noted in the Finance Committee minutes. She further reported that at the last Trustee meeting the following proposal was adopted: 1) that we require all new residents upon admission to enroll in Health Net with Dr. Henderson as primary care physician and 2) that all current residents be urged to enroll. This proposal was recommended by a committee established to study Heritage participation in managed care which included Drs. Henderson, Bennington, and Sams.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge reported that they are working on lights for the north end of the library. They will try to coordinate this with dining room lighting and prepare a long range plan. Other areas needing attention to lighting are the small board room and the Health Center Cedar Room.

LONG RANGE PLANNING COMMITTEE

Mrs. Moller reported that Mrs. Boswell, Chairman, has been selected to serve on a Federal jury so no meeting was held last month. However, the dining room renovation project is on schedule and we are planning to have it available by the May 4 Annual Meeting. The architect and interior designer have selected a wood stain and a wall color. The fireplace surround has arrived.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi, Chairman, read a list of potential nominees for members' consideration. She stated that there will be five vacancies. We currently have 23 members. Total maximum membership is 25.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Mitchum, Chairman, said the committee met to review the three policies under scrutiny. These will be presented at the next Board Meeting. On April 7 they will meet to review department head job descriptions with Mrs. McGinley.

RESIDENTS' COUNCIL COMMITTEE

No report.

ADMINISTRATOR'S REPORT

(See distributed report.) Mrs. McGinley noted that she already had covered most of her report but did want to describe the Self Help for the Elderly banquet at which she presented Self Help for the Elderly with a certificate representing the \$30,000 gift from The Heritage. It was, she said, important in terms of good will and public relations. The banquet was well attended. All four hours of the ceremony were in Chinese which was, in itself, enlightening. On April 4 she will be meeting with Reichel Engineering to review replacement of cold water pipes in the Perry building. The Trustees' Long Range Planning Committee has set this as a priority.

OTHER:

Mrs. Moller announced that upon adjournment members would reconvene in executive session.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:00 pm.

Respectfully submitted,

Mrs John L. Cooper

Mrs. John L. Cooper
Recording Secretary

KC:km



SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Mar 31 95

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
ME				
HLY CARE FEES	117,561	346,968	358,424	(11,456)
TE PATIENT FEES	13,610	38,980	52,925	(13,945)
IALIZED ENTRY FEES	41,375	82,157	84,180	(2,023)
DY CLAIMS	0	0	750	(750)
AL COST REIMBURSE	2,821	11,233	8,750	2,483
T CHARGES	1,069	4,681	5,500	(819)
ESSING FEES	350	850	625	225
NDS & INTEREST	38,152	151,573	157,250	(5,677)
(LOSS) SEC. SALES	828,709	829,865	12,500	817,365
ENCY FEE	(542)	(1,625)	(1,625)	0
L INCOME (NET)	38,068	113,030	113,099	(69)
TIONS & BEQUESTS	12,580	14,219	1,250	12,969
R INCOME (EXP)	0	0	0	0
AL	1,093,753	1,591,931	793,628	798,303

TING EXPENSE				
SERVICE	79,935	225,085	212,683	12,402
EKEEPING	21,614	63,873	65,881	(2,008)
/SECURITY/GARDENS	43,521	91,100	83,985	7,715
TERM MAINTENANCE	8,933	12,404	6,250	6,154
TTIES	9,374	23,407	25,123	(1,716)
H CENTER	94,525	273,134	292,444	(19,310)
ISTRATION	33,442	93,311	98,544	(5,233)
RAL	18,707	57,935	53,948	3,987
PERATING EXPENSE	310,051	840,249	838,258	1,991
CIATION	11,394	34,183	34,500	(317)
TAL EXPENSE	321,445	874,432	872,758	1,674
T GAIN/(LOSS)	772,308	717,499	(79,130)	796,629

AGE NUMBER OF RESIDENTS	105
AGE NUMBER OF PRIVATE PATIENTS	4
APITA COST* + DEPRECIATION	2,918
APITA INCOME – RESIDENT	1,517
APITA INCOME – OTHER	8,733

APITA INCOME – GAIN / (LOSS) 7,355

ed = operating expense less: private patient fees, medical fee reimbursement, guest charges.

S:	
ORTIZED ENTRY FEES–ADDITIONAL REVENUE DUE TO FOUR RESIDENT DEATHS.	20,043
DOWMENT PORTFOLIO INVESTMENT ADJUSTMENTS GENERATE CAPITAL GAINS.	828,709
NATIONS IN MEMORY OF MRS. RICHARD AND MR. LOEB.	12,580
INTENANCE & SECURITY–	
TRANSFER ALL CALL INTERCOM SYSTEM TO HEALTH CENTER	3,470
REPLACE PIPES IN DINING ROOM CEILING	9,053
NGTERM MAINTENANCE–	
INSTALL NEW HEATING ELEMENTS IN DINING ROOM	4,530
INSULATE HOT WATER PIPES IN DINING ROOM CEILING	4,403
AL EXPENSES:	
DING ROOM PROJECT	144,353
ARRY BUILDING WATERPROOFING	8,100

ECTFULLY SUBMITTED,

Maria Becker

BOARD OF MANAGERS' MEETING
February 28, 1995

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. February 28, 1995 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Avenali, Baker, Barber, Boswell, Charlton, Cooper, Dodge, Gallagher, Hickerson, Kelley, Livingston, Mitchum, Moller, Mustacchi, Noll, Olness, Smith, Stark, and Stephens.

BOARD MEMBERS ABSENT

Mesdames McCormick, MacLellan, Scott, and Stone.

STAFF PRESENT

Mrs. Barbara McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded and carried (Stark/Avenali) to approve the minutes of January 24, 1995 as distributed.

CORRESPONDING SECRETARY

In the absence of Mrs. McCormick, Mrs. Gallagher reported that Mrs. A.M.D. Lampen has donated an autographed copy of a book she has written about her great great grandfather entitled "Captain Frederick William Macondray." Mrs. Moller noted that Captain Macondray was one of the first Trustees of the San Francisco Ladies' Protection & Relief Society. The book was passed around. It will be put in the library.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the Finance Committee met on February 21. The full committee was in attendance as was guest, Lita Smith. Administrative requests included: 1) bolting Francisco Street flats to foundation; 2) approval of gift to The Health Center to help defray costs of nurse call system in Health Center; 3) Approval of expenditure (not to exceed \$30,000) for a mini-van for Self Help for the Elderly with the funds to come from the excess in the Public Nutrition Program; 4) approval of adding replacement of Perry Building galvanized cold water pipes to the age & depreciation study. She also reported that Managers need to be identified when at The Heritage. It was decided that members should wear their name tags instead of visitor stickers. There was discussion on the emergency call systems in the Health Center. Mrs. Baker moved (seconded by Mrs. Mustacchi) to approve spending \$4,221 to correct problems with the all call system, the emergency intercom and the Rauland system in the Health Center. The motion passed unanimously. It was further moved, seconded and carried (Mitchum/Charlton) to use the generous gift from a resident to help to defray these costs.

Mrs. Baker then read the Finance Committee minutes for the period ending January 31, 1995. It was moved, seconded and carried (Noll/Stark) to approve the Finance Committee report as presented.

ADMISSIONS COMMITTEE

Mrs. Charlton read the Admissions Committee report as prepared by Joan Crawford. New moves include Miss Irene Boyle (306) on February 2, Mrs. Fanny Guidi (422) on February 3, and Mr. Walter Niles (238), on February 12. Mrs. Lewin meets with the Admissions Committee today. She plans to move in on March 31. Mrs. Seaman will meet with the Committee on March 28. Joan Crawford has been doing outreach with church leaders. The Heritage marketing newsletter will be sent to approximately 1000 people on the data base by the end of the week. Five residents have signed up for the marketing committee. There are fewer vacant rooms.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Avenali, Chairman, reported that 14,206 meals were prepared for the public nutrition program at a cost of \$2.75. Last month the total meals served was 15,000. The Food Committee meeting of this morning was very positive. There were no complaints which is a great credit to the staff.

FRIENDS OF THE HERITAGE

Mrs. Stark, Chairman, called attention to the "Friends" donation cards which had been distributed. One of these cards will be sent to each of the Trustees and the Advisory Council members with a cover letter. They will also be made available to residents. The committee will acknowledge these donations. A "wish list" may be added later.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that Tom Kent, of Pacific Slope could not meet with her but did look at the tree and gave an estimate of 12-15 thousand dollars. She will ask for a confirmation in writing. The magnolia trees need pruning and the sycamores on Bay Street may need to be replaced. English primroses will be planted in the courtyard. She read some correspondence from Ms. Gloria Fontanello's attorney regarding specific demands. Mrs. Stark will respond. Mrs. MacLellan has reported that Mrs. Zerhusen, the "rose lady," has been working on the roses again. The committee will try to think of an appropriate thank you gift for her generous donations of time and roses.

HEALTH CARE COMMITTEE

Mrs. Cooper reported that the Committee met two weeks ago with Josie Pometta, Director of Nursing. The results of the resident survey of health care utilization show one full time LVN and one half time RN required for resident care. Mrs. McGinley reported on a recent meeting of the committee to study Health Maintenance Organizations. This group is proceeding cautiously as the industry is changing so rapidly. She will be contacting Qual-Med and Secure Horizons regarding benefits. She also reported that the staff is planning a series of Health Education meetings focusing on durable power of attorney for health care (DPACH) forms and do not resuscitate (DNR) forms. The Health Center Quarterly Assurance Committee will meet tomorrow, March 1.

HOUSE/SPECIAL EVENTS COMMITTEE

No report.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, reported that there is a lot of activity in this committee. The dining room project is moving along. They are looking at colors for "add on" buildings (such as the Perry building. Anodized aluminum is being used for the windows both in the dining room and in residents rooms where windows are being replaced. Mrs. Boswell pointed out that President, Mrs. Moller, has attended every meeting involving the dining room renovation and there have been many. Mrs. Moller's dedication to the successful outcome of this project deserves formal recognition, she stated. Members of the Board applauded in agreement. Mrs. McGinley reported that Mrs. Moller's interest in the welfare of the residents included gifts of floral bouquets to several whose lives had recently been unusually disrupted by the construction. Mrs. Boswell also praised the work of Muratore and Reichel engineering.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi, Chairman, asked for names for the Nominating Committee. She announced sadly that she had a letter of resignation from Mrs. Applegarth which she read to the group. It was then moved and seconded (Mustacchi/Livingston) to accept Mrs. Applegarth's resignation with great regret. The motion passed unanimously.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Mitchum, Chairman, said the committee will be meeting on March 10 to review department head job descriptions with Mrs. McGinley. Two policies under consideration have to do with finance and a third deals with time commitment of Board Members.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Hickerson attended the Resident's Council meeting of March 7. She reported that Ombudsman, Elizabeth Hashhagen, attended as a guest. Ms. Hashhagen acts under mandate of the state and federal governments as a mediator between residents and management. She commented that she is impressed with The Heritage and commended Mrs. McGinley and her staff. She encouraged residents to continue to be active in the community. Other items addressed included painting of some public areas and problems with community refrigerators.

ADMINISTRATOR'S REPORT

(See distributed report.) Mrs. McGinley called attention to the second paragraph of her report, stating that the excellent safety record at The Heritage may result in a cost saving as our premium for Workers' Compensation may be reduced. She credited staff team work and the importance of incentives. She also noted that the census is now up to 108 with a budgeted goal of 110 for 1995.

OTHER:

Mrs. Moller announced the recent death of Mrs. Victor Richards, former member of the Board of Managers and of the Advisory Council.

ADJOURNMENT

There being no further business, the meeting was adjourned in memory of Mrs. Richards at 12:15 pm.

Respectfully submitted,

Mrs John L. Cooper

Mrs. John L. Cooper
Recording Secretary

KC:km

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Feb 28 95

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
PATIENT FEES	116,502	229,407	238,950	(9,543)
PATIENT FEES	12,040	25,370	35,283	(9,913)
ADMISSION FEES	20,953	40,782	56,120	(15,338)
CLAIMS	0	0	500	(500)
MEDICAL COST REIMBURSEMENT	3,879	8,413	5,833	2,580
MEDICAL CHARGES	1,418	3,612	3,667	(55)
MEETING FEES	500	500	417	83
INTEREST	50,100	113,421	104,833	8,588
SS SEC. SALES	0	1,156	8,333	(7,177)
MCY FEE	(542)	(1,083)	(1,083)	0
INCOME (NET)	37,029	74,962	75,399	(437)
ONS & BEQUESTS	1,389	1,639	833	806
INCOME (EXP)	0	0	0	0
	243,268	498,179	529,085	(30,906)
<u>OPERATING EXPENSE</u>				
GENERAL SERVICE	69,360	145,149	141,789	3,360
KEEPING	18,511	42,258	43,921	(1,663)
SECURITY/GARDENS	22,655	47,579	55,590	(8,011)
TERM MAINTENANCE	2,571	3,471	4,167	(696)
IES	5,983	14,033	16,749	(2,716)
ICENTER	84,551	178,610	194,963	(16,353)
STRATION	30,501	59,869	65,696	(5,827)
AL	18,192	39,228	35,966	3,262
OPERATING EXPENSE	252,324	530,197	558,841	(28,644)
DIATION	11,394	22,789	23,000	(211)
AL EXPENSE	263,718	552,986	581,841	(28,855)
GAIN/(LOSS)	(20,450)	(54,807)	(52,756)	(2,051)
NUMBER OF RESIDENTS	108			
NUMBER OF PRIVATE PATIENTS	3			
PITA COST* + DEPRECIATION	2,310			
PITA INCOME - RESIDENT	1,277			
PITA INCOME - OTHER	815			
PITA INCOME - GAIN / (LOSS)	(189)			
* = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
TERM MAINTENANCE				
ARCHITECT CONSULTATION FOR ADA COMPLIANCE.		2,571		
<u>EXPENSES:</u>				
NEW ROOM PROJECT EXPENDED IN FEBRUARY		144,118		
PROJECT TO DATE TOTAL - 217,312				
*FULLY SUBMITTED,				

Shera Baker

SHERA BAKER

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE

Jan 31 95

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>ME</u>				
MONTHLY CARE FEES	112,905	112,905	119,475	(6,570)
ATE PATIENT FEES	13,330	13,330	17,642	(4,312)
RTIZED ENTRY FEES	19,829	19,829	28,060	(8,231)
SIDY CLAIMS	0	0	250	(250)
ICAL COST REIMBURSE	4,534	4,534	2,917	1,617
ST CHARGES	2,194	2,194	1,833	361
CESSING FEES	0	0	208	(208)
ENDS & INTEREST	63,321	63,321	52,417	10,904
/(LOSS) SEC. SALES	1,156	1,156	4,167	(3,011)
AGENCY FEE	(542)	(542)	(542)	0
TAL INCOME (NET)	37,933	37,933	37,700	233
ATIONS & BEQUESTS	250	250	417	(167)
ER INCOME (EXP)	0	0	0	0
OTAL	254,910	254,910	264,544	(9,634)
<u>RATING EXPENSE</u>				
OD SERVICE	75,790	75,790	70,894	4,896
SEKEEPING	23,747	23,747	21,960	1,787
IT/SECURITY/GARDENS	24,924	24,924	27,795	(2,871)
GTERM MAINTENANCE	900	900	2,083	(1,183)
VITIES	8,050	8,050	8,374	(324)
LTH CENTER	94,059	94,059	97,481	(3,422)
INISTRATION	29,369	29,369	32,848	(3,479)
ERAL	21,035	21,035	17,983	3,052
OPERATING EXPENSE	277,874	277,874	279,418	(1,544)
RECATION	11,394	11,394	11,500	(106)
OTAL EXPENSE	289,268	289,268	290,918	(1,650)
NET GAIN/(LOSS)	(34,358)	(34,358)	(26,374)	(7,984)
AGE NUMBER OF RESIDENTS	106			
AGE NUMBER OF PRIVATE PATIENTS	3			
CAPITA COST* + DEPRECIATION	2,568			
CAPITA INCOME - RESIDENT	1,252			
CAPITA INCOME - OTHER	963			
CAPITA INCOME - GAIN / (LOSS)	(324)			
ated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
ES:				
JSEKEEPING-EQUIPMENT MAINTENANCE-				
ARPET & INSTALLATION FOR THREE ROOMS AND PARTIAL MORGAN HALLWAY.	3,372			
IGTERM MAINTENANCE-				
NSTALL CONVECTION HEAT AND THERMOSTAT IN ROOM 328.	900			
ITAL EXPENSES:				
DINING ROOM PROJECT		30,855		
ASHING MACHINE FOR HC		462		

HPECTFULLY SUBMITTED,

Barbara B. Baker

BOARD OF MANAGERS' MEETING
January 24, 1995

'ALL TO ORDER'

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. January 24, 1995 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President. Mrs. Moller noted that the Board will be meeting in the library for the duration of the dining room renovation and that members will not be having lunch at The Heritage. She offered to look into other places to have lunch (such as Greens) if there is an interest.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Avenali, Baker, Barber, Boswell, Charlton, Cooper, Dodge, Gallagher, Hickerson, Kelley, Livingston, McCormick, MacLellan, Mitchum, Moller, Mustacchi, Scott, Smith, Stark, and Stone.

BOARD MEMBERS ABSENT

Mesdames Noll, Olness, and Stephens.

STAFF PRESENT

Mrs. Barbara McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded and carried (Baker/Mustacchi) to approve the minutes of November 29, 1994 with a correction to the date and the notice that Mrs. Justin Smith was present.

CORRESPONDING SECRETARY

Mrs. McCormick, read the list of donations as follows: Anonymous; Mr. Peter Giovanzana, brass clothes hanger, one large and one small brass planter; Mrs. Edward McCormick; Mrs. Glenn L. Hickerson, 30 small Christmas trees to the Health Center; Mrs. Frank de Milt Hill, Christmas wreaths to the Health Center; Jacqueline West; Mrs. Clyde Charlton, to the aquarium fund.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the Finance Committee met on January 17. The full committee was in attendance as well as guest, Fran Stark from the Garden Committee. Administrative requests approved include 1) waterproofing of the south side of the connector wing and the stairwell, south end of Perry Building; 2) replacing windows over dining room on both sides (note: these items were in the 1995 capital budget); 3) fingerprinting all Health Center staff. Committee requests approved include 1) fabric to cover five chairs (two in library, two opposite ladies room, one desk chair; Trimming of Monterey Pine -- not to exceed \$1200. Mrs. Baker formally complimented Mrs. Stark on her excellent researching of the problems involved in the tree trimming. In other business, the Committee approved Mrs. Brevetti's reduced entry and monthly care fee. Room 328 has been changed from a guest room to an available resident room. Guest rooms are now 239 Morgan and 210 Perry. Mrs. Baker then read the Finance Committee report for the period ending December 31, 1994. It was moved, seconded, and carried (Scott/Barber) to approve the report as presented.

ADMISSIONS COMMITTEE

Mrs. Charlton read the Admissions Committee report as prepared by Joan Crawford. There are two new applicants. Mr. Niles' application will be reviewed again as he is not happy at St. Paul's Towers in Oakland. Mrs. Brevetti moved into 243 Morgan in January. Mrs. Guidi and Miss Boyle will move in during the first week of February. Thirty people toured the facility in December and 11 in January. Ms. Crawford has contacted churches in the local area and has appointments to speak with ministers of the United Methodist Church and at the SIRS luncheon in March. Nine rooms currently are available.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Avenali, Chairman reported an excellent meeting this morning with much praise from residents for Sue Delez and the way she has organized the food service department to deal with the dining room renovation. Residents are happy with the buffet arrangement. The temporary lining arrangements (in the Theater Room) are attractive as well as functional. Special celebrations are planned for Chinese New Year and Valentine's Day. The Public Nutrition program served 14,206 meals at a cost of \$2.80, billed at \$2.75.

FRIENDS OF THE HERITAGE

Mrs. Stark reported that the wording on donation cards has been decided upon. She passed around a sample.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that the committee is still deciding between two tree companies for pruning the Monterey pine. Mrs. Mitchum has donated three baby redwoods. Mrs. Stark will research the care and cultivation of redwood trees. The curly willows can be used in floral decorations. Susan Stacio is coming to tip the sycamores this weekend.

HEALTH CARE COMMITTEE

Mrs. Applegarth thanked Board Members for all the cards, letters, flowers, and well wishes during her recent absence from meetings. She is happy to be back and will resume full activities. Mrs. Cooper then reported on the meeting of the Health Care Committee, stating that the focus of the committee will be to define their role and to decide how best to keep the Board informed of Health Center issues. They will be meeting in the Cedar Room with Josie Pometta, Director of Nursing, on the 2nd Tuesday of each month at 9:30 am. The Health Center census as of today is 26. A special meeting is scheduled on January 30th to discuss HMO considerations with Dr. Henderson, Dr. Sams and Dr. Bennington.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, reported the table in Julia Porter sitting room has been re-done. They are still looking into solutions for a lighting problems in a number of places in the building, including the Small Board Room and the Cedar Room. Mrs. Waste, Advisory Committee member, has pictures for the chapel needlepoint project. This will be a residents' project. Mrs. Scott congratulated everyone on the success of the annual holiday party. Mrs. Moller extended a formal thank you to Mrs. Scott for all her work on this important event.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, reported the committee will meet next week with the house committee and Mr. Page. The project is moving along. Asbestos removal will take place next week.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi, Chairman, asked for names as there is currently one vacancy.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Mitchum, Chairman, said the committee last met on January 13 to discuss policies regarding remuneration of Board Members. They will present their findings to the Finance Committee. The next project will be a review of job descriptions.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Scott was unable to attend the last meeting but reported from the minutes that the Ombudsman for our area will meet with the residents' council at their meeting on February 7th. Mrs. Moller noted that resident committees have been established for 1995. It is a long and impressive list indicating extensive volunteer participation.

ADMINISTRATOR'S REPORT

Mrs. McGinley reported that all department heads contributed to the plan for relocating the residents during the dining room renovation and she credited the Long Range Planning Committee for keeping her well informed as to time lines for the project so she, in turn, was able to prepare residents. Staff met with residents the night before beginning new food service to outline all the changes. Mrs. McGinley included a practice evacuation of the area to insure that all residents are sufficiently ambulatory to leave the facility by way of the back stairs. Some residents were reluctant to participate until they were impressed with the importance of evacuation. She also stated that department heads are planning an earthquake drill. The survey currently being conducted by Director of Nursing, Josie Pometta, will be helpful in determining the amount of time nursing staff spends with residents in the independent sector of The Heritage.

OTHER:

Mrs. Moller reported that because of the dining room project and the lack of space for meetings and lunch, the joint meeting of the Managers and the Advisory Council will be cancelled in the month of March.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:45.

Respectfully submitted,

Katherine Cooper (Mrs John L.)

Mrs. John L. Cooper
Recording Secretary

KC:km

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE

Dec 31 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	112,657	1,303,396	1,308,200	(4,804)
PRIVATE PATIENT FEES	13,330	154,585	147,800	6,785
MORTIZED ENTRY FEES	24,587	338,751	327,200	11,551
UBSIDY CLAIMS	0	14,940	0	14,940
MEDICAL COST REIMBURSE	3,798	36,133	35,000	1,133
GUEST CHARGES	1,664	21,760	18,000	3,760
PROCESSING FEES	500	2,250	1,500	750
DIVIDENDS & INTEREST	44,804	613,779	624,500	(10,721)
GAIN/(LOSS) SEC. SALES	0	221,366	20,000	201,366
MS AGENCY FEE	(542)	(6,500)	(6,500)	0
RENTAL INCOME (NET)	38,734	454,292	450,500	3,792
DONATIONS & BEQUESTS	250	21,054	5,000	16,054
OTHER INCOME (EXP)	0	0	0	0
TOTAL	239,782	3,175,806	2,931,200	244,606
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	72,199	816,725	824,650	(7,925)
HOUSEKEEPING	23,863	245,683	259,850	(13,967)
MAINT/SECURITY/GARDENS	26,665	299,006	281,750	17,256
LONGTERM MAINTENANCE	411	15,851	30,000	(14,149)
ACTIVITIES	11,739	99,563	104,030	(4,467)
HEALTH CENTER	97,980	1,140,998	1,096,870	44,128
ADMINISTRATION	29,112	365,332	357,400	7,932
GENERAL	18,331	196,615	211,350	(14,735)
TOT. OPERATING EXPENSE	280,300	3,179,773	3,165,700	14,073
DEPRECIATION	11,394	136,734	137,500	(766)
TOTAL EXPENSE	291,694	3,316,507	3,303,200	13,307
NET GAIN/(LOSS)	(51,912)	(140,701)	(372,000)	231,299
VERAGE NUMBER OF RESIDENTS	104			
VERAGE NUMBER OF PRIVATE PATIENTS	3			
PER CAPITA COST* + DEPRECIATION	2,654			
PER CAPITA INCOME - RESIDENT	1,324			
PER CAPITA INCOME - OTHER	800			
PER CAPITA INCOME - GAIN / (LOSS)	(499)			
abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
<u>OTES:</u>				
OD SERVICE-EQUIPMENT MAINTENANCE				
REPLACE KITCHEN DISPOSAL		1,554		
OUSEKEEPING-HOUSEHOLD REPLACEMENTS				
CHAIRS & TABLES FOR TEMPORARY DINING ROOM		2,318		
TIVITIES-BOARD SPONSORED				
BOARD/RESIDENT CHRISTMAS PARTY		3,736		
<u>PITAL EXPENSES:</u>				
ONE-				
SPECTFULLY SUBMITTED,				
<i>Barbara Baker</i>				
BARBARA BAKER				

BOARD OF MANAGERS' MEETING
November 27, 1994

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. November 27, 1994 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Avenali, Baker, Barber, Boswell, Charlton, Cooper, Dodge, Gallagher, Hickerson, Kelley, Livingston, McCormick, Moller, Mustacchi, Noll, Olness, Scott, Stark, and Stone.

BOARD MEMBERS ABSENT

Mesdames Applegarth, MacLellan, Mitchum, and Stephens.

STAFF PRESENT

Mrs. Barbara McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary. Mrs. McGinley introduced Mrs. Josie Pometta, who recently has been hired as Director of Nursing. Mrs. Pometta invited members to visit her in her office in the Health Center.

MINUTES

It was moved, seconded and carried (Charlton/Baker) to approve the minutes of October 25, 1994 correcting the spelling of Mrs. Stephens' name.

CORRESPONDING SECRETARY

Mrs. McCormick, read the list of donations as follows: Mr. and Mrs. Leo E. Shelley in honor of Mrs. Margaret Gumbel; Mrs. Edith Windholz. In memory of Marge Greeley: Mrs. Avesia Gallatin, Mrs. Tyne Langlais.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the Finance Committee met on November 17. The following Administrative requests were approved: stainless steel table for Chinatown kitchen; Acme roofing to repair six leaks; garbage disposal; security photo ID cards for employees (not to exceed \$1100); battery back up for security system to prolong life of cameras and video recorders; ADA (Americans with Disabilities Act) survey to be done by Sandy Barker. In other business, the committee discussed fees of 2 applicants. On Thanksgiving Day, Mrs. Mitchum accepted a plaque honoring The Heritage from Lady Shaw center. Mrs. Baker then read the Finance Committee minutes for the month of October. The remainder of the meeting of the 17th was devoted to reviewing draft three of the budget with Mrs. McGinley, Controller, James Freund, and Trustees Edwards and Morshead. This draft, which was approved by the Budget Committee, was presented for discussion to the Managers. Some of the proposals were discussed in detail. Marketing and computers will be tracked in 1995 but will not be budgeted separately. It was pointed out that funds for the dining room renovation project will come from the Emge fund not general operating expenses. The 1995 budget is based on a census of 110 and 4 private patients (currently there are 3 private patients). It was moved, seconded and carried (Mustacchi/Hickerson) to approve draft three of the 1995 budget as presented. It was further moved, seconded and carried (Mustacchi/Cooper) to approve the Finance Committee report.

ADMISSIONS COMMITTEE

Mrs. Charlton read the Admissions Committee report as prepared by Joan Crawford. Mrs. Brevetti has been approved by Dr. Henderson and plans on moving in mid-January. Applicants in progress include Mrs. Guidi, and Miss Boyle. Mrs. Morris has met with the Director of Nursing. Mr. Larsen decided not to enter at this time. There are currently 12 vacancies. The newsletter is beginning to bring in more requests on how to become an applicant. The group

tours bring six to ten people each month. A holiday tour will take place on December 18 with a special tour for the Nisei Retirement Group on December 20.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Olness reported as she attended the morning's meeting. Complaints were minor such as the salt and pepper shakers are too full. Thanksgiving was a great success. With 70 turkeys donated from The Heritage, 1700 Thanksgiving dinners were served through Self Help for the Elderly. The cost of public nutrition program meals was \$2.83 billed at \$2.75. Residents will be helping with preparations in the dining room for holiday events.

FRIENDS OF THE HERITAGE

Mrs. Stark announced that Friends of The Heritage met on the 13th to discuss wording on cards. In January there will be an updating of the donor list for the Happenings. She will check with staff regarding the "wish list."

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that she has contacted three tree companies regarding the Monterey pine problem. Costello is the low bid for trimming at \$700. Other firms were much higher. She recommends Costello and will submit this to the Finance Committee. The tree work has to be done in January or February. Sycamores need another tipping. Tulips and primroses will be planted soon. For the benefit of newer members, she described some difficult interactions with an activist neighbor.

HEALTH CARE COMMITTEE

Mrs. Cooper, reporting on behalf of Mrs. Stephens, discussed the role of the ethics committee in addressing medical problems, citing a recent event as illustration of the importance of this forum. Mrs. McGinley noted that The Heritage is currently investigating the feasibility of an association with a managed health care system such as Qual Med. At this time we have space for a fourth private patient in the Health Center. She encouraged members to refer a qualified applicant. Mrs. Moller noted that the Health Center party is scheduled for December 21st at 11:00. Janet Hill will provide wreaths. Small trees will be the gifts as these are especially appreciated by the residents.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, reported the committee is close to getting the proper lighting for the lobby, cedar room and small board room. The Christmas party invitations have gone out. Mrs. Scott encouraged members to join the decorating of the house at 9:30 on Monday, December 12.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, reported that Mrs. Moller is working with Mr. Page and Mr. Leicher. Muratore has been hired as general contractor so we will be working with John DeMartini. The Long Range Planning Committee is meeting tomorrow.

NOMINATING/ORIENTATION COMMITTEE

No report. The committee will next meet in January.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Livingston stated that the committee is looking into three areas and asked for Board Member input. The first is members' leave of absence; second, terms of office; and third, policy regarding three bids.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Scott reported that residents made over \$2000 on the White Elephant Sale. Some of the funds will be used for chapel services expenses. There was some discussion about the chapel refurbishment. Mrs. Scott reminded everyone that decorating of the House for the holidays will take place on Monday, December 12.

ADMINISTRATOR'S REPORT

Mrs. McGinley reported that a "celebration of life" memorial was held on behalf of Marge Greeley, weekend receptionist of five years, who died recently. Residents, staff and Mrs. Greeley's family attended. She then outlined the history of the Marketing Plan which grew out of the Kingsley Marketing Study. Trustees have been particularly interested in a plan which includes our mission statement as well as measurable goals and objectives. Mrs. Moller and Mrs. Crawford have conferred with Mr. Edwards on the development of this plan. She noted that the plan needs approval by the Board of Managers before being submitted to the Trustees at their meeting on December 14. Discussion followed Mrs. McGinley's presentation. It was then moved, seconded and carried (Livingston/Stone) to approve the 1995 Marketing Plan.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:50 p.m.

Respectfully submitted,

Mrs. John L. Cooper

Mrs. John L. Cooper
Recording Secretary

KC:km

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE

Oct 31 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
COME				
MONTHLY CARE FEES	113,845	1,076,894	1,090,167	(13,273)
PRIVATE PATIENT FEES	13,330	127,795	123,167	4,628
MORTIZED ENTRY FEES	21,976	282,885	272,667	10,218
SUBSIDY CLAIMS	0	14,940	0	14,940
MEDICAL COST REIMBURSE	3,198	28,026	29,167	(1,141)
GUEST CHARGES	2,371	18,159	15,000	3,159
PROCESSING FEES	0	1,750	1,250	500
DIVIDENDS & INTEREST	54,982	516,156	520,417	(4,261)
GAIN/(LOSS) SEC. SALES	0	221,366	16,667	204,699
MS AGENCY FEE	(542)	(5,417)	(5,417)	0
ENTAL INCOME (NET)	37,248	378,378	375,417	2,961
ONATIONS & BEQUESTS	75	20,604	4,167	16,437
OTHER INCOME (EXP)	0	0	0	0
TOTAL	246,483	2,681,536	2,442,669	238,867
PERATING EXPENSE				
OD SERVICE	65,351	675,414	687,208	(11,794)
OUSEKEEPING	20,991	203,270	216,375	(13,105)
AIN/SECURITY/GARDENS	24,329	246,569	234,792	11,777
LONGTERM MAINTENANCE	0	15,440	25,000	(9,560)
CTIVITIES	8,588	80,274	86,692	(6,418)
EALTH CENTER	97,929	952,508	914,058	38,450
MINISTRATION	35,286	306,607	297,834	8,773
ENERAL	15,639	162,176	176,125	(13,949)
T. OPERATING EXPENSE	268,113	2,642,258	2,638,084	4,174
EPRECIATION	11,394	113,945	114,583	(638)
TOTAL EXPENSE	279,507	2,756,203	2,752,667	3,536
NET GAIN/(LOSS)	(33,024)	(74,667)	(309,998)	235,331
ERAGE NUMBER OF RESIDENTS	106			
ERAGE NUMBER OF PRIVATE PATIENTS	3			
R CAPITA COST* + DEPRECIATION	2,488			
R CAPITA INCOME - RESIDENT	1,281			
R CAPITA INCOME - OTHER	866			
R CAPITA INCOME - GAIN / (LOSS)	(312)			
bated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
ES:				
USEKEEPING-HOUSEHOLD REPLACEMENTS				
LINEN PURCHASES		1,051		
INTENANCE & SECURITY-EQUIPMENT MAINTENANCE				
GENERATOR REPAIRS		1,015		
ALTH CENTER-HOUSEHOLD REPLACEMENTS				
LINEN PURCHASES		3,611		
PITAL EXPENSES:				
ING ROOM PROJECT		22,186		
URITY SYSTEM		13,108		
PECTFULLY SUBMITTED,				

Barbara Baker

BOARD OF MANAGERS' MEETING
October 25, 1994

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. October 25, 1994 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Baker, Barber, Charlton, Gallagher, Hickerson, Kelley, Livingston, McCormick, Mitchum, Moller, Mustacchi, Scott, Stark, Stevens, and Stone.

BOARD MEMBERS ABSENT

Mesdames Applegarth, Avenali, Boswell, Dodge, MacLellan, Noll, and Olness.

STAFF PRESENT

Mrs. Barbara McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded and carried (Scott/Baker) to approve the minutes of September 27, 1994 as mailed. In the absence of the Recording Secretary and the Assistant Recording Secretary, Mrs. Mustacchi volunteered to review the minutes for today's meeting.

CORRESPONDING SECRETARY

Mrs. McCormick, read the list of donations as follows: Miss Dorothy Casavant, 1 bed, a small refrigerator, 1 desk, 1 small table and 1 chair. Mrs. George Dodge, in memory of Mrs. Stackhouse.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the Finance Committee met on October 15. This meeting was attended by Andrew Edwards, Chairman of the Board of Trustees, and Stuart Morshead, Chief Financial Officer. It was devoted to discussion of the 1995 budget. Draft number #1 is 8.8% over the 1994 budget. The Finance Committee will meet again in November in a joint session with Trustees. She then read the Finance Committee minutes for the period ending September 31, 1994. It was moved, seconded and carried (Charlton/Stark) to approve the Treasurer's report as presented.

ADMISSIONS COMMITTEE

Mrs. Charlton reported that the Admissions Committee will meet this afternoon to interview Mrs. Brevetti. They have met with Mr. Larsen, who is scheduled to move in if the financial situation was approved. There was some discussion about this. The Admissions Committee will continue to review his case. Mrs. Scatena has withdrawn her application. Mrs. Harris will have completed her 90 introductory period on November 14 and is therefore eligible for permanent status. It was moved, seconded and approved (Scott/Baker) to make Mrs. Harris a permanent resident. There are 9 vacancies that are showable, 2 that need refurbishing and 2 in the personal care unit.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. McCormick reported as she attended the morning's meeting. All complaints were minor. The Columbus Day party was a great success. There will also be a Halloween party. Mrs. McGinley introduced the idea of the dining room project. Mrs. Baker read the Public Nutrition

report, stating that 14,470 meals were served in September at a cost of \$2.74, billed at \$2.75. Mrs. Moller announced that last year we donated money for turkeys for Thanksgiving through this program and asked for a motion to do so again. It was so moved (Mitchum/Moller) carried and passed unanimously.

FRIENDS OF THE HERITAGE

Mrs. Stark announced that notecard paper and matching envelopes has now been purchased. A new list of donors from the past year has been developed and will be published in the new marketing newsletter. A copy of it will be distributed to residents.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that Mrs. Boswell's trees have been planted. A letter has been sent to the Wakes explaining why we cannot put a roof over their front porch. The Committee has contacted 3 more tree companies regarding the Monterey pine problem.

HEALTH CARE COMMITTEE

Mrs. McGinley reported that the Health Care Committee is looking at the purpose and structure of the committee. Mrs. McDaniel will do some research. The committee met the new director of Nursing, Josie Pometti. As her office is no longer in room 109, and since the committee is large, meetings will be held in Mrs. McGinley's office. Mrs. Moller announced that Mrs. Applegarth has taken a bad fall and will be unable to attend meetings for a couple of months. The Board will welcome her return.

HOUSE/SPECIAL EVENTS COMMITTEE

No report.

LONG RANGE PLANNING COMMITTEE

In the absence of Mrs. Boswell, Chairman, Mrs. Mitchum reported that the committee met with Sue Delez, Director of Food Services, and Charles Page, Dining Room project consultant, to resolve problems of storage and service patterns. Mr. Liecher, Mrs. Moller and Mr. Edwards will select a general contractor.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi, Chairman, proposed Mrs. Justin Smith (Lita) be appointed to the Board of Managers. The motion was seconded by Mrs. Charlton and carried unanimously.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Mitchum, Chairman, reported that the committee met on October 14 with Mrs. McGinley who showed them copies of employee evaluation forms. They discussed new staff alignments and clarified assignments. Mrs. McGinley's goal is to make jobs independent of individual talents. The latest copy of the Heritage Organization chart will be included with the next mailing to the Board. Mrs. McGinley described the current structure and the roles of department heads. She also reported that the Health Fair, which was a joint project of Admissions and Marketing together with Health Center staff and NovaCare, is a part of charitable giving to the community.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Scott, reported that residents made over \$2000 on the White Elephant Sale. Some of the funds will be used for chapel services expenses. There was some discussion about the chapel refurbishment. Mrs. Scott reminded everyone that decorating of the House for the holidays will take place on Monday, December 12.

ADMINISTRATOR'S REPORT

(See distributed report).

Mrs. McGinley stated that her report had covered in previous discussions.

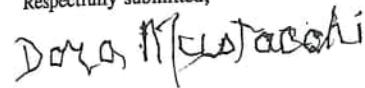
OTHER

Mrs. Moller noted that the November meeting will be on the 29th (the fifth Tuesday) because of Thanksgiving week. There will be no Board meeting in December. The Trustees will meet in December to approve the 1995 budget.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:55 p.m.

Respectfully submitted,



Mrs. Piero O. Mustacchi
First Vice President

DM:km

BOARD OF MANAGERS' MEETING
September 27, 1994

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. September 27, 1994 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President. Mrs. Moller welcomed members of the Advisory Council. She reported, with regret, the death of Mrs. Phillips Stackhouse, a long time member of the Board of Managers. Mrs. Stackhouse will be greatly missed.

BOARD MEMBERS PRESENT

Mesdames Baker, Barber, Boswell, Charlton, Cooper, Dodge, Hickerson, Kelley, Mitchum, Moller, Mustacchi, Noll, Olness, Scott, Stark, and Stone.

BOARD MEMBERS ABSENT

Mesdames Applegarth, Avenali, Gallagher, Livingston, McCormick, MacLellan, and Stephens.

ADVISORY COUNCIL MEMBERS PRESENT

Mesdames Bates, Ferguson, Hall, Lampen, McDaniel, and Metcalf.

STAFF PRESENT

Mrs. Barbara McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded and carried (Olness/Charlton) to approve the minutes of July 26, 1994 with one correction. Mrs. Kingsley should not be shown as absent as she had withdrawn her name prior to July 26.

CORRESPONDING SECRETARY

In the absence of Mrs. McCormick, Mrs. Mustacchi read the list of donations as follows: Mrs. Jeanette R. Harris, one walker and one four prong cane; Mr. Friese, cassette tapes; Mrs. Albertha Miller, to the Health Center; Mrs. Stark, to the White Elephant Sale; Mrs. A.M.D. Lampen, Mrs. Peter Richards, and Mrs. Walter Gallatin, in memory of Mrs. Stackhouse.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the Finance Committee met on September 20. Approved were two computer terminals at \$1700 each. One is for Activities and the other for the Personnel Medical Claims department. There were no committee requests. The Finance Committee recommends that the computer committee be set up as an arm of the Finance Committee and that computers be added as a budget item. She pointed out that James Freund has researched the question of buying vs. leasing computer equipment and the findings are that it is cheaper to buy in the long run. The preliminary budget will be brought to the October Finance Committee meeting. The final budget will be presented in the November meeting and the final draft will be presented at the November 29 Board of Managers' meeting.

She then read the Finance Committee minutes for the period ending August 31, 1994 and recapitulated the minutes for the month of July. It was moved, seconded and carried (Stark/Barber) to approve the Treasurer's report as presented.

ADMISSIONS COMMITTEE

Mrs. Charlton reported that the Admissions Committee met twice this month. Three residents have completed the 90 day probationary period and are eligible for permanent residency. They are: Miss Collins, Mrs. Pantaleo, and Miss Wahl. The committee has met with each resident and recommends their approval. It was moved, seconded and carried (Scott/Mitchum) to accept

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eeet have been planted and
will turn orange in the fall.
regarding our large pine tree
is old and would cost about
at a cost of \$1000 to remove
in the neighbor's yard.

Mrs. Stark asked for help
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September meeting. She noted that the project will be financed through the Emge fund and stated that the Board would be interested if anyone knows anything of the history of this gift as the minutes are sketchy for this 1982 donation. She also stated that some expenses will be long term maintenance and some will be capital expense. She then reviewed the blueprints in some detail for benefit of members. The expected time line is three months. It will be important to reassure residents that this will in no way impact their cost of care. At the close of her presentation there was applause in recognition of Mrs. Boswell and her committee.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi, Chairman, reported that the Nominating Committee is recommending the appointment of Mrs. Waste to the Advisory Council. It was so moved, seconded and carried (Olness/Kelley). She noted that there are now two vacancies on the Board of Managers. Names were proposed and discussed. She will proceed with suggestions and welcomes further information on potential members.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Mitchum, Chairman, reported that the committee will next meet on October 14. They will review the By-laws, policies and personnel alignments. Job descriptions are currently in compliance with regulations.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Scott, reporting for Mrs. Avenali, Chairman, said the taking food from the dining room was a topic of discussion at this month's meeting. Mrs. McGinley sent a recent memo to all residents noting this is an important concern. Some residents are concerned that the "dress code" is becoming too relaxed. They have decided there should be no meeting in the library in order to keep it accessible at all times to residents. Mr. Rice coordinates resident parking in the lot. There will be a security camera at the parking lot entrance to the building. The White Elephant Sale was once again a success.

ADMINISTRATOR'S REPORT

(See distributed report).

OTHER

Mrs. Bates, Chairman of the Advisory Council, introduced other Council members and reported that Mrs. Livingston and Mrs. Logan have resigned. They welcome Mrs. Waste as a new member.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:50 p.m.

Respectfully submitted,

Mrs. John Cooper

Mrs. John Cooper
Recording Secretary

KC:km

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Jun 30 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	105,961	624,796	654,100	(29,304)
PRIVATE PATIENT FEES	12,900	74,905	73,900	1,005
AMORTIZED ENTRY FEES	45,082	195,810	163,600	32,210
SUBSIDY CLAIMS	0	14,940	0	14,940
MEDICAL COST REIMBURSE	3,776	17,003	17,500	(497)
GUEST CHARGES	2,002	10,951	9,000	1,951
PROCESSING FEES	500	1,000	750	250
DIVIDENDS & INTEREST	45,258	301,103	312,250	(11,147)
GAIN/(LOSS) SEC. SALES	0	3,306	10,000	(6,694)
IMS AGENCY FEE	(542)	(3,250)	(3,250)	0
RENTAL INCOME (NET)	38,016	226,884	225,250	1,634
DONATIONS & BEQUESTS	6,000	18,304	2,500	15,804
OTHER INCOME (EXP)	0	0	0	0
TOTAL	258,953	1,485,752	1,465,600	20,152
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	64,930	406,381	412,325	(5,944)
HOUSEKEEPING	23,062	121,665	129,825	(8,160)
MAINT/SECURITY/GARDENS	28,760	143,001	140,875	2,126
LONGTERM MAINTENANCE	1,363	13,112	15,000	(1,888)
ACTIVITIES	7,934	47,804	52,015	(4,211)
HEALTH CENTER	94,218	561,591	548,435	13,156
ADMINISTRATION	31,249	181,028	178,700	2,328
GENERAL	15,715	98,791	105,675	(6,884)
OT. OPERATING EXPENSE	267,231	1,573,373	1,582,850	(9,477)
DEPRECIATION	11,394	68,367	68,750	(383)
TOTAL EXPENSE	278,625	1,641,740	1,651,600	(9,860)
NET GAIN/(LOSS)	(19,672)	(155,988)	(186,000)	30,012
AVERAGE NUMBER OF RESIDENTS	104			
AVERAGE NUMBER OF PRIVATE PATIENTS	3			
PER CAPITA COST* + DEPRECIATION	2,526			
PER CAPITA INCOME - RESIDENT	1,457			
PER CAPITA INCOME - OTHER	853			
PER CAPITA INCOME - GAIN / (LOSS)	(194)			
abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
OTES:				
MORTIZED ENTRY FEES-S.MENSOR UNAMORTIZED BALANCE	23,965			
ONATIONS-ESTATE OF L. ARNOLD, R. PROBST	6,000			
AINTEENCE & SECURITY-GUARD FOR HEALTH CENTER	6,211			
AINTEENCE & SECURITY-MORGAN BLD. ACCESS DOOR	2,335			
LONGTERM MAINTENANCE-PARAPET REPAIR	1,363			
MIN.-MARKETING-BROCHURE/STATIONERY DESIGN	1,492			
MIN.-LEGAL FEES- EMPLY. MANUAL, EMPLY. SUIT	2,607			
PITAL EXPENSES:				
ADING DOCK PROJECT-GATE	525			
CURITY GUARD STATION	548			
NING ROOM PROJECT	2,500			
SPECTFULLY SUBMITTED,				
<i>Barbara Baker</i> BARBARA BAKER				

BOARD OF MANAGERS' MEETING
June 28, 1994

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. June 28, 1994 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Avenali, Baker, Barber, Boswell, Charlton, Dodge, Gallagher, Kelley, Livingston, McCormick, MacLellan, Mitchum, Moller, Mustacchi, Noll, Olness, Scott, Stackhouse, Stark, and Waste.

BOARD MEMBERS ABSENT

Mesdames Applegarth, Cooper, Hickerson, Kingsley, Stevens and Stone.

STAFF PRESENT

Ms. Kaye Moore, Administrative Secretary.

Before beginning formal business, Mrs. Mustacchi welcomed a new members, Mesdames Barber, Gallagher, and Kelley.

MINUTES

It was moved, seconded and carried (Mitchum/Baker) to approve the minutes of May 24, 1994 as mailed.

CORRESPONDING SECRETARY

Mrs. McCormick, Corresponding Secretary, read the list of donations as follows: Mesdames Melba Dent and Marjorie Kauschen, in memory of Mrs. Lilli Arnold; Dr. and Mrs. Donald Miller on behalf of Mrs. Ruth Probst; Mr. and Mrs. John Himman, 25 Readers Digest books; Mrs. Suzanne Mensor, 70 phonograph records and art supplies; Ms. Paula Lamkin; 70 books to the library; Mrs. Sandra Davis, 1 love seat.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the newly constituted Finance Committee met on June 21 at which time James Freund, Controller, reviewed the history of computer purchases. Original installation was in September of 1990. Some machines are becoming obsolete and Mr. Freund recommended replacing the file server in the near future. A decision on this will be postponed and the committee will look into leasing programs. Purchase of a new replacement monitor was approved. There were no committee requests. The Committee discussed the dining room renovation. Mrs. Boswell will give further details later. \$2500 was approved for consultation with architect, Charles Page. Monthly care fee increases were approved as follow: Individual - \$1,300; Couple - \$2,165; Single in suite - \$1,625; Cottage - \$2,813; There was no increase in entry fee. She then read the Finance Committee Minutes for the period ending May 31, 1994. It was moved, seconded and carried (Mitchum/Livingston) to approve the report of the Finance Committee as presented.

ADMISSIONS COMMITTEE

Mrs. Charlton, Chairman, read the Admissions Committee report as prepared by Joan Crawford, Director of Admissions and Marketing. She stated that Mrs. Ligier and Miss Cutler, having completed their 90 day probationary periods are eligible for permanent residency. It was moved, seconded and carried (Charlton/Livingston) to accept Mrs. Ligier as a permanent resident. It was also moved, seconded and carried (Charlton /Moller) to accept Miss Cutler as a permanent resident. They will be so notified. Two new residents, Miss Verna Wahl and Miss Lois Collins entered in June. Miss Maria Pantaleo will move in on July 1. There is a total of nine

Miss Collins, Mrs. Pantaleo and Miss Wahl as a permanent residents. Mr. Walter Nielsen decided to go elsewhere. The Committee will meet this afternoon to review applications for new residents.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Olness reported that she attended the morning's meeting and that once again all reports were highly with no complaints. Casablanca night was a huge success as was the recent Thanksgiving dinner. A Columbus Day dinner is planned for October.

FRIENDS OF THE HERITAGE

Mrs. Stark passed around some sample cards for mailings to Friends of The Heritage. The cards are designed for use with a computer and printer and can be done in-house. She said the names of donors and Marketing has now developed a database of over 700 names. Last November a list of donors was published in the Happenings and plan are being developed a "wish list" for the 1995 budget.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that the bushes on Bay Street have been planted and looking good. New maple are also in the inner courtyard. These will turn orange in the fall. She met recently with Mrs. Severt, the neighbor, regarding our large pine tree. It was very nice about it. The tree is between 50 and 80 years old and would cost about \$3000 to remove. A less drastic measure would be to prune yearly at a cost of \$1000 to \$1200. This still would not completely solve the problem of pine debris in the neighbor's yard and garden as pruning severe enough to eliminate this would kill the tree. Mrs. Stark asked for input from Managers. The consensus was to do the annual pruning and look into options for the garden problem. Mrs. Stark thanked Mrs. Boswell for her gift of trees which the committee can use. The committee has written to the Wakes regarding the cottage roof.

HEALTH CARE COMMITTEE

In Mrs. Applegarth's absence, Barbara McGinley reported that there was no Health Care Committee meeting this month. She referred to the Administrator's Report for a details of the restructuring of the position of Director of Nurses. Josie Pommetta has 25 years of experience in nursing. She will be doing more hands on nursing in the Health Center and room 10 will return to resident use. Increased paperwork by governmental regulating agencies has added to administrative burdens in all departments. She explained that it is important to allow flexibility among staff members. Howard Conroy is now being trained in the VistaCare software as well as other Health Center administrative tasks. Cindy Johnson has been named Director of Personnel -- again to deal with increased paperwork and regulations in labor laws. The Accounting Office has hired a part time person to take over some of the Medicare and private payables functions.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge and Mrs. Scott have been working on the Chapel refurbishment which is expected to be completed very soon. The House Committee met with Howard and Lowell regarding the renovation project. (Note: this item was taken out of alphabetical order and was the last item of business). Mrs. Moller reported that the Board of Trustees approved this project.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, asked Mrs. Moller to recap the current status of the Dining Room renovation project. (Note: this item was taken out of alphabetical order and was the last item of business). Mrs. Moller reported that the Board of Trustees approved this project.

September meeting. She noted that the project will be financed through the Enge fund and stated that the Board would be interested if anyone knows anything of the history of this gift as the minutes are sketchy for this 1982 donation. She also stated that some expenses will be long term maintenance and some will be capital expense. She then reviewed the blueprints in some detail for benefit of members. The expected time line is three months. It will be important to assure residents that this will in no way impact their cost of care. At the close of her presentation there was applause in recognition of Mrs. Boswell and her committee.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi, Chairman, reported that the Nominating Committee is recommending the appointment of Mrs. Waste to the Advisory Council. It was so moved, seconded and carried (Olness/Kelley). She noted that there are now two vacancies on the Board of Managers. Names were proposed and discussed. She will proceed with suggestions and welcomes further information on potential members.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mr. Mitchum, Chairman, reported that the committee will next meet on October 14. They will review the By-laws, policies and personnel alignments. Job descriptions are currently in compliance with regulations.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Scott, reporting for Mrs. Avenali, Chairman, said the taking food from the dining room was a topic of discussion at this month's meeting. Mrs. McGinley sent a recent memo to all residents noting this is an important concern. Some residents are concerned that the "dress code" is becoming too relaxed. They have decided there should be no meeting in the library in order to keep it accessible at all times to residents. Mr. Rice coordinates resident parking in the lot. There will be a security camera at the parking lot entrance to the building. The White Elephant Sale was once again a success.

ADMINISTRATOR'S REPORT

(See distributed report).

OTHER

Mrs. Bates, Chairman of the Advisory Council, introduced other Council members and reported that Mrs. Livingston and Mrs. Logan have resigned. They welcome Mrs. Waste as a new member.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:50 p.m.

Respectfully submitted,

Mrs. John Cooper
Mrs. John Cooper
Recording Secretary

REPORT OF THE FINANCE COMMITTEE

Sep 30 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	113,845	963,049	981,150	(18,101)
PRIVATE PATIENT FEES	12,900	114,465	110,850	3,615
AMORTIZED ENTRY FEES	21,860	260,909	245,400	15,509
SUBSIDY CLAIMS	0	14,940	0	14,940
MEDICAL COST REIMBURSE	1,470	24,829	26,250	(1,421)
GUEST CHARGES	1,424	15,788	13,500	2,288
PROCESSING FEES	0	1,750	1,125	625
DIVIDENDS & INTEREST	49,168	461,173	468,375	(7,202)
GAIN/(LOSS) SEC. SALES	0	221,366	15,000	206,366
MS AGENCY FEE	(542)	(4,875)	(4,875)	0
RENTAL INCOME (NET)	38,160	341,130	337,875	3,255
DONATIONS & BEQUESTS	2,225	20,529	3,750	16,779
OTHER INCOME (EXP)	0	0	0	0
TOTAL	240,510	2,435,053	2,198,400	236,653
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	65,534	610,063	618,487	(8,424)
HOUSEKEEPING	19,511	182,279	194,738	(12,459)
MAINT/SECURITY/GARDENS	25,314	222,240	211,313	10,927
LONGTERM MAINTENANCE	0	15,440	22,500	(7,060)
ACTIVITIES	7,719	71,686	78,023	(6,337)
HEALTH CENTER	95,163	854,579	822,653	31,926
ADMINISTRATION	28,780	271,321	268,050	3,271
GENERAL	15,850	146,537	158,513	(11,976)
TOT. OPERATING EXPENSE	257,871	2,374,145	2,374,277	(132)
DEPRECIATION	11,394	102,550	103,125	(575)
TOTAL EXPENSE	269,265	2,476,695	2,477,402	(707)
NET GAIN/(LOSS)	(28,755)	(41,642)	(279,002)	237,360

AVERAGE NUMBER OF RESIDENTS 106

AVERAGE NUMBER OF PRIVATE PATIENTS 3

PER CAPITA COST* + DEPRECIATION 2,420

PER CAPITA INCOME - RESIDENT 1,280

PER CAPITA INCOME - OTHER 840

PER CAPITA INCOME - GAIN / (LOSS) (271)

abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTES:

DONATIONS & BEQUESTS 225

MRS. STACKHOUSE MEMORIALS 2,000

ALBERTHA MILLER

HOUSEKEEPING-HOUSE COMMITTEE 668

PURCHASE TWO LAMPS 2,400

CHAPEL FUND-PEWS PAINTED

CAPITAL EXPENSES: 12,000

SECURITY SYSTEM (PROGRESS BILLING) 1,554

COMPUTER WORKSTATION (1)

RESPECTFULLY SUBMITTED,

BOARD OF MANAGERS' MEETING
July 26, 1994

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. July 26, 1994 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Baker, Barber, Boswell, Cooper, Dodge, Gallagher, Kelley, Mitchum, Moller, Mustacchi, Noll, Olness, Scott, Stackhouse, and Stark.

BOARD MEMBERS ABSENT

Mesdames Avenali, Charlton, Livingston, McCormick, MacLellan, and Stephens.

STAFF PRESENT

Mrs. Barbara McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded and carried (Mustacchi/Scott) to approve the minutes of June 28, 1994 as mailed.

CORRESPONDING SECRETARY

No report.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the Finance Committee met on July 19. A yearly expenditure of \$2,380 to degrease both Heritage and Chinatown kitchens semi-annually was approved. The committee also approved Mrs. McGinley's proposal for a security system. This purchase has been approved by the Trustees, subject to Finance Committee approval, in an amount not to exceed \$60,000. Mrs. McGinley obtained three bids. Communications Service Company has worked on our emergency intercom system in the past and knows our wiring. This is a surveillance system which will be monitored by the guard at the Health Center door. Included in the system will be a key card system for employees which will allow entry by authorized personnel only. A work station to house monitors and other equipment for the guard will be built at a cost of \$1045. Mrs. McGinley described the system in detail. There will be a monitor at the front desk which will allow receptionists to see the face of anyone at the front door. Split screen monitors will allow the guard to see who is at other key points of entry and he will be able to buzz people in from his station. He will also have a phone. There will be buzzers at the Julia Porter Garden door, at the parking lot door, and at the employee entrance doors. There will be card readers at employee entrances to read the encoded key cards. Mrs. Baker reported there were no committee requests. Replacement of the iron work at the front of the building will be discussed by the Long Range Planning Committee. She then read the Finance Committee minutes for the period ending June 31, 1994. It was moved, seconded and carried (Mitchum/Mustacchi) to approve the Treasurer's report as presented.

ADMISSIONS COMMITTEE

Mrs. Gallagher read the Admissions Committee report as prepared by Joan Crawford, Director of Admissions and Marketing. Mrs. Delanie Kilduff has completed her 90 day probationary period and is eligible for permanent residency. It was moved, seconded and carried (Scott/Stone) to accept Mrs. Kilduff as a permanent resident. Mrs. Jeanette Harris has been approved and will move into room 209 in mid-August. Mr. Walter Niles is awaiting final medical approval. He has reserved room 243 Morgan and plans a September 1st move-in. One new application has been received from Mrs. Tecla Brevetti. There are 8 vacancies with 1 reserved. Tentative plans for a Health Fair are being made in conjunction with the Nova Care Providers for the Fall.

FERGUSON FUND COMMITTEE

Mrs. Applegarth reported more contacts will be made in September.

FOOD/PUBLIC NUTRITION COMMITTEE

In the absence of Mrs. Avenali, Chairman, Mrs. Olness reported that she attended the morning's meeting, stating that there were no complaints. The meeting was also attended by the Regional Vice President of Sodexho, our food service contract firm, who gave some history of the firm. Sue Delez is planning a Casablanca night for August. There will be a picnic tomorrow. Public Nutrition report: 14559 meals were prepared in June at a cost of \$2.79, billed at \$2.75.

FRIENDS OF THE HERITAGE

No report.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that the water department has changed our classification from commercial to hotel with a savings in our water bill. Members commended Mrs. Stark for this important achievement. Mrs. Stark also reported that she will be meeting in September with the neighbor who has complaints about our large pine tree. This tree poses major problems as it is so large and sufficient pruning to keep it off the neighbor's property might kill it. The committee has decided against providing a special porch roof for the cottage. The Board fully supported this decision. The Garden Committee will provide bids for 10 bushes for the Bay Street side of the building.

HEALTH CARE COMMITTEE

Mrs. Applegarth, Chairman, reported that she had a brief meeting with Mrs. Faucher, Director of Nursing, this morning. The census is currently 26 with a private patient coming in for 3-4 days. Two residents who broke hips recently are now doing well. Mrs. Faucher is reviewing our visiting dentist service. The Health Care committee began its new schedule, meeting the 2nd Tuesday of each month at 9:15 AM in July.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge reported that the committee has three bids for the chapel project. She will present these to the Finance Committee.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, reported that she and Mrs. Moller met with Mr. Edwards, Chairman of the Board of Trustees to review the Dining Room project. Mr. Edwards requested some specific information which she will ask Mr. Page to provide. We have time since the project definitely will not be started until after the first of the year. She read a letter from Mr. Page outlining alternatives at this stage. It was decided to request actual drawings to obtain bids.

NOMINATING/ORIENTATION COMMITTEE

No report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Mitchum, Chairman, reported that the committee will next meet on September 9 at her home.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Scott, Chairman, was unable to attend the last meeting but reported from the minutes that groups have been asked not to hold meetings and classes in the library in order to keep it available for residents at all times. Residents are happy with the new Heritage Happenings. The White Elephant sale is scheduled for September 16-19. Board members are encouraged to donate items -- clothing, jewelry, knick-knacks, etc.

ADMINISTRATOR'S REPORT

Mrs. McGinley pointed out that the staff deserves commendation for the fact that we passed an unannounced inspection without a single deficiency in any department. This, she noted, cannot happen by accident. It requires constant vigilance on the part of all employees to maintain a facility in ideal condition. (See distributed report).

OTHER

Because the November meeting will come so close to Thanksgiving, it was agreed to schedule it for the 5th Tuesday -- November 29, 1994 instead of the regularly scheduled 4th Tuesday. The Christmas party will be held on December 14, with decorating set for December 12.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:30 p.m.

Respectfully submitted,

Mrs John Cooper

Mrs. John Cooper
Recording Secretary

KC:km

REPORT OF THE FINANCE COMMITTEE

Aug 31 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
INCOME				
MONTHLY CARE FEES	112,728	849,204	872,133	(22,929)
PRIVATE PATIENT FEES	13,330	101,565	98,533	3,032
AMORTIZED ENTRY FEES	21,860	239,049	218,133	20,916
SUBSIDY CLAIMS	0	14,940	0	14,940
MEDICAL COST REIMBURSE	3,615	23,358	23,333	25
GUEST CHARGES	1,881	14,365	12,000	2,365
PROCESSING FEES	250	1,750	1,000	750
DIVIDENDS & INTEREST	55,794	412,005	416,333	(4,328)
GAIN/(LOSS) SEC. SALES	214,466	221,366	13,333	208,033
IMS AGENCY FEE	(542)	(4,333)	(4,333)	0
RENTAL INCOME (NET)	38,055	302,970	300,333	2,637
DONATIONS & BEQUESTS	0	18,304	3,333	14,971
OTHER INCOME (EXP)	0	0	0	0
TOTAL	461,437	2,194,543	1,954,131	240,412
OPERATING EXPENSE				
FOOD SERVICE	68,061	544,529	549,767	(5,238)
HOUSEKEEPING	21,583	162,768	173,100	(10,332)
MAINT/SECURITY/GARDENS	28,217	196,926	187,833	9,093
LONGTERM MAINTENANCE	83	15,440	20,000	(4,560)
ACTIVITIES	8,359	63,967	69,353	(5,386)
HEALTH CENTER	96,253	759,416	731,247	28,169
ADMINISTRATION	30,917	242,541	238,267	4,274
GENERAL	16,977	130,687	140,900	(10,213)
TOT. OPERATING EXPENSE	270,450	2,116,274	2,110,467	5,807
DEPRECIATION	11,394	91,156	91,667	(511)
TOTAL EXPENSE	281,844	2,207,430	2,202,134	5,296
NET GAIN/(LOSS)	179,593	(12,887)	(248,003)	235,116
AVERAGE NUMBER OF RESIDENTS	106			
AVERAGE NUMBER OF PRIVATE PATIENTS	3			
PER CAPITA COST* + DEPRECIATION	2,506			
PER CAPITA INCOME - RESIDENT	1,272			
PER CAPITA INCOME - OTHER	2,904			
PER CAPITA INCOME - GAIN / (LOSS)	1,694			
* abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
NOTES:				
GAIN ON ENDOWMENT PORTFOLIO POSITION ADJUSTMENTS			214,466	
CAPITAL EXPENSES:				
SECURITY SYSTEM - SECOND PROGRESS BILLING			12,000	

RESPECTFULLY SUBMITTED,

Barbara Baker

BARBARA BAKER

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Jul 31 94

Jul 31 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	111,680	736,476	763,117	(26,641)
PRIVATE PATIENT FEES	13,330	88,235	86,217	2,018
AMORTIZED ENTRY FEES	21,379	217,189	190,867	26,322
SUBSIDY CLAIMS	0	14,940	0	14,940
MEDICAL COST REIMBURSE	2,741	19,744	20,417	(673)
GUEST CHARGES	1,533	12,484	10,500	1,984
PROCESSING FEES	500	1,500	875	625
DIVIDENDS & INTEREST	55,107	356,211	364,292	(8,081)
GAIN/(LOSS) SEC. SALES	3,594	6,900	11,667	(4,767)
IMS AGENCY FEE	(542)	(3,792)	(3,792)	0
RENTAL INCOME (NET)	38,031	264,915	262,792	2,123
DONATIONS & BEQUESTS	0	18,304	2,917	15,387
OTHER INCOME (EXP)	0	0	0	0
TOTAL	247,353	1,733,106	1,709,869	23,237
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	70,088	476,469	481,046	(4,577)
HOUSEKEEPING	19,521	141,185	151,463	(10,278)
MAINT/SECURITY/GARDENS	25,708	168,709	164,354	4,355
LONGTERM MAINTENANCE	2,245	15,357	17,500	(2,143)
ACTIVITIES	7,804	55,608	60,684	(5,076)
HEALTH CENTER	101,573	663,163	639,841	23,322
ADMINISTRATION	30,595	211,624	208,483	3,141
GENERAL	14,918	113,710	123,288	(9,578)
TOT. OPERATING EXPENSE	272,452	1,845,825	1,846,659	(834)
DEPRECIATION	11,394	79,761	80,208	(447)
TOTAL EXPENSE	283,846	1,925,586	1,926,867	(1,281)
NFT GAIN/(LOSS)	(36,493)	(192,480)	(216,998)	24,518

AVERAGE NUMBER OF RESIDENTS 105
AVERAGE NUMBER OF PRIVATE PATIENTS 3

PER CAPITA COST* + DEPRECIATION	2,561
PER CAPITA INCOME - RESIDENT	1,272
PER CAPITA INCOME - OTHER	916

PER CAPITA INCOME - GAIN / (LOSS) (348)
abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.

PIES.

MONTHLY CARE FEES REFLECT THE JULY 1 INCREASE.

WIN/LOSS ON SALES-GAIN ON U.S. TREASURY NOTE MATURATED 7/15/94

3,594

HOUSEKEEPING - HOUSE COMMITTEE

KEEPING-HOUSE COMMITTEE-
SHADES FOR ADMINISTERED HOMES OFFICE

1,244

**SHADES FOR AD
PIANO TUNING**

PIANO TUNING
NINTENDO

Maintenance & Security - SECURITY GUARD

GUARD FOR HEALTH CENTER DOOR

1100

LONGTERM MAINTAINANCE-

PARAPET REPAIRS-PAINT SUPPORTS

473
1770

Page 1 of 1

PITAL EXPENSES:

13.000

SECURITY SYSTEM INSTALL

12,000

COAST GUARD STATION

vacancies: 2 in Morgan and 7 in Perry. One additional room will come available this month due to Mrs. Mensor's death. The Admissions Committee will be meeting at 1:30 today.

FERGUSON FUND COMMITTEE

Mrs. Avenali reported that they have some new contacts in the ballet and music field and hope to invite some people to visit The Heritage soon.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Avenali, Chairman, reported there were no complaints at all. The meeting this morning consisted of compliments.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that the water department will be coming out on Thursday to measure our water usage in order to determine our classification. The status may be changed from commercial to residential. New flowers have been purchased for the front of the building. The committee is working on a porch roof for the cottage. This will be done in-house. Another neighbor is complaining about a very large tree that leans over her property. Mrs. Stark will meet with her to see what can be done. Another neighbor is feeding pigeons. Mrs. Stark will meet with her as well. She thanked Mrs. Mitchum for the generous iris donation.

HEALTH CARE COMMITTEE

Mrs. Boswell, reporting for Mrs. Applegarth, Chairman, said that in her meeting with Sara-Jo Faucher, Director of Nursing, three problems were identified. 1) The use of Friendship Hall as a place for meetings, activities and dining area sometimes creates conflicts in scheduling. 2) The intense level of care needed by the current population may require another staff person and 3) VistaCare, the Health Center computer software needs to be re-evaluated as every new release requires upgrading our hardware as well and the difficulty in training and using this program means staff is not doing the necessary input of data. The Health Care Committee will be addressing these issues during the coming months.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge reported that the committee has been looking at ways to improve the appearance of the chapel with recent funds received for that purpose. She stated that some of the resident Chapel committee members have objected to their ideas (for example, needlepoint kneelers) and asked for advice. After some discussion, it was decided that changes and improvements as determined by the Managers are made with long range consideration and should not be determined by a small committee whose decisions may not be in the best interest of all over the years. While involvement in the Chapel activities is low at the moment, it may well turn around in future years. Mrs. Moller raised the question of the date for the Christmas Party. Wednesday, December 14 was set with decorating of the house scheduled for December 12.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, presented her report noting that this committee has been working with architect, Mr. Charles Page, and Ann Wolf, interior decorator, who have developed a preliminary plan for renovation of the dining room. She showed an architectural rendering of a proposed design and reviewed details with members. Some structural changes are required in order to bring windows up to code and improve ventilation. The Age & Depreciation Study of 1989 recommended replacement of these window. Air, light and sound are the major environmental factors being addressed in improving the quality of the dining room. Decorating challenges include eliminating the institutional look and feel and developing a style compatible with the beauty of Julia Morgan's design. She noted that timing will be an important consideration as the dining room will be out of commission for approximately 2-3 months and a plan for alternate eating areas will have to be developed. With this kind of major structural work (such as opening up the ceilings) Mrs. Boswell cautioned that we need to be realistic in looking at cost estimates. It is inevitable that problems previously unforeseen will be discovered which, for reasons of cost effectiveness, should be done at the same time. The Committee also is looking at other related improvements such as replacing the corridor fixtures in the Perry Building to match the new ones in the dining room corridor. The next step will be to get cost

estimates and to look at the permit process. It was moved, seconded and carried (Mustacchi/Charlton) to accept the preliminary plan with whatever changes are needed and to take the proposal to the Board of Trustees for their approval.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi read a letter of resignation from the Board of Managers from Mrs. William T. Waste effective June 1. The resignation was accepted with deep regret.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Mitchum, Chairman, stated that the committee met in order to orient new members to the tasks in the coming years. They will be reviewing the By-laws and committee structures. Staff job descriptions are not current and need to be reviewed. Board policies will be reviewed as well.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Avenali reported that there was a lengthy discussion regarding the resident newspaper, The Heritage Happenings. With the resignation of the editor there was some concern as to its future. It was decided to continue with a new editor, returning to the legal size format. There is some interest in obtaining a large screen TV for the Theater Room. Two sofas have been purchased in order to make the area more inviting for viewing movies. A resident is placing flower arrangements in many of the public areas of The Heritage and many residents object. There was some discussion on how best to handle this rather delicate matter. The resident furniture sale held earlier this summer was a success. The White Elephant sale is scheduled for September 16 through 18. Mrs. Avenali encouraged members to donate items as this is a way for the Residents' Council to raise money.

OTHER

It was moved, seconded and carried (Mitchum/Kelley) to set August as Board vacation month.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:30 p.m.

Respectfully submitted,

Rose Fox Noll

Miss Rose Fox Noll
Assistant Recording Secretary

RN:km

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE

Apr 30 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	104,986	413,792	436,067	(22,275)
PRIVATE PATIENT FEES	12,900	48,675	49,267	(592)
MORTIZED ENTRY FEES	20,370	114,678	109,067	5,611
SUBSIDY CLAIMS	2,500	14,940	0	14,940
MEDICAL COST REIMBURSE	2,040	11,100	11,667	(567)
GUEST CHARGES	1,248	6,652	6,000	652
PROCESSING FEES	0	500	500	0
DIVIDENDS & INTEREST	42,599	196,204	208,167	(11,963)
AIN/(LOSS) SEC. SALES	0	3,306	6,667	(3,361)
MS AGENCY FEE	(542)	(2,167)	(2,167)	0
TOTAL INCOME (NET)	37,965	150,777	150,167	610
ONATIONS & BEQUESTS	150	12,304	1,667	10,637
OTHER INCOME (EXP)	0	0	0	0
TOTAL	224,216	970,761	977,069	(6,308)
<u>OPERATING EXPENSE</u>				
ODD SERVICE	66,784	270,947	274,883	(3,936)
HOUSEKEEPING	19,562	77,460	86,550	(9,090)
MAINT/SECURITY/GARDENS	24,194	88,624	93,917	(5,293)
LONGTERM MAINTENANCE	0	3,636	10,000	(6,364)
ACTIVITIES	7,560	32,140	34,677	(2,537)
HEALTH CENTER	95,580	378,030	365,623	12,407
ADMINISTRATION	31,802	122,046	119,133	2,913
GENERAL	17,553	68,427	70,450	(2,023)
TOTAL OPERATING EXPENSE	263,035	1,041,310	1,055,233	(13,923)
DEPRECIATION	11,394	45,578	45,833	(255)
TOTAL EXPENSE	274,429	1,086,888	1,101,066	(14,178)
NET GAIN/(LOSS)	(50,213)	(116,127)	(123,997)	7,870
*AVERAGE NUMBER OF RESIDENTS	104			
*AVERAGE NUMBER OF PRIVATE PATIENTS	3			
PER CAPITA COST* + DEPRECIATION	2,511			
PER CAPITA INCOME - RESIDENT	1,229			
PER CAPITA INCOME - OTHER	771			
PER CAPITA INCOME - GAIN / (LOSS)	(483)			
* abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
<u>NOTES:</u>				
SUBSIDY CLAIMS-ESTATE OF L. ARNOLD	2,500			
MAINTENANCE & SECURITY-GUARD FOR HC DOOR	5,208			
ADMINISTRATION-RESIDENTIAL CARE LICENSE	3,000			
GENERAL EXPENSE-FIRST QUARTER UNEMPLOYMENT EXPENSE	3,399			
CAPITAL EXPENSES:				
TRASH COMPACTOR			8,416	

RESPECTFULLY SUBMITTED,

Barbara Baker
BARBARA BAKER

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
May 31 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	105,044	518,836	545,083	(26,247)
PRIVATE PATIENT FEES	13,330	62,005	61,583	422
AMORTIZED ENTRY FEES	36,050	150,728	136,333	14,395
UBSIDY CLAIMS	0	14,940	0	14,940
MEDICAL COST REIMBURSE	2,126	13,226	14,583	(1,357)
GUEST CHARGES	2,297	8,949	7,500	1,449
PROCESSING FEES	0	500	625	(125)
DIVIDENDS & INTEREST	59,642	255,845	260,208	(4,363)
MAIN/(LOSS) SEC. SALES	0	3,306	8,333	(5,027)
MS AGENCY FEE	(542)	(2,708)	(2,708)	0
ENTAL INCOME (NET)	38,091	188,868	187,708	1,160
ONATIONS & BEQUESTS	0	12,304	2,083	10,221
OTHER INCOME (EXP)	0	0	0	0
TOTAL	256,038	1,226,799	1,221,331	5,468
<u>OPERATING EXPENSE</u>				
ODD SERVICE	70,503	341,451	343,604	(2,153)
HOUSEKEEPING	21,142	98,603	108,188	(9,585)
MAINT/SECURITY/GARDENS	25,617	114,241	117,396	(3,155)
LONGTERM MAINTENANCE	8,113	11,749	12,500	(751)
ACTIVITIES	7,730	39,870	43,346	(3,476)
HEALTH CENTER	89,342	467,372	457,029	10,343
ADMINISTRATION	27,733	149,780	148,917	863
GENERAL	14,649	83,076	88,063	(4,987)
TOT. OPERATING EXPENSE	264,829	1,306,142	1,319,043	(12,901)
DEPRECIATION	11,394	56,972	57,292	(320)
TOTAL EXPENSE	276,223	1,363,114	1,376,335	(13,221)
NET GAIN/(LOSS)	(20,185)	(136,315)	(155,004)	18,689
AVERAGE NUMBER OF RESIDENTS	103			
AVERAGE NUMBER OF PRIVATE PATIENTS	3			
PER CAPITA COST* + DEPRECIATION	2,536			
PER CAPITA INCOME - RESIDENT	1,370			
PER CAPITA INCOME - OTHER	944			
PER CAPITA INCOME - GAIN / (LOSS)	(196)			
* abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
<u>NOTES:</u>				
AMORTIZED ENTRY FEES- V. CESARI BALANCE		15,680		
FOOD SERVICE-HOUSEHOLD REPLACEMENTS-FOOD PROCESSOR BOWLS		1,256		
MAINTENANCE & SECURITY-				
SECURITY SERVICE FOR HC DOOR		5,034		
COURTYARD FOUNTAIN PUMPS, MORGAN BOILER REPAIR		1,994		
LONGTERM MAINTENANCE- PARAPET REPAIR		8,113		
<u>CAPITAL EXPENSES:</u>				
INTERCOM EQUIPMENT		1,275		
REFRIGERATOR-2nd FLOOR MORGAN KITCHEN		699		
HOYERLIFTS (2)		1,411		

RESPECTFULLY SUBMITTED,

Barbara Baker

BARBARA BAKER

BOARD OF MANAGERS' MEETING
May 24, 1994

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. May 24, 1994 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Avenali, Baker, Barber, Boswell, Charlton, Cooper, Dodge, Gallagher, Livingston, McCormick, Mitchum, Moller, Mustacchi, Noll, Olness, Richards, Scott, Stackhouse, Stark, Stone and Waste.

BOARD MEMBERS ABSENT

Mesdames Hickerson, Kelley, and MacLellan.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

Before beginning formal business, Mrs. Mustacchi welcomed Mrs. Anthony Barber on behalf of all Managers as a new member.

MINUTES

It was moved, seconded and carried (Cooper/Avenali) to approve the minutes of April 26, 1994 as mailed.

CORRESPONDING SECRETARY

Mrs. Waste, Corresponding Secretary, stated there have been no donations since the last Board meeting.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the Finance Committee did not meet in May. She read the Report of the Finance Committee for the period ending April 30, 1994. She explained notes to the report which included an income of \$2,500 as a result of the subsidy claim against Mrs. Arnold's estate. A one time annual expense of \$3,000 for the residential care license was also noted. It was moved, seconded and carried (Stackhouse/Mitchum) to approve the report of the Finance Committee as presented.

ADMISSIONS COMMITTEE

Mrs. Moller read the Admissions Committee report as prepared by Joan Crawford, Director of Admissions and Marketing. She stated that Mrs. Ligier and Mrs. Kilduff, the newest residents, appear to be making successful adjustments to The Heritage. Three individuals on the waiting list have decided not to move at this time. Mr. and Mrs. James Callahan will meet with the Admissions Committee this afternoon. Three other women, Miss Panteleo, Miss Collins and Miss Wahl are scheduled to move in during the month of June.

FERGUSON FUND COMMITTEE

No report. Mrs. Applegarth noted that she continues to cultivate contacts and may have something to report next month.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. McCormick read the minutes of the Food Committee for April. The meeting this morning was informative. Residents now feel the coffee temperature problem has been resolved. Other issues were minor such as hard cooked eggs, etc.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that pansies and other flowers planted for the Annual Meeting are doing well as are some experimental plants. She has drafted a letter to the City Sewer department to request a re-examination of our rates and billing status. For example, a commercial classification as opposed to residential might result in a substantial savings. She will continue to investigate this issue. Mrs. McGinley reported that feral cats are once again a major problem in the garden. We also have a record number of raccoons -- a total of 12 was a recent high. Three have been caught.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that she met with Sara-Jo Faucher, Director of Nursing who will prepare a written monthly report from now on. Mrs. Faucher is now devoting full time to The Heritage, having completed work for her Masters' Degree. Mrs. Faucher would like to plan a meeting with residents to discuss the role of Health Center staff outside the skilled nursing facility. The patients in the Health Center all require high level of care as all have serious deficits in activities of daily living. The next meeting of the Health Center Quarterly Quality Assurance Committee, a Title 22 mandated body, will be held on June 10 at 11:00 a.m.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge reported that the committee has been busy thinking of ways to refurbish the chapel with recent funds received for that purpose. They are looking at ways to improve lighting and to make pews more attractive. Some needlepoint would be a nice addition. Mrs. Waste volunteered to research designs. The guest rooms need to be refurbished.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell stated that she has no report as she is still waiting for responses from the architects who have been contacted for the dining room project. Mrs. Moller expressed the sentiment of the Board by formally thanking Mrs. Boswell for the evergreen willow tree she donated for the second floor balcony.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi read a letter of resignation from the Board of Managers from Mrs. Peter Richards effective June 1, 1994 which, Mrs. Moller stated, would be accepted with great regret. Mrs. Mustacchi then proposed as new members, Mrs. Richard Kingsley (Jill) and Mrs. Craig A. Stephens (Sarah). The motion to accept both was seconded (Charlton) and carried unanimously.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, stated that the focus for this committee in the coming year will be a review and clarification of Committee policies and procedures.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Olness, Chairman, read the minutes of the last Residents' Council Executive Committee Meeting. Residents are now taking responsibility for the orchids. Joan Crawford attended the meeting to discuss reception changes. Uses of the third floor sitting room were discussed. Mrs. Boswell noted that Residents might be interested in the fact the Julia Morgan will be featured at the Fall Antique Show.

ADMINISTRATOR'S REPORT

See distributed report. Mrs. McGinley described the memorial for Mrs. Cesari, a resident who died after a long and difficult time with dementia. It was important for friends and relatives to remember her as she had been in better times. Mrs. McGinley also devoted some time to describing recent neighborhood changes and security measures designed to address these problems. She will be presenting a comprehensive security proposal to the Trustees at their next quarterly meeting. In the meantime steps have been taken to reduce security problems. One of these is a new policy where any employee who is visited by a family member must be

contacted to come to the door before the relative will be admitted. This should reduce the possibility of the "estranged" husband (or wife) confrontation.

OTHER

Mrs. Moller thanked everyone for bearing with the year end changes in committees and chairmen. She asked everyone to stay for a while after formal adjournment to read committee reports.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:55 a.m.

Respectfully submitted,

Katherine Cooper

Mrs. John L. Cooper
Recording Secretary

KC:km

BOARD OF MANAGERS' MEETING
April 26, 1994

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. April 26, 1994 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Avenali, Baker, Boswell, Charlton, Cooper, Dodge, Edwards, Hall, Livingston, McCormick, MacLellan, Mitchum, Moller, Mustacchi, Noll, Olness, Richards, Scott, Stark, Stone and Waste.

BOARD MEMBERS ABSENT

Mesdames Applegarth, Hickerson, Olness, and Stackhouse.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

With the correction that Mesdames Avenali, MacLellan and Mustacchi were present at the March meeting and that Mrs. Stark announced for the Garden Committee that Mr. Rogers was scheduled for an orchid demonstration at The Heritage on April 11, it was moved, seconded and carried (Dodge/Charlton) to approve the minutes of March 22, 1994.

CORRESPONDING SECRETARY

Mrs. Dodge read the list of donations as follows: Miss Angeline Basista, one bookcase; Mrs. Alice MacNulty, one small oval antique table. Gifts made in memory of Mrs. Foster: William W. Pisenti and family; William W. Pisenti, Jr.; Mrs. Marian Harwell; Mr. and Mrs. H.E. Boyett; Mr. Eugene J. Toschi; Ms. Roberta N. Thomson.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that at its April 19th meeting administrative requests were approved as follows: \$1250 for repair of the All Call intercom system; purchase of 2 Hoyer lifts for Health Center at \$1300. The Acme Roofing Co. bid to repair East and North dormers at \$2070 was also approved. Committee requests approved included a consulting fee to Charles Page, the foremost expert in the area of architectural heritage in California. Mr. Page works in conjunction with designer Ann Wolff (Towne & Country, Francesca, and Pacific Union Clubs). He will draw up 3 separate proposals for the dining room renovation. Others consulted for the job are Thayer Hopkins, architect and grandson of Warren Perry (architect of the Perry building) and Mrs. Perry, former president of the Board of Managers; Texeria, a Southern California firm (Peninsula Regent, SF Towers), and Sodexho. Other Finance Committee business included a tour with Bonnie Conroy, Buildings Superintendent of areas where maintenance is needed, for example, the brick on the front steps, iron railing, uneven concrete path and the iron fence on all three sides, interior and exterior painting.

Mrs. Baker then read the Report of the Finance Committee for the period ending March 31, 1994. She reported that the trash compactor is in place and working. It was moved, seconded and carried (Mustacchi/Avenali) to approve the Finance Committee report as presented.

ADMISSIONS COMMITTEE

Mrs. Edwards, Chairman, began her report by showing print and paper samples of the new admissions materials which will include brochure and brochure inserts, stationary, and business cards. She passed the sample board around for inspection. Mr. Andrew Edwards was consulted on this. There will be three printing bids. She requested approval of the concept. On other

admissions matters, there have been two recent move-ins, Mrs. Ligier, on April 1 and Mrs. Kilduff on April 15. One new application has been received. Miss Wahl and Miss Pantaleo will move in June. Joan Crawford continues with outreach activity. She will attend the Cow Hollow Homeowners' Association meeting on May 10 and will begin group tours of The Heritage on May 18.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Hall, Chairman, stated that those attending the Food Committee meeting had only minor complaints (such as the temperature of the coffee). 17,665 meals were prepared at the Chinatown Kitchen at a cost of \$2.35, billed at \$2.75. She then described the Board Members' tour of the Chinatown Kitchen and the Lady Shaw Center. She said it was not only most informative, but also entertaining and recommended that anyone who did not go should be sure to do so next year. Sue Delez, Food Service Director escorted them; they saw a video and the meal preparation.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that there are now ten new rose bushes in the garden thanks to the generosity of Mrs. Zerhusen (who will be sent a thank you note from the Corresponding Secretary). The committee will be checking the water bill to see if a re-classification might make a difference in amount owed. Bruce Rogers was scheduled for an orchid demonstration on April 11 and did not show. He was re-scheduled for the following Tuesday and again did not show up. Censcio Pradia, a Health Center employee, showed how to care for the orchids. Mr. Wake, a resident of the Cottage, has offered to take on the job of separating the orchids. He requests donations of styrofoam "peanuts." These may be left in the side garden, near the orchids. The committee will purchase cineraria for the courtyard containers.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that everything seems to be running smoothly in the Health Center where there is currently a population of 21 permanent patients and 3 private pay. There are eight people in the first floor personal care section. The new Hoyer lifts have been ordered but have not yet arrived. The Health Center budget needs review.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge reported that the committee is re-assessing rooms in order to make recommendations about future changes. There has been a gift of money earmarked for the chapel. Some of this will go to cover ongoing expenses such as honorariums and flowers, but the remainder will be used to refurbish the chapel. They are still working on the inventory, a lengthy process.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell reiterated the Finance Committee report describing the approaches to the Dining Room project. She pointed out that the intent is to accomplish a total re-modeling taking into account environmental considerations, air circulation, light, usage patterns, as well as decorative design elements. The Emgee fund which was earmarked for beautification of The Heritage will be used for this project. The three proposals Mr. Page will develop will be based on various expense projections.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi read letters of resignation from the Board of Managers from Mrs. Charles Hall and Mrs. Andrew Edwards. Both expressed regret at having to leave the Board. Mrs. Mustacchi then placed the name of Mrs. Anthony V. Barber in nomination as a member of the Board of Managers. Seconded by Mrs. Stark, the nomination passed unanimously. Mrs. Mustacchi then presented the names of the nominees for the 1994-95 Board of Managers to be voted on at the Annual Meeting on May 5. They are: Mrs. J. Jerrold Applegarth, Mrs. Peter Avenali, Mrs. Anthony V. Barber, Mrs. John Boswell, Mrs. Clyde Charlton, Mrs. John L.

Cooper, Mrs. George Doge, Mrs. John Gallagher, Mrs. Glenn L. Hickerson, Mrs. Thomas Kelley, Mrs. Barry Livingston, Mrs. Edward McCormick, Mrs. Charles F. MacLellan, Mrs. Elizabeth S. Mitchum, Mrs. Frederick Moller, Jr., Mrs. Piero O. Mustacchi, Miss Rose Fox Noll, Mrs. Richard A. Olness, Mrs. Peter Richards, Mrs. Patricia K. Scott, Mrs. Phillips Stackhouse, Mrs. Charles B. Stark, Jr., Mrs. Michael Stone, Mrs. William T. Waste. Officers of the Board include, Mrs. Moller, President, Mrs. Richards, 1st Vice-President, Mrs. Stark, 2nd Vice-President, Mrs Baker, Treasurer, Mrs Mitchum, Assistant Treasurer, Mrs. Cooper Recording Secretary, Miss Noll, Assistant Recording Secretary, Mrs. McCormick, Corresponding Secretary. Trustees are: Mesdames, Moller, Richards, Baker, and Mitchum. Recommended to membership on the Advisory Council: Mrs. Charles Hall, Mrs. Frank de Milt Hill and Mrs. Richard Leonards. Mrs. Moller stated the chair accepts the report of the Nominating Committee and accepts the resignations of Mrs. Edwards and Mrs. hall with deep regret, thanking them both for their dedication over the years.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, stated that this committee has met to review the forms filled out by committee chairs. Some committees may be restructured, taking goals into consideration and some may be combined. Recommendations will be made regarding duties and procedures (e.g., keeping of minutes and records).

RESIDENTS' COUNCIL COMMITTEE

In the absence of Mrs. Olness, Chairman, Mrs. Hall read the minutes of the last Residents' Council Executive Committee Meeting. The residents sent flowers to receptionist, Marge Greeley. There was further discussion of the responsibility for the orchids. The Theater Room and the North Parlor both need better lighting.

ADMINISTRATOR'S REPORT

See distributed report. As Mrs. McGinley was called away on urgent business, Mrs. Moller reviewed her written report adding that the auditors from Pete Marwick who have just completed our annual audit were pleased with our bookkeeping, a credit to the accounting department.

OTHER

Mrs. Moller suggested that the Food Committee meet with Sue Delez regarding the menu for the Annual Meeting and reminded members to RSVP.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:00 p.m.

Respectfully submitted,



Mrs. Frederick Moller, Jr.
President

BM:km

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Mar 31 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	102,906	308,806	327,050	(18,244)
PRIVATE PATIENT FEES	11,900	35,775	36,950	(1,175)
AMORTIZED ENTRY FEES	19,791	94,308	81,800	12,508
SUBSIDY CLAIMS	12,289	12,440	0	12,440
MEDICAL COST REIMBURSE	2,534	9,060	8,750	310
GUEST CHARGES	1,856	5,404	4,500	904
PROCESSING FEES	100	500	375	125
DIVIDENDS & INTEREST	45,181	153,605	156,125	(2,520)
GAIN/(LOSS) SEC. SALES	0	3,306	5,000	(1,694)
IMS AGENCY FEE	(542)	(1,625)	(1,625)	0
RENTAL INCOME (NET)	37,860	112,812	112,625	187
DONATIONS & BEQUESTS	10,744	12,154	1,250	10,904
OTHER INCOME (EXP)	0	0	0	0
TOTAL	244,619	746,545	732,800	13,745
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	71,061	204,164	206,162	(1,998)
HOUSEKEEPING	19,624	57,898	64,913	(7,015)
MAINT/SECURITY/GARDENS	24,443	64,430	70,438	(6,008)
LONGTERM MAINTENANCE	0	3,636	7,500	(3,864)
ACTIVITIES	8,131	24,580	26,008	(1,428)
HEALTH CENTER	98,728	282,450	274,218	8,232
ADMINISTRATION	33,929	90,245	89,350	895
GENERAL	16,451	50,874	52,838	(1,964)
TOT. OPERATING EXPENSE	272,367	778,277	791,427	(13,150)
DEPRECIATION	11,394	34,183	34,375	(192)
TOTAL EXPENSE	283,761	812,460	825,802	(13,342)
NET GAIN/(LOSS)	(39,142)	(65,915)	(93,002)	27,087
AVERAGE NUMBER OF RESIDENTS	102			
AVERAGE NUMBER OF PRIVATE PATIENTS	3			
PER CAPITA COST* + DEPRECIATION	2,652			
PER CAPITA INCOME - RESIDENT	1,324			
PER CAPITA INCOME - OTHER	914			
PER CAPITA INCOME - GAIN / (LOSS)	(384)			
* abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
NOTES:				
INCOME-SUBSIDY CLAIMS				
ESTATE OF HUBER JENKINS			12,289	
DONATIONS & BEQUESTS-				
ESTATE OF HUBER JENKINS			7,339	
JOSEPHINE CUTLER-STEREO EQUIPMENT			3,000	
FOOD SERVICE-				
UNIFORMS FOR DINING ROOM STAFF			2,543	
MAINTENANCE & SECURITY-				
GUARD FOR HEALTH CENTER DOOR			4,340	
ADMINISTRATION-				
MARKETING-DATABASE DEVELOPMENT/PRINTER/SUPPLIES			2,097	
CAPITAL EXPENSES:				
LOADING DOCK-PAINT ROOF STRUCTURE			1,975	
RESPECTFULLY SUBMITTED,				

*Beverly Bal...
BAR*

BOARD OF MANAGERS' MEETING
March 22, 1994

'ALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. March 22, 1994 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Baker, Boswell, Charlton, Cooper, Dodge, Edwards, Hall, Livingston, McCormick, Mitchum, Moller, Noll, Olness, Richards, Scott, Stark, Stone and Waste.

Mrs. Moller introduced Mrs. Livingston as a new board member and welcomed her to the meeting.

BOARD MEMBERS ABSENT

Mesdames Avenali, Leonards, and Stackhouse.

ADVISORY COUNCIL MEMBERS PRESENT

Mrs. Richard Bates, Mrs. AMD Lampen, Mrs. David J. McDaniel and Mrs. Dexter Tight.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary. Mr. Lowell Uhlig, Director of Social Services was also present for opening remarks.

Before beginning regular business, at Mrs. Moller's request, Mrs. McGinley introduced Mr. Lowell Uhlig, Director of Social Services, who recently has been given the responsibility of directing and coordinating the Activities Department. She explained that Mr. Killeen and Miss Meissner, current Activities staff members will remain on staff as members of an expanded program. Mr. Uhlig then addressed the Board, noting that he has been with The Heritage in a variety of roles including counseling and computer training. He is a pastor by trade and maintains a private practice in counseling in Marin County. His goal for the Activities Department is to redefine every program, to analyze effectiveness and time allocation. Programs will be increased through the use of volunteers, both in terms of classes and lectures offered and through use of in-house, resident volunteers.

MINUTES

It was moved, seconded and carried (Stark/Mustacchi) to approve the minutes of February 22, 1994 as mailed.

CORRESPONDING SECRETARY

Mrs. Waste, read the list of donations as follows: Mrs. Richard Bates, 8 bags of wool and other materials for needlework. She pointed out that Mrs. Lampen was delighted with this donation. Miss Dorothy Casavant, one armchair. In memory of Mrs. Georgia Foster The Heritage received gifts from: Patricia Pedersen, Mrs. Walter Gallatin, Mrs. Alice Lauer, Margaret E. Bock, Chalmer E. Bock ,Mrs. William Pecot, Mrs. Frank Abbott, III. Mrs. Gallatin also gave a gift in memory of Mr. Henry Jones.

TREASURER'S REPORT

Mrs. Baker, Treasurer, reported that the Finance Committee did not meet formally in March. The rug for the reception area has been ordered. The application fee for potential residents has been raised from \$100.00 to \$250.00 in keeping with actual costs of processing an application. She reported that the Trustees approved an expenditure of up to \$8000 for the parapet work and an extension of the security guard position on a monthly basis through their next quarterly meeting in June pending further analysis by the Board of Managers. Mrs. Baker then read the

Report of the Finance Committee for the period ending February 28, 1994. It was moved, seconded and carried (Mitchum, Edwards) to approve the Finance Committee report as presented.

ADMISSIONS COMMITTEE

Mrs. Edwards, Chairman, stated that the Admissions Committee continues to be very active. She distributed a marketing newsletter prepared by Joan Crawford, Director of Admissions and Marketing. This is not intended to take the place of Heritage Happenings. It will serve as a marking device and will be produced on a quarterly basis. Mrs. Ligier will be moving into room 421 on April 1st and Mrs. Killduff will move into room 222 on April 15. Mrs. Panatello is also ready to move in but no date has been set. Joan's data base software is up and data ready to be entered. The Admissions Committee will sponsor a small tea for prospective applicants on March 29.

FERGUSON FUND COMMITTEE

Mrs. Applegarth welcomes any suggestions or recommendations. Mrs. Avenali will be contacting the Conservatory.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Hall, Chairman, read a thank you letter from Tony Lawrence, Dining Room Supervisor, who expressed gratitude for the support of the Managers through his training to obtain his dietary certification. She also reported on the morning meeting which included discussions of various foods. The new uniforms will be available for the next birthday dinner. She reported that the public nutrition program served 11,441 meals billed at \$2.75 against a cost of \$3.00. Arrangements were then discussed for a tour of the Chinatown Kitchen scheduled for March 29.

GARDEN COMMITTEE

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that Sara-Jo Faucher, Director of Nursing, has now completed her class work and will be at The Heritage full time. We now have three private patients in the Health Center and are considering a forth. The Health Center staff is gradually being upgraded to include a greater percentage of licensed staff. Two RNs recently have been hired. Ardeth Fortier will be staying on as Head Nurse. The Health Center Quality Assurance Quarterly meeting was held on March 18 with the addition of an Ethics Committee which includes members of the quarterly committee and includes a resident representative (Mrs. Walter Gallatin, President of the Residents' Council).

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge reported that this committee is still working on the fine arts inventory.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell stated that they will have a report next month.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi placed the name of Mrs. Thomas (Mary) Kelly in nomination as a member of the Board of Managers. Seconded by Mrs. Baker, the nomination passed unanimously. Mrs. Mustacchi then placed the name of Mrs. John (Nan) Gallagher in nomination as a member of the Board of Managers. Seconded by Mrs. Stark, the nomination passed unanimously. The nominating committee still needs names and requests that areas of expertise such as health care be considered when thinking about potential members.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, stated that this committee did not meet this month but she reported that the department heads have been given the Employee Handbook and will soon set a date for an all employee meeting to introduce it. She will be meeting with committee chairmen to review job summaries.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Olness, Chairman, read the minutes of the last Residents' Council Executive Committee Meeting. The distribution of the Employee Appreciation Fund was discussed with Mrs. McGinley providing some historical background. Another area of consideration to the residents was a dress code for the dining room.

ADMINISTRATOR'S REPORT

See distributed report. Mrs. McGinley explained the purpose of the in house bulletin as a way to inform residents of changes in departments. We are getting an increase in fire department inspections with an increase in regulations. The auditors will be making their annual visit to The Heritage beginning next week.

OTHER

Mrs. Bates, Chairman of the Advisory Council, introduced members present, stating that they meet twice a year with the Managers and that March is the regular business meeting.

Mrs. Moller then read a letter of resignation from Mrs. Richard Leonards, stating that the resignation would be accepted with deep regret.

New fee for private patients in the Health Center is now \$140/day

ADJOURNMENT

There being no further business, the meeting adjourned at 11:55 am.

Respectfully submitted,



Mrs. J. Jerrold Applegarth
Assistant Recording Secretary

IA:km

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Feb 28 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	101,285	205,900	218,033	(12,133)
PRIVATE PATIENT FEES	10,500	23,875	24,633	(758)
AMORTIZED ENTRY FEES	19,791	74,517	54,533	19,984
SUBSIDY CLAIMS	151	151	0	151
MEDICAL COST REIMBURSE	3,514	6,527	5,833	694
GUEST CHARGES	1,760	3,548	3,000	548
PROCESSING FEES	100	400	250	150
DIVIDENDS & INTEREST	50,653	108,424	104,083	4,341
GAIN/(LOSS) SEC. SALES	3,306	3,306	3,333	(27)
IMS AGENCY FEE	(542)	(1,083)	(1,083)	0
RENTAL INCOME (NET)	37,078	74,952	75,083	(131)
DONATIONS & BEQUESTS	1,410	1,410	833	577
OTHER INCOME (EXP)	0	0	0	0
TOTAL	229,006	501,927	488,531	13,396
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	63,465	133,103	137,442	(4,339)
HOUSEKEEPING	18,280	38,275	43,275	(5,000)
MAINT/SECURITY/GARDENS	19,143	39,987	46,958	(6,971)
LONGTERM MAINTENANCE	0	3,636	5,000	(1,364)
ACTIVITIES	8,079	16,449	17,338	(889)
HEALTH CENTER	88,294	183,722	182,812	910
ADMINISTRATION	27,152	56,315	59,567	(3,252)
GENERAL	16,923	34,423	35,225	(802)
NET OPERATING EXPENSE	241,336	505,910	527,617	(21,707)
DEPRECIATION	11,394	22,789	22,917	(128)
TOTAL EXPENSE	252,730	528,699	550,534	(21,835)
NET GAIN/(LOSS)	(23,724)	(26,772)	(62,003)	35,231
AVERAGE NUMBER OF RESIDENTS	103			
AVERAGE NUMBER OF PRIVATE PATIENTS	3			
PER CAPITA COST* + DEPRECIATION	2,329			
PER CAPITA INCOME - RESIDENT	1,178			
PER CAPITA INCOME - OTHER	892			
PER CAPITA INCOME - GAIN / (LOSS)	(230)			
* abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
NOTES:				
DONATIONS & BEQUESTS-				
WILEY TRUST \$763, ESTATE OF G. HOLLIS \$647.			1,410	
CAPITAL EXPENSES:				
COMPUTER WORKSTATIONS (2) ACTIVITIES/HEALTH CENTER			3,481	
CONVECTION OVEN			3,675	

RESPECTFULLY SUBMITTED,

Barbara Baker

BARBARA BAKER

BOARD OF MANAGERS' MEETING
February 22, 1994

'ALL TO ORDER'

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. February 22, 1994 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Avenali, Baker, Boswell, Charlton, Cooper, Dodge, Edwards, Hall, McCormick, Mitchum, Moller, Noll, Olness, Richards, Scott, Stark, Stone and Waste.

BOARD MEMBERS ABSENT

Mesdames Applegarth, Cooper, Hickerson, Hill, Leonards, MacLellan, and Stackhouse.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded and carried (Edwards/Baker) to approve the minutes of January 25, 1994 with a correction in the spelling of Mr. Gross's name.

CORRESPONDING SECRETARY

Mrs. Waste, read the list of donations as follows: Mrs. Edith Hyler, miscellaneous household items.

TREASURER'S REPORT

Mrs. Baker, Treasurer, presented the report of the Finance Committee meeting of February 15, noting the following items were approved. 1) four refrigeration racks (paid for from Self Help for the Elderly surplus) 2) computer for the nursing workstation 3) DataPerfect software, license, program design and training for the Admissions program 4) \$5000 for a one month trial period for new security guard to provide complete coverage at the Health Center door. At this point, Mrs. McGinley described the proposed security program and answered questions. The 5th item approved by the Finance committee was a trash compactor which will reduce trash pickup from 6 to 2 days. Mrs. Baker then read the report of the Finance Committee for the period ending January 31, 1994. It was moved, seconded and carried, (Scott/Mitchum) to approve the Finance Committee report.

ADMISSIONS COMMITTEE

Mrs. Edwards, Chairman, stated that the Admissions Committee has been very active in the past month. Mrs. Josephine Cutler moved into room 411 on February 19. Five applicants, all good candidates, have been screened and are awaiting final medical approval. Heritage classes have been open to Marina residents beginning in February with Tai Chi being the most popular. Some residents resisted opening classes to the public but Joan Crawford is addressing their concerns. A group from Japan toured on February 8. Mrs. Crawford has prepared a vacancy report showing how long rooms have been vacant. The reference form for applicants has been redesigned. Mrs. Crawford recommends forming an Events Committee composed of 2 members of the Admissions Committee, 2 members of the Events Committee and 2 residents appointed by the Residents' Council. Joan Crawford is also preparing a newsletter to be used for marketing purposes. It will not compete with the *Heritage Happenings*.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Hall, Chairman, reported that this morning's meeting was attended by 2 Board members, 5 residents, Holly Carson from Sodexho, and Sue Delez, Director of Food Services. She noted that Mrs. Delez has been here one year to the day and everyone is happy with her work. She has designed new menus with little hearts denoting "heart healthy" items. Uniforms have been approved by all concerned. They will consist of black trousers for men and black skirts for the women, white shirts or blouses and white aprons. There was some discussion on the manner of keeping the aprons looking crisp. Mrs. McGinley will have Howard Conroy check our options for laundering them. The Public nutrition report was as follows: January cost/per/meal was \$2.64, December was \$2.84, November, \$2.35, and October, 1993 was \$2.76 all billed at \$2.75/meal. There was discussion on the next visit to Chinatown Kitchen with tentative agreement to do a tour on March 29.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported on a meeting with Gloria Fontanelo, of the neighborhood association, regarding tree trimming. Ms. Fontanelo has made some very specific demands for pruning and other work which the committee feels are unjustified. Mrs. Stark requested consultation from Susan Stasio of Bay Gardens Nursery who agrees with the committee's assessment. The committee, therefore, addressed Ms. Fontanelo's concerns in the form of a letter stating that The Heritage will do what is necessary for the beauty of our gardens and the health of our plants and cannot commit to the extensive pruning she requests. Mrs. Stark also reported that she and Mrs. MacLellan and Mrs. Zerhusen (who donated the rose bushes) pruned roses and Mrs. Stark would like to make Mrs. Zerhusen an honorary member of the Garden Committee. Mrs. Olness stated the issue of caring for the orchids was raised once again at the Residents Council. After lengthy discussion this matter was referred to the Garden Committee for further study. Mrs. Stark requested feedback from the Residents' Council about potential uses for the south west garden area.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that Sara-Jo Faucher, Director of Nursing, expressed her thanks for being asked to speak to the Board in January. As a part of her graduate studies she will be working with Alzheimer patients and may have more to share at a later date. Mrs. Faucher is reviewing staffing patterns to establish best possible coverage with licensed personnel. The committee is also looking at the assisted living area to see if expansion is needed.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge reported that the two re-upholstered chairs for the admissions office have come back and look very nice. Some matching pillows for the love seat will further help the decor. Joan Crawford wants to have the guest rooms re-done so the committee will be looking into possibilities as well as the feasibility of moving or changing existing guest rooms.

LONG RANGE PLANNING COMMITTEE

No report though the committee has been meeting.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi proposed Mrs. Barry Livingston to fill the vacancy created by Mrs. Hill's resignation. It was moved, seconded and carried (Mustacchi/Mitchum) to elect Mrs. Livingston as a member of the Board of Managers. She will be invited to the March meeting. Mrs. Mustacchi then presented four other names for comments and suggestions.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, requested that committee chairs turn in their evaluation forms. We are still waiting for the Chamber of Commerce training video for the Employee Handbook.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Olness, Chairman, reported that the Residents' Council gave \$100 to the chapel, and \$300 to the library committee. They also have formed another committee called the "listening committee." They loved the "cruise" but felt it went on too long. They liked the ping pong table. Other items discussed at the meeting such as the orchids addressed earlier.

ADMINISTRATOR'S REPORT

See distributed report. Mrs. McGinley expanded on her report by stating that at Dr. Henderson's request, a resident (Mrs. Gallatin) will be added to the Ethics sub-committee of the Health Center Quarterly Quality Assurance Committee. She described the structure and function of this committee. There will be no **Heritage Happenings** in February but Mr. Geto will probably take over as editor and one should be produced soon. She stated that the soon to be formed safety committee will be important to security awareness.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:50 pm.

Respectfully submitted,



Mrs. Frederick Moller, Jr.
President

BM:km

CTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Jan 31 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	104,615	104,615	109,017	(4,402)
PRIVATE PATIENT FEES	13,375	13,375	12,317	1,058
ACCOMODATION FEES	54,726	54,726	27,267	27,459
SUBSIDY CLAIMS	0	0	0	0
MEDICAL COST REIMBURSE	3,013	3,013	2,917	96
GUEST CHARGES	1,788	1,788	1,500	288
PROCESSING FEES	300	300	125	175
DIVIDENDS & INTEREST	57,771	57,771	52,042	5,729
GAIN/(LOSS) SEC. SALES	0	0	1,667	(1,667)
IMS AGENCY FEE	(542)	(542)	(542)	0
RENTAL INCOME (NET)	37,873	37,873	37,542	331
FRIENDS OF THE HERITAG	0	0	417	(417)
OTHER INCOME (EXP)	0	0	0	0
TOTAL	272,919	272,919	244,269	28,650
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	69,638	69,638	68,721	917
HOUSEKEEPING	19,995	19,995	21,638	(1,643)
MAINT/SECURITY/GARDENS	20,844	20,844	23,479	(2,635)
LONGTERM MAINTENANCE	3,636	3,636	2,500	1,136
ACTIVITIES	8,370	8,370	8,669	(299)
HEALTH CENTER	95,428	95,428	91,406	4,022
ADMINISTRATION	29,163	29,163	29,783	(620)
GENERAL	17,500	17,500	17,613	(113)
TOT. OPERATING EXPENSE	264,574	264,574	263,809	765
DEPRECIATION	11,394	11,394	11,458	(64)
TOTAL EXPENSE	275,968	275,968	275,267	701
NET GAIN/(LOSS)	(3,049)	(3,049)	(30,998)	27,949

AVERAGE NUMBER OF RESIDENTS 102

AVERAGE NUMBER OF PRIVATE PATIENTS 3

PER CAPITA COST* + DEPRECIATION 2,557

PER CAPITA INCOME - RESIDENT 1,565

PER CAPITA INCOME - OTHER 932

PER CAPITA INCOME - GAIN / (LOSS) (30)

* abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTES:

AMORTIZED ENTRY FEES-

ADDITIONAL REVENUE FROM THREE RESIDENT DEATHS. 27,460

LONGTERM MAINTENANCE-
PERRY BUILDING ELEVATOR ROOF REPLACEMENT. 3,636

OPERATING EXPENSE-
ACTIVITIES DEPARTMENT NOW INCLUDES WAGES, HOLDIAYS & VACATIONS AND
BENEFITS. THESE WERE FORMERLY REPORTED AS HEALTH CENTER EXPENSE.

CAPITAL EXPENSES:
PHONE SYSTEM EXPANSION 1,212
COMPUTER NETWORK ELECTRONIC MAIL SYSTEM 850

RESPECTFULLY SUBMITTED,

Barbara Baker
BARBARA BAKER

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Jan 31 94

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	104,615	104,615	109,017	(4,402)
PRIVATE PATIENT FEES	13,375	13,375	12,317	1,058
ACCOMODATION FEES	54,726	54,726	27,267	27,459
SUBSIDY CLAIMS	0	0	0	0
MEDICAL COST REIMBURSE	3,013	3,013	2,917	96
GUEST CHARGES	1,788	1,788	1,500	288
PROCESSING FEES	300	300	125	175
DIVIDENDS & INTEREST	57,771	57,771	52,042	5,729
GAIN/(LOSS) SEC. SALES	0	0	1,667	(1,667)
IMS AGENCY FEE	(542)	(542)	(542)	0
RENTAL INCOME (NET)	37,873	37,873	37,542	331
FRIENDS OF THE HERITAG	0	0	417	(417)
OTHER INCOME (EXP)	0	0	0	0
TOTAL	272,919	272,919	244,269	28,650
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	69,638	69,638	68,721	917
HOUSEKEEPING	19,995	19,995	21,638	(1,643)
MAINT/SECURITY/GARDENS	20,844	20,844	23,479	(2,635)
LONGTERM MAINTENANCE	3,636	3,636	2,500	1,136
ACTIVITIES	8,370	8,370	8,669	(299)
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DEPRECIATION	11,394	11,394	11,458	(64)
TOTAL EXPENSE	275,968	275,968	275,267	701
NET GAIN/(LOSS)	(3,049)	(3,049)	(30,998)	27,949
AVERAGE NUMBER OF RESIDENTS	102			
AVERAGE NUMBER OF PRIVATE PATIENTS	3			
PER CAPITA COST* + DEPRECIATION	2,557			
PER CAPITA INCOME - RESIDENT	1,565			
PER CAPITA INCOME - OTHER	932			
PER CAPITA INCOME - GAIN / (LOSS)	(30)			

* abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTES:

AMORTIZED ENTRY FEES-

ADDITIONAL REVENUE FROM THREE RESIDENT DEATHS. 27,460

LONGTERM MAINTENANCE-

PERRY BUILDING ELEVATOR ROOF REPLACEMENT. 3,636

OPERATING EXPENSE-

ACTIVITIES DEPARTMENT NOW INCLUDES WAGES, HOLDIAYS & VACATIONS AND BENEFITS. THESE WERE FORMERLY REPORTED AS HEALTH CENTER EXPENSE.

CAPITAL EXPENSES:

PHONE SYSTEM EXPANSION 1,212

COMPUTER NETWORK ELECTRONIC MAIL SYSTEM 850

RESPECTFULLY SUBMITTED,

Barbara Baker
BARBARA

BOARD OF MANAGERS' MEETING
January 25, 1994

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. January 25, 1994 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Baker, Boswell, Charlton, Cooper, Dodge, Edwards, Hall, Hill, Leonards, MacLellan, Mitchum, Moller, Noll, Olness, Richards, Scott, Stark, and Stone.

BOARD MEMBERS ABSENT

Mesdames Avenali, Hickerson, McCormick, Mustacchi, Stackhouse, and Waste.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary. Mrs. Sara-Jo Faucher, DNS, and Mrs. Joan Crawford, Director of Admissions, were present as guests for the opening report.

REPORT OF THE DIRECTOR OF NURSING SERVICES

Mrs. Richards, Chairman of the Health Care Committee, introduced Sara-Jo Faucher, Director of Nursing Services. Mrs. Faucher thanked the Managers for their support while she finishes up courses for her Masters Degree at UCSF. One of the tools she has brought to The Heritage is an instrument for assessing some gross cognitive problems. The Mini Mental Status Exam (MMSE) is helpful in the admissions process for screening out potential problems and it can be used to provide a base line of information for current residents. She reviewed the exam, describing how it is administered, scored and what is revealed by the outcome. This tool has become a standard part of the admissions procedure and will be administered to current residents on an annual basis. Mrs. Richards pointed out that this is helpful in reducing our financial risk.

MINUTES

It was moved, seconded and carried (Applegarth/Baker) to approve the minutes of November 30, 1993 as distributed.

CORRESPONDING SECRETARY

In the absence of Mrs. Waste, Mrs. Applegarth read the list of donations as follows: Mr. Giovanzana, a table and painting; Mrs. Casavant, to the Health Center; Mrs. Charlton and Mrs. Olness, for aquarium maintenance; Mrs. Helen B. Fries, books to the library; Mrs. Gallatin, in memory of Mrs. McCusker; Mrs. David J. McDaniel, in memory of Mr. Noble; Mrs. Ruth Foster to the chapel fund, Mrs. Mary Roberts, two wall units; Mrs. Ursula Anderson, one lamp; Miss Gail Montgomery, a Chinese ceremonial chair; Mr. David Scharff, donation; and two anonymous donations. In the interest of time she passed around some notes. One, however, she read aloud, with regret. It was a letter from Mrs. Hill submitting her resignation from the Board of Managers. With deep appreciation for her contributions to the Board, and in particular, her extraordinary effort on behalf of the 1993 Open House, Mrs. Moller stated that the resignation would be accepted with regret. She added that she hopes Mrs. Hill will continue as long as possible.

TREASURER'S REPORT

Mrs. Baker, Treasurer, presented the report of the Finance Committee meeting of January 18, 1994. There were no committee requests. Approval was given to six administration requests: 1) computer terminal to add Activities to the network; 1 station expansion card for telephone system which will allow addition of phones; E-mail for 15 users; copy machine maintenance agreement and November service. Also 52 carafes for resident tables in the Dining Room were approved as was the loading dock painting project contingent on Mr. Grasi's agreement to include painting of metal strip and stucco wall on new terrace. The request for a trash compactor for the loading dock was deferred for more information. In other business, Mrs. Baker noted that committee chairmen who have budgets should check with accounting for the allocations. The new name of our food service company is Sodexho, a worldwide company with shared purchasing privileges. She showed new Bid Forms and requested that they be used. She read the Finance Committee Report for the period ending December 31, 1993. It was moved, seconded and carried (Charlton/Olness) to approve the Finance Committee report. In closing, she noted that the expenses for the Christmas party this year were approximately \$2000 less than last year.

ADMISSIONS COMMITTEE

Mrs. Edwards, Chairman, stated that the Admissions Committee called an extra meeting this month. They have one interview today and will be meeting with Mr. and Mrs. Wake as a follow up. Two important items of business today include voting permanent Mrs. Bleeker and Mrs. Windholz. The motion to make Mrs. Bleeker a permanent resident of The Heritage carried unanimously as did a separate motion to make Mrs. Windholz permanent. Mrs. Edwards reviewed the status of applications and vacancies noting that there is a great deal of activity in this area and that Mrs. Crawford is very positively received by applicants.

PERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Hall, Chairman, stated it was a long meeting this morning with discussion on issues of morning security involving floor monitors, door markers, etc. This was referred for further study. She then read a letter from Mrs. Edwards forwarding a complaint from Mrs. Windholz about the sack lunches. Sue Delez has recommended new uniforms for dining room staff as the old ones are 7 years old and are worn out. It was decided that the House Committee should consult on this matter. There was no public nutrition report.

GARDEN COMMITTEE

Mrs. Stark, Chairman, said that Gloria Fontanelo, of the neighborhood association, has requested a meeting regarding the tree trimming. The committee has spoken to the Wakes regarding planting around the cottage. The front looks beautiful with the primroses.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that there have been three deaths in the Health Center recently. All is running smoothly. Mrs. Faucher will be making home visits administer the Mini Mental Status Exam to residents as time allows.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Scott reported the planters for 3rd and 4th floor Perry have been ordered. They are looking at rugs to replace the worn out one in the Reception office. They have started the fine arts inventory

and she asked permission to get rid of 3 large oriental rugs in cage that are worn out. Some members want to look at them. There are 3-4 good little rugs. The committee will replace shades in the Administrator's office as they are broken.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, stated that this committee met recently to review long range planning objectives. They want to do a follow up on the Open House and analyze our financial goals. One major issue is what direction to take with the dining room refurbishment. They will be presenting options and requested input in terms of both ideas and names from other members. When the deck planting is finished they will put the gate up to complete that project.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Leonards noted that new committee members are rotating through the committees to learn about them as a part of their orientation and encouraged Chairmen to extend an invitation to new members to attend committee meetings.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, reported that the Employee Handbook is now complete. Staff has ordered training videos from the California Chamber of Commerce, authors of the Handbook software. She thanked Kaye Moore for her assistance on preparation of the Handbook. The next project for this committee is the revision of the Managers Policies and Procedures manual. She has drawn up questionnaires for committee chairmen which she wants to have returned by the next Managers' meeting.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Olness, Chairman, reported that new Residents' Council officers have been elected. Miss Kenny has taken over as Treasurer as a consequence of Mr. Jones's unexpected death.

OTHER:

Mrs. Leonards, Chair of the Computer Committee, noted that major purchases for complete computerization are nearly completed and we will be looking at updating in the future. Mrs. Stark, Chairman of the Friends of The Heritage Committee stated that Mr. Edwards remarks were well received and they hope to continue donor lists in the newsletter.

ADMINISTRATOR'S REPORT

See distributed report. Mrs. McGinley expanded on her report by describing the recent cruise month for the residents. As the parking lot has become a major issue among the driving residents, the problems of dealing with the parking lot fairly has been turned over to the residents who will coordinate a plan. Security and safety of residents needs to be addressed. Mrs. Faucher has agreed to chair a safety committee. Mrs. McGinley would like to have a board member represented. We are attempting to heighten awareness of security issues and to that end, she reminded members to sign in at reception. Mrs. Moller added that it is also important to call the reception desk to inform them of a meeting and to request coffee if desired.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:50 pm.

Respectfully submitted,

M. Joahle Applegarth
Mrs. J. Jerrold Applegarth
Assistant Recording Secretary

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Dec 31 93

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	104,373	1,198,798	1,224,504	(25,706)
PRIVATE PATIENT FEES	13,900	84,750	36,500	48,250
ACCOMODATION FEES	23,915	328,573	294,325	34,248
SUBSIDY CLAIMS	0	43,952	0	43,952
MEDICAL COST REIMBURSE	2,539	36,162	36,000	162
GUEST CHARGES	2,925	20,145	17,250	2,895
PROCESSING FEES	200	1,500	1,200	300
DIVIDENDS & INTEREST	50,129	612,993	629,000	(16,007)
GAIN/(LOSS) SEC. SALES	22,486	198,198	25,000	173,198
IMS AGENCY FEE	(542)	(6,500)	(6,500)	0
RENTAL INCOME (NET)	37,855	449,015	449,100	(85)
FRIENDS OF THE HERITAG	3,375	513,507	3,500	510,007
OTHER INCOME (EXP)	(5)	996	0	996
TOTAL	261,150	3,482,089	2,709,879	772,210
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	74,411	797,790	830,787	(32,997)
HOUSEKEEPING	19,026	261,749	274,210	(12,461)
MAINT/SECURITY/GARDENS	18,615	219,077	203,897	15,180
LONGTERM MAINTENANCE	30,493	30,493	0	30,493
ACTIVITIES	2,813	12,635	13,000	(365)
HEALTH CENTER	101,881	1,143,932	1,117,210	26,722
ADMINISTRATION	23,483	306,634	335,254	(28,620)
GENERAL	20,015	224,202	217,199	7,003
TOT. OPERATING EXPENSE	290,737	2,996,512	2,991,557	4,955
DEPRECIATION	11,394	136,103	142,000	(5,897)
TOTAL EXPENSE	302,131	3,132,615	3,133,557	(942)
NET GAIN/(LOSS)	(40,981)	349,474	(423,678)	773,152
AVERAGE NUMBER OF RESIDENTS		104		
AVERAGE NUMBER OF PRIVATE PATIENTS		4		
PER CAPITA COST* + DEPRECIATION		2,719		
PER CAPITA INCOME - RESIDENT		1,235		
PER CAPITA INCOME - OTHER		1,089		
PER CAPITA INCOME - GAIN / (LOSS)		(394)		

* abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTES:

FOOD SERVICE-MATERNITY LEAVE CHARGE. 1,598

LONGTERM MAINTENANCE-
ALL CAPITAL EXPENSES ASSOCIATED WITH THE PERRY/MORGAN
JOINT REPAIR HAVE BEEN RECLASSIFIED TO CAPITAL. 30,493

ACTIVITIES-BOARD SPONSORED ACTIVITIES
BOARD OF MANAGERS CHRISTMAS PARTY. 1,700

CAPITAL EXPENSES:
MORGAN/PERRY JOINT REPAIR TRANSFERRED TO EXPENSE. (30,493)
MAGNETIC FIRE DOOR 5,871

RESPECTFULLY SUBMITTED,

Barbara Baker
BARBARA BAKER

ANNUAL MEETING

San Francisco, Cal., May 13, 1925.

In accordance with the By-Laws, and pursuant to notice published in the Daily Commercial News, for two weeks immediately prior to the day, of which notice the following is a printed copy:

ANNUAL MEETING

NOTICE IS HEREBY GIVEN, THAT THE ANNUAL MEETING of the members of the corporation known as THIS OLD PEOPLE'S HOME will be held at the office of the home, southwest corner Pine and Pierce Streets, San Francisco, California, on WEDNESDAY, the 13th day of May, 1925, at 2 o'clock P. M., for the purpose of electing a Board of Trustees and a Board of Lady Managers to serve for the ensuing year, and until their successors are elected and qualified, and for the transaction of any such other business that may be brought before the meeting which may be taken up according to law.
D. J. MURPHY, Secretary.
sp381d

The annual meeting of the Corporation known as the Old Peoples' Home was held this day at the Home, 2507 Pine Street, at 2:00 o'clock P. M.

In the absence of the President, William H. Crocker, Ferd C. Peterson presided. Mr. D. J. Murphy, the Secretary, attended and acted as such.

There being a full quorum present: to wit, twenty members, which number is more than three-fourths of the members, the Chairman called the meeting to order, and thereupon the Secretary read the minutes of the annual meeting held on May 14, 1924, and on motion duly made and seconded were approved as read.

Mrs. Kate E. Palache, President of the Board of Lady Managers, then presented and read her report for the past year, which on motion duly made and seconded, was approved and ordered filed.

Mrs. A. M. McWilliams, Secretary of the Board of Lady Managers, presented and read her report, and on motion duly made and seconded, was approved and ordered filed.

Mrs. William H. Dick, Treasurer of the Board of Lady Managers, presented and read her report for the past year, which on motion duly made and seconded, was approved and ordered filed.

Mrs. Dick, on behalf of the Room Committee, also presented and read that Committee's report for the year ending April 30, 1925, showing that twenty-seven new members were given rooms, and that thirty rooms were made vacant by reason of deaths of inmates during the year; also showing rooms, rugs, etc., cleaned and renovated, and on motion duly made and seconded these reports were approved and ordered filed.

BOARD OF MANAGERS' MEETING
November 30, 1993

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. on November 30, 1993 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Avenali, Baker, Boswell, Charlton, Cooper, Dodge, Edwards, Hall, Hickerson, Leonards, MacLellan, Mitchum, Moller, Mustacchi, Noll, Olness, Richards, Scott, Stackhouse, and Stone.

BOARD MEMBERS ABSENT

Mesdames Hill, McCormick, Stark, and Waste.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator.

ADVISORY COMMITTEE MEMBERS PRESENT

Mesdames Pinkham, Nigh, McDaniel, and Lampen.

MINUTES

It was moved, seconded and carried (Avenali/Boswell) to approve the minutes of October 26, 1993 as corrected. The correction: Mrs. Cooper read the Corresponding Secretary's report in Mrs. Waste's absence.

CORRESPONDING SECRETARY

No report. Mr. Sands has a list of donations and bequests and gifts in kind. A list for November and December of 1993 will be published in the next edition of the Happenings.

TREASURER'S REPORT

Mrs. Baker, Treasurer, presented the report of the Finance Committee for November, 1993. Administration requested two wheel chairs at a cost of \$800.00. It has been decided to move slowly on the painting of the loading dock. Joan Crawford, Coordinator of Admissions and Marketing will be a full time employee next year so her salary will be reflected in the budget.

Members of the Finance Committee will be meeting with Trustees to review the 1994 budget on December 1, 1993. The budget will include one extra holiday for staff in maintenance and security and a vacation/relief person. It was moved, seconded and carried (Mitchum/Mustacchi) to approve the 1994 budget.

ADMISSIONS COMMITTEE

Mrs. Edwards, Chairman, introduced Joan Crawford, Director of Admissions and Marketing. She then updated members on Admissions activity which includes the status of potential residents and applicants on the wait list. Mrs. Anderson moved into room 221 on November 29. Miss Peterson is awaiting final physical examination approval. There is a lot of activity on the wait list with everyone having been contacted by phone or mail. Ms. Crawford reports that a new information brochure is being considered and that she is close to selecting computer tracking software for marketing purposes. She has met with receptionists regarding appropriate telephone responses to inquiries and has also met with residents and staff for better coordination of programs to introduce new prospects to The Heritage. She also has designed a new health summary to replace the previous lengthy form. This should cut the length of time it now takes to process applicants.

FERGUSON FUND COMMITTEE

Mrs. Applegarth, Chairman, met with Melinda Hicks to answer questions about requirements for the Ferguson Fund.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Hall, Chairman, offered a formal thank you to Ron Duey for his willingness to take Sue's place as Director of Food Services. The birthday dinner format has been changed. 5:15 will be the hour for starting the festivities with an open bar in the dining room.

GARDEN COMMITTEE

In the absence of Mrs. Stark, Chairman, Mrs. MacLellan reported that the Garden Committee is planting tulips and primroses.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that the Health Center is full. A question was raised about the status of the endowed bed at Children's Hospital. This will be investigated.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, reported that the picture donated by Mr. Giovanzana has been hung in the dining room.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, stated that a meeting has been held but had no report. She will have a report next month.

NOMINATING/ORIENTATION COMMITTEE

No report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, reported that the Employee Handbook is now nearly complete and has been approved by labor lawyer, Patricia Knight.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Hall reported a request for a sewing machine that will take heavy material. A new committee will be formed to take care of the cymbidiums which were given by Mrs. Levy. A movie committee will be formed.

OTHER:

Mrs. Olness asked Board Members to contribute to the maintenance of the fish tank. Mrs. Charlton insists she will pay for it another year. There was some feeling the cost should be in the budget next year.

ADMINISTRATOR'S REPORT

See distributed report. Mrs. McGinley reported "no wet carpet today." A leak affecting the Perry Building elevator has been repaired.

ADJOURNMENT

There being no further business, the meeting was adjourned in memory of Mr. Charles E. Noble at 12:25 p.m.

Respectfully submitted,

Mrs. Phillips Stackhouse
Recording Secretary
MS:km

REPORT OF THE FINANCE COMMITTEE
Oct 31 93

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	100,419	992,105	1,020,420	(28,315)
PRIVATE PATIENT FEES	7,750	57,225	30,417	26,808
ACCOMODATION FEES	23,536	280,743	245,271	35,472
SUBSIDY CLAIMS	0	43,952	0	43,952
MEDICAL COST REIMBURSE	4,412	30,121	30,000	121
GUEST CHARGES	1,670	15,666	14,375	1,291
PROCESSING FEES	100	1,300	1,000	300
DIVIDENDS & INTEREST	38,366	498,075	524,167	(26,092)
GAIN/(LOSS) SEC. SALES	150,511	176,677	20,833	155,844
IMS AGENCY FEE	(542)	(5,417)	(5,417)	0
RENTAL INCOME (NET)	37,159	373,082	374,250	(1,168)
DONATIONS & BEQUESTS	55,180	510,132	2,917	507,215
OTHER INCOME (EXP)	1,182	1,182	0	1,182
TOTAL	419,743	2,974,843	2,258,233	716,610
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	63,877	655,959	692,323	(36,364)
HOUSEKEEPING	21,880	222,699	228,508	(5,809)
MAINT/SECURITY/GARDENS	19,572	182,806	169,914	12,892
LONGTERM MAINTENANCE	0	0	0	0
ACTIVITIES	533	9,018	10,833	(1,815)
HEALTH CENTER	90,603	947,757	931,008	16,749
ADMINISTRATION	27,019	257,249	279,378	(22,129)
GENERAL	19,192	186,850	180,999	5,851
TOT. OPERATING EXPENSE	242,676	2,462,338	2,492,963	(30,625)
DEPRECIATION	11,394	113,314	118,333	(5,019)
TOTAL EXPENSE	254,070	2,575,652	2,611,296	(35,644)
NET GAIN/(LOSS)	165,673	399,191	(353,063)	752,254
AVERAGE NUMBER OF RESIDENTS		103		
AVERAGE NUMBER OF PRIVATE PATIENTS		2		
PER CAPITA COST* + DEPRECIATION		2,333		
PER CAPITA INCOME - RESIDENT		1,204		
PER CAPITA INCOME - OTHER		2,736		
PER CAPITA INCOME - GAIN / (LOSS)		1,608		
* abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
<u>NOTES:</u>				
GAIN/(LOSS) ON SECURITY SALES		150,511		
DONATION & BEQUEST-ESTATE OF BERNICE SPRINGER		55,180		
CAPITAL EXPENSES:				
THREE COMPUTER WORKSTATIONS & ONE PRINTER		5,114		

RESPECTFULLY SUBMITTED,

Barbara Baker
BARBARA BAKER

BOARD OF MANAGERS' MEETING
October 26, 1993

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on October 26, 1993 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Avenali, Baker, Boswell, Charlton, Cooper, Dodge, Edwards, Hall, Hickerson, Mitchum, Moller, Mustacchi, Noll, Richards, Scott, Stark, and Stone.

BOARD MEMBERS ABSENT

Mesdames Hill, Leonards, McCormick, MacLellan, Olness, Stackhouse, and Waste.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded and carried (Applegarth/Baker) to approve the minutes of September 28, 1993 as distributed.

CORRESPONDING SECRETARY

Mrs. Waste, Corresponding Secretary, read the list of donations to The Heritage as follows: Miss Elizabeth Bolitho, one chest of drawers.

TREASURER'S REPORT

Mrs. Baker, Treasurer, presented the report of the Finance Committee for October, 1993 stating that the committee discussed at length the current and future monthly care fees and entrance fees. There is no proposal at this time. The committee is rethinking the use of a sliding scale and the amount of subsidy. The next Finance Committee meeting will be held on November 29 at 3 PM. She reported that the first draft budget committee meeting has been held with Mr. Morshead, Mrs. McGinley and Controller, James Freund. She then read the Finance Committee report for September, 1993. Mrs. Springer's bequest was the one extraordinary note to the report. The Finance Committee will look at the history of gifts to The Heritage.

It was moved, seconded and carried (Avenali/Mustacchi) to accept the report of the Finance Committee as presented.

ADMISSIONS COMMITTEE

Mrs. Edwards, Chairman, presented the report of the Admissions Committee stating that Joan Crawford, Director of Admissions and Marketing, is attending a conference and was therefore unable to meet with the committee. However, Ms. Crawford left a status report. Mrs. Langlais moved from 209 to 207 to accommodate the suite conversion. Pending move-ins include Mr. and Mrs. Wake to the cottage on November 1; Mrs. Horton and Mrs. Anderson. There are 12 vacancies. Ms. Crawford has prepared an informational packet which is designed to more fully address callers' questions. Mrs. Edwards then raised the problem of a specific candidate who has been "stuck in the pipeline". She is a special needs candidate and the Committee feels her financial situation should be reviewed. After some discussion, it was moved, seconded and carried (Stark/Richards) to accept Mrs. Peterson's application for

financial assistance with the monthly care fee, (she will pay full entry fee) the amount of subsidy to be determined at the discretion of the Admissions Committee up to half of the amount of Social Security or \$350.00, pending another interview with the Admissions Committee. Mrs. Edwards then asked members to consider another candidate, Mrs. Horton, as a special needs case. It was moved, seconded and carried (Edwards/Charlton) to approve the Admissions Committee's reconsideration of Mrs. Horton's application in light of financial needs.

FERGUSON FUND COMMITTEE

Mrs. Applegarth, Chairman, reviewed the history of the Ferguson Grant for the benefit of new members. New ideas are welcome.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Hall, Chairman, reported that the focus of this morning's Food Committee meeting were minor, predictable differences of opinion on food, service and the opening or closing of windows in the dining room. As there is a considerable surplus in the Public Nutrition program, a proposal to donate turkeys to the Self Help for the Elderly program was discussed. There was general consensus to do so.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that the Garden Committee toured Pacific Gardens, our nursery in Colma and would like to visit other area nurseries. Mrs. Zerhusen, the benefactor who donated roses last year is interested in providing more. The Committee is looking into a drip irrigation system to replace the present sprinklers.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that Sara-Jo Faucher, Director of Nursing Services, is finishing work for her Masters degree in gerontology and therefore could not meet with members today. She will review the mini mental status exam at a meeting in the near future. This exam is now being used as a part of the entry process. There has been some restructuring in the Health Center. Mrs. Richards requested that there be no walk through of this area without prearrangement. Patients need to be appropriately attired to receive visitors. Calling ahead to the nursing station can prevent any problems.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, reported that fabric has been purchased for recovering a couch in the second floor Morgan sitting room. A watercolor was framed for the Administrative Secretary's office. Mr. Giovanzana donated a table for the pocket garden sitting room and has donated a painting which currently is in the cage. Mrs. Dodge then recounted an event in which clearing out the cage resulted in sending to auction a painting no one liked or wanted. It was later discovered that this particular piece was on the fine arts inventory. An effort is being made to determine the advisability and feasibility of retrieving the item. Mrs. Richards pointed out the importance of committee job descriptions as a preventive to this kind of problem. In addition, Mrs. Dodge noted, every item on an inventory should be so marked.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, reported that a second bid for the gate is higher than the first. She will be looking further.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Mustacchi welcomed new member, Mrs. Michael (Ann) Stone, to the Board of Managers.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, reported that the Employee Handbook is still with labor lawyer, Patricia Knight. She expects no major changes. She requested committee chairs submit job descriptions by the November meeting. These descriptions should include time frames, meetings, documents, budgets proposed and actual.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Hall, stating that Mrs. Olness is on jury duty, read the minutes of the last Resident's Council Meeting.

ADMINISTRATOR'S REPORT

Mrs. McGinley explained the handouts, stating that she prepared the Market Report and spread sheet in response to questions raised by the Board of Trustees. Mrs. Moller wanted this information shared with the Managers. She then explained the difference between life care and continuing care in answer to a question. Attached McGinley's Administrator's Report is a revised organization showing the lines of authority and staff responsibilities. She requested that reception be notified of committee meetings other scheduled events so preparations can be made a seating and service.

OTHER:

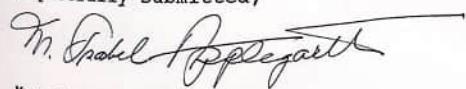
Mrs Stark announced that The Friends of The Heritage will be formally recognizing the Springer bequest on November 30. Managers, Trustees, Advisory Council Members and Department Heads will be invited for dessert and the presentation of a plaque on that day. Mrs. Moller reported budget preparations are going well and commended staff for controlling expenses. She announced that Kaye Moore's services as a Notary Public are free for Heritage business, but there will be a \$5.00 charge, payable to the accounting office, for personal notarizations.

Mrs. Scott announced that December 13 is the date for decorating the house and invited volunteers help out. The Board's Annual Holiday Party is set for December 15, 6-8 pm and the Health Center Party will be held December 22.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:25 p.m.

Respectfully submitted,



Mrs. J. Jerrold Applegarth
Assistant Recording Secretary

MS:km

CE COMMITTEE

Sep 30 93

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	100,419	891,686	918,378	(26,692)
PRIVATE PATIENT FEES	7,500	49,475	27,375	22,100
ACCOMODATION FEES	22,066	257,207	220,744	36,463
SUBSIDY CLAIMS	0	43,952	0	43,952
MEDICAL COST REIMBURSE	2,484	25,709	27,000	(1,291)
GUEST CHARGES	2,085	13,996	12,938	1,058
PROCESSING FEES	0	1,200	900	300
DIVIDENDS & INTEREST	45,339	459,709	471,750	(12,041)
GAIN/(LOSS) SEC. SALES	(1,950)	26,167	18,750	7,417
IMS AGENCY FEE	(542)	(4,875)	(4,875)	0
RENTAL INCOME (NET)	37,948	335,924	336,825	(901)
DONATIONS & BEQUESTS	385,407	454,952	2,625	452,327
OTHER INCOME (EXP)	0	0	0	0
TOTAL	600,756	2,555,102	2,032,410	522,692
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	64,119	592,082	623,090	(31,008)
HOUSEKEEPING	20,058	200,819	205,657	(4,838)
MAINT/SECURITY/GARDENS	18,583	163,233	152,923	10,310
LONGTERM MAINTENANCE	0	0	0	0
ACTIVITIES	1,096	8,486	9,750	(1,264)
HEALTH CENTER	104,474	857,154	837,907	19,247
ADMINISTRATION	27,033	230,230	251,441	(21,211)
GENERAL	18,277	167,658	162,899	4,759
TOT. OPERATING EXPENSE	253,640	2,219,662	2,243,667	(24,005)
DEPRECIATION	11,394	101,919	106,500	(4,581)
TOTAL EXPENSE	265,034	2,321,581	2,350,167	(28,586)
NET GAIN/(LOSS)	335,722	233,521	(317,757)	551,278

AVERAGE NUMBER OF RESIDENTS 101

AVERAGE NUMBER OF PRIVATE PATIENTS 2

PER CAPITA COST* + DEPRECIATION 2,505

PER CAPITA INCOME - RESIDENT 1,213

PER CAPITA INCOME - OTHER 4,616

PER CAPITA INCOME - GAIN / (LOSS) 3,324

*abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTES:

DONATIONS & BEQUESTS-

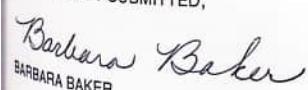
ESTATE OF BERNICE SPRINGER 385,407

CAPITAL EXPENSES:

MORGAN/PERRY JOINT REPAIR PROJECT 10,012

FLOOR POLISHER 895

RESPECTFULLY SUBMITTED,



Barbara Baker

BOARD OF MANAGERS' MEETING
September 28, 1993

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on September 28, 1993 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President. She began the meeting by welcoming members of the Advisory Council as guests and noted James Freund, Controller, present as an invited guest, would be first on the agenda.

Mr. Freund stated that the Accounting Office is composed of himself as Controller, and Cindy Johnson, his assistant. This office provides services to the Managers and Trustees, department heads, other employees, and residents. Some of the services provided to residents include Medicare medical billing, monthly care fee notices, medical deduction letter and the annual cost of care statement. In the area of personnel, the office prepares payroll, tracks benefits and processes workers compensation, disability and unemployment claims. Information is prepared for the benefit of Managers and Trustees: e.g. the monthly Finance Committee report, cash flow analysis, and a financial model used in long range planning. In addition to these responsibilities, this office is responsible for maintaining records having to do with regulatory bodies of state and local governments: e.g., tax returns, pension plans, various fees and business property statement. Licensing for both the skilled nursing facility and the residential facility require detailed reports. New laws demand compliance with deadlines and procedures at the risk of fines. Mr. Freund also provides computer support for other employees on the system and acts as trouble shooter for technical problems that arise.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Baker, Boswell, Charlton, Cooper, Dodge, Edwards, Hall, Hickerson, Leonards, McCormick, MacLellan, Mitchum, Moller, Mustacchi, Noll, Richards, Scott, Stackhouse, Stark, and Waste.

BOARD MEMBERS ABSENT

Mesdames Avenali, Baker, Hill, and Stone

GUESTS PRESENT

Advisory Council members Mesdames Ferguson, Lampen, Reinecke, and Tight and James Freund, Controller.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded and carried (Charlton/Hall) to approve the minutes of July 27, 1993 with a correction in the spelling of Ms. Marianne Goldman's first name.

CORRESPONDING SECRETARY

Mrs. Waste, Corresponding Secretary, read the list of donations to The Heritage as follows: Mrs. James Lowe Hall, Jr., Mrs. Mabel Hettich, and Mr. and Mrs. Alan McLenegan, in memory of Mrs. Wait; Mr. Philip Lyons, Jr., one color TV; Ms. Tania W. Stephanian in recognition of receipt of the Crocker busts, Mrs. William Nigh and Mrs. Harold J. Boucher, books to the library; Mrs. John Boswell, to the White Elephant Sale and Muratore Corporation, two clothes racks. Mrs. Waste then read notes to the Board from Mrs. Hill,

Mrs. Gallatin and Mr. and Mrs. Kingle. She also read a letter of resignation from Mrs. Parkin. Mrs. Moller announced that the resignation would be accepted with deep regret.

TREASURER'S REPORT

In the absence of Mrs. Baker, Treasurer, Mrs. Mitchum presented the report of the Finance Committee for September, 1993 stating that 3 new computers and a printer have been approved for purchase, total expenditure not to exceed \$6000.00. Other items approved included a heavy duty floor polisher and the installation of a new shut off valve for the Morgan Building. Also approved was the replacement of 22 fire extinguishers. She reported that the Finance Committee toured the boilers and found the areas clean and well organized. She then read the report of the Finance Committee for the period ending August 31, 1993. She pointed out that donations and bequests are up and the roof repair item represents a partial cost. Mrs. Edwards reported that the refrigeration project is now complete and has passed City inspection. It was moved, seconded and carried (Olness/Scott) to accept the report of the Finance Committee as presented.

ADMISSIONS COMMITTEE

Mrs. Edwards, Chairman, presented the report of the Admissions Committee stating that Mrs. Anderson will interview with the Admissions Committee today and is ready to enter if accepted. Mrs. Bleeker signed her contract August 31 and moved into 213 on September 1. Mrs. and Mrs. Wake will sign the contract October 1st with a move in date of November 1st. Mrs. Horton plans to move into room 222 approximately November 1st. One couple has applied for the Ferguson Grant. She noted that there are many vacancies which is a concern but a new Director of Admissions has been hired who has years of experience in marketing. Ms. Joan Crawford, formerly of Aldersley, will start in this position October 1 with Ann Meissner returning full time to the Activities Department.

PERGUSON FUND COMMITTEE

Mrs. Applegarth, Chairman, stated there is no further report though there have been some inquiries.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Hall, Chairman, reported that this morning's Food Committee meeting was brief and all complaints were minor. She stated that Ron Duey, a former Food Service Director at The Heritage, will be substituting for Sue Delez whose baby is due very soon. She reported that the Self Help for the Elderly meals program prepared 627 meals at a cost of \$2.35 against a billing of \$2.75. Mrs. Stark reported on the Self Help for the Elderly dinner at which she represented The Heritage.

GARDEN COMMITTEE

Mrs. Stark, Chairman, reported that she met with Controller, James Freund, this morning to review this committee's budget which is already \$5000 for this year. This is due to pruning and unexpected tree removal necessitated by the heavy rains. The committee is reviewing our sprinkler system and will get bids. She announced that on October 11 there will be a tour of Pacific Gardens, our nursery. She is interested in getting a speaker on bonsai for the residents. The committee is looking into the purchase of tulip bulbs and trees.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that Sara-Jo Faucher, Director of Nursing Services, is making excellent progress in the Health Center. Mr. Uhlig is providing some much needed social services and we now have an outside service, Nova Care, to provide physical, occupational, and speech therapy at no cost to us. Nova Care bills

Medicare directly. She announced that with a patient census at 25 there is space for a short term private pay patient.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Scott reminded members that in July it was decided to schedule the Board Christmas party for December 15, combining it with the fourth quarter Trustee Meeting as has been done in years past. The Health Center party is set for 11:00 a.m. on December 22 and she encouraged members to participate in the party and stay for lunch. Mrs. Edwards will look into the possibility of getting singers from Burke School.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, reported that the deck area on the second floor now has terra cotta tile where there once was tar and gravel. She passed around a drawing of a gate (to replace the old one) and asked for responses and reactions from members. The committee will be reviewing the dining room project with two criteria in mind: 1) defining what is expected and 2) producing an overall plan.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Leonards, Chairman, joined Mrs. Moller in welcoming new members Mrs. Glenn Hickerson and Miss Rose Fox Noll to the Board of Managers. An orientation meeting and tour led by Administrator, Mrs. McGinley, was held at 9:30 this morning for new members. A third new Board member, Mrs. Michael Stone, was unable to attend today's meeting. With the addition of these three members the Board has a duly constituted maximum of 25.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, reported that the Employee Handbook is now in draft 4, with minor changes made by labor lawyer Patricia Knight (who came to us through Mrs. Mustacchi.) Soon this committee will look at committee procedures and define job descriptions. She will be contacting committee chairs soon.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Olness, Chairman, praised Mrs. McGinley's competent fielding of resident questions and concerns at the Resident Council meeting. She explained recent construction projects to the complete satisfaction of residents. The White Elephant Sale was a major success this year totalling income of \$2500. She formally thanked Mrs. Edwards and her daughter Daphne for their help. Some interest has been expressed by residents in obtaining copies of the Heritage book written by Carol Green Wilson. Staff will check on the stock on hand.

ADMINISTRATOR'S REPORT

Mrs. McGinley expressed appreciation for Mrs. Olness's remarks stating that communication is an important goal in her administration and that the Residents' Council is an excellent forum for clearing up misunderstandings. Staff also prepares an in house bulletin as an additional vehicle for sharing information with residents as needed. There have been 10 deaths already this year (our average is 10 per year) and admissions have not been keeping up with vacancies. The decision to hire someone with a proven track record in marketing and outreach was made to address that problem. Ms. Crawford, who has a BA in gerontology will be representing The Heritage at the AAHA (American Association of Homes for the Aged) in November. She also described changes in office space and reported that Kaye Moore is now a Notary Public. Notarial services will be provided at no charge for members of the Heritage community for matters concerning Heritage business.

See distributed report.

OTHER:

Mrs. Moller reported that Director of Nursing Services, Sara-Jo Faucher, will speak at the October meeting. She suggested that the November meeting be changed to the 5th Tuesday in November rather than the 4th because of the proximity of Thanksgiving. The decision was unanimous to make this change. The November meeting will be held on November 30, 1993. The Finance Committee has changed its meeting time from 10:30 to 10:00 a.m. Mrs. Reinecke, chairman of the Advisory Council, introduced Mrs. Ferguson, Mrs. Lampen, and Mrs. Tight and explained the role of the Advisory Committee for the benefit of new members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Mrs. Phillips Stackhouse
Recording Secretary

MS:km

O LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Aug 31 93

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	99,782	791,267	816,336	(25,069)
PRIVATE PATIENT FEES	7,750	41,975	24,333	17,642
ACCOMODATION FEES	30,840	235,141	196,217	38,924
SUBSIDY CLAIMS	0	43,952	0	43,952
MEDICAL COST REIMBURSE	3,472	23,226	24,000	(774)
GUEST CHARGES	1,237	11,911	11,500	411
PROCESSING FEES	0	1,200	800	400
DIVIDENDS & INTEREST	48,324	414,370	419,333	(4,963)
GAIN/(LOSS) SEC. SALES	6,364	28,117	16,667	11,450
IMS AGENCY FEE	(542)	(4,333)	(4,333)	0
RENTAL INCOME (NET)	37,304	297,976	299,400	(1,424)
DONATIONS & BEQUESTS	64,819	69,544	2,333	67,211
OTHER INCOME (EXP)	0	0	0	0
TOTAL	299,350	1,954,346	1,806,586	147,760
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	66,152	527,963	553,858	(25,895)
HOUSEKEEPING	22,526	180,762	182,807	(2,045)
MAINT/SECURITY/GARDENS	22,149	144,651	135,931	8,720
LONGTERM MAINTENANCE	0	0	0	0
ACTIVITIES	660	7,390	8,667	(1,277)
HEALTH CENTER	97,220	752,681	744,807	7,874
ADMINISTRATION	24,966	203,197	223,503	(20,306)
GENERAL	20,765	149,380	144,799	4,581
TOT. OPERATING EXPENSE	254,438	1,966,024	1,994,372	(28,348)
DEPRECIATION	11,394	90,525	94,667	(4,142)
TOTAL EXPENSE	265,832	2,056,549	2,089,039	(32,490)
NET GAIN/(LOSS)	33,518	(102,203)	(282,453)	180,250

AVERAGE NUMBER OF RESIDENTS 102

AVERAGE NUMBER OF PRIVATE PATIENTS 2

PER CAPITA COST* + DEPRECIATION 2,374

PER CAPITA INCOME - RESIDENT 1,240

PER CAPITA INCOME - OTHER 950

PER CAPITA INCOME - GAIN / (LOSS) (184)

*abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTES:

DONATIONS-	MRS. WAIT MEMORIALS	225
	MISCELLANEOUS	500
	ESTATE OF GLORIA HOLLIS	12,558
	ESTATE OF BERNICE SPRINGER	51,536
BUILDING MAINTENANCE-	PERRY BUILDING ROOF REPAIRS	1,090
	ARCHITECT CONSULTANT	3,593
	BLUEPRINTS	435
GENERAL EXPENSE-	SECOND QUARTER UNEMPLOYMENT EXPENSE	4,205
CAPITAL EXPENSES:		21,597
REFRIGERATION PROJECT		15,881
MORGAN/PERRY JOINT REPAIR		

RESPECTFULLY SUBMITTED,

*Elizabeth S. McAdam
Barbara Baker*

TECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Jul 31 93

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	101,219	691,485	714,294	(22,809)
PRIVATE PATIENT FEES	7,750	34,225	21,292	12,933
ACCOMODATION FEES	22,782	204,301	171,690	32,611
SUBSIDY CLAIMS	17,100	43,952	0	43,952
MEDICAL COST REIMBURSE	3,534	19,753	21,000	(1,247)
GUEST CHARGES	1,989	10,674	10,063	611
PROCESSING FEES	0	1,200	700	500
DIVIDENDS & INTEREST	55,667	366,046	366,917	(871)
GAIN/(LOSS) SEC. SALES	36	21,753	14,583	7,170
MIS AGENCY FEE	(542)	(3,792)	(3,792)	0
RENTAL INCOME (NET)	34,963	260,671	261,975	(1,304)
DONATIONS & BEQUESTS	325	4,725	2,042	2,683
OTHER INCOME (EXP)	0	0	0	0
TOTAL	244,823	1,654,993	1,580,764	74,229
<u>OPERATING EXPENSE</u>				
OD SERVICE	65,781	461,811	484,626	(22,815)
HOUSEKEEPING	21,392	158,236	159,956	(1,720)
PAINT/SECURITY/GARDENS	14,517	122,502	118,940	3,562
LONGTERM MAINTENANCE	0	0	0	0
ACTIVITIES	656	6,729	7,583	(854)
HEALTH CENTER	98,170	655,461	651,706	3,755
ADMINISTRATION	24,611	178,231	195,565	(17,334)
GENERAL	17,856	128,615	126,699	1,916
DT. OPERATING EXPENSE	242,983	1,711,585	1,745,075	(33,490)
DEPRECIATION	11,394	79,130	82,833	(3,703)
TOTAL EXPENSE	254,377	1,790,715	1,827,908	(37,193)
NET GAIN/(LOSS)	(9,554)	(135,722)	(247,144)	111,422
AVG NUMBER OF RESIDENTS	102			
AVG NUMBER OF PRIVATE PATIENTS	2			
PER CAPITA COST* + DEPRECIATION	2,374			
PER CAPITA INCOME - RESIDENT	1,240			
PER CAPITA INCOME - OTHER	950			
PER CAPITA INCOME - GAIN / (LOSS)	(184)			
*based = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
<u>RESERVES:</u>				
ACCOMODATION FEES-REVENUE FROM MRS. WAITS UNAMORTIZED BALANCE		1,141		
SUBSIDY CLAIMS- ELLA MEYER		5,006		
CONSTANCE WAIT		12,094		
TOTAL EXPENSE-REPAIRS TO FLATS		3,128		
<u>GENERAL EXPENSES:</u>				
REFRIGERATION PROJECT		21,005		
EMERGENCY EVACUATION SIGNS		650		
DOOR CLOSERS		1,162		
GAN/PERRY JOINT REPAIR		4,600		
RESPECTFULLY SUBMITTED,				
<i>Sara Baker</i>				
SARA BAKER				



BOARD OF MANAGERS' MEETING
July 27, 1993

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on July 27, 1993 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Baker, Boswell, Edwards, Hill, Leonards, McCormick, MacLellan, Moller, Parkin, Richards, and Scott.

BOARD MEMBERS ABSENT

Mesdames Avenali, Charlton, Cooper, Dodge, Hall, Mitchum, Mustacchi, Olness, Stackhouse, Stark, and Waste.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded and carried (Applegarth/Baker) to approve the minutes of June 22, 1993 as mailed.

CORRESPONDING SECRETARY

In the absence of Mrs. Waste, Corresponding Secretary, Mrs. McCormick read the list of donations to The Heritage as follows: Mr. George Grier, one portable heater, a couch and one Dustbuster mini-vacuum. Mrs. Charles Schmoll, in memory of her mother, Mrs. Katherine Lackner.

TREASURER'S REPORT

Mrs. Baker, Treasurer, presented the report of the Finance Committee for July, 1993. Under old business, the committee discussed the Age and Depreciation Study and subsidy claims. She reported that the parapet work is progressing. The permit is now ready and we have six months to accomplish the project. New business included approval of the fire door project which replaces old door holders for those compatible with the new fire alarm system (\$6000 for labor and materials) and eight heavy duty door closures at \$150. The contract with Muratori for the refrigeration project was also approved as was the expenditure of \$5000 for further investigation of the roof leak. The roof leak appears to be adjacent to the second floor terrace rather than over the dining room. Mrs. Baker then read the Finance Committee report for the period ending June 30, 1993. There was some discussion of the history of the subsidy claim. Mrs. Baker said it gave her great pleasure to announce a bequest of approximately \$400,000 from Mrs. Bernice Springer's estate. Mrs. McGinley pointed out that Mrs. Springer had been the kind of resident who truly benefitted from her time (nine years) at The Heritage. She was alone, having no immediate family, and in need of care and companionship. It was moved, seconded, and carried (McCormick/Leonards) to approve the report of the Finance Committee as presented.

ADMISSIONS COMMITTEE

Mrs. Edwards, Chairman, presented the report of the Admissions Committee stating that Mr. and Mrs. Wake, who have reserved the cottage, will be signing their contract in mid-October with a move in date of November 1. Mr. and Mrs. Schwartz have been accepted but no suites are available. Under consideration by the Committee is the use of a Mental Health Status interview of applicants. This

would be conducted by the Director of Nursing Services and serve as an indicator of potential mental health problems. Mrs. McGinley pointed out that Trustee, Dr. Sams, also recommends use of this instrument. There was then some discussion of the possibility of combining rooms and other spaces in order to increase the size of some of the rooms. Mrs. Edwards pointed out that one of our greatest disadvantages is the size of many of the rooms. She cited some specific examples of how changes could be made. Under consideration might be changes in existing guest rooms and the beauty shop. A remodeling program could be phased in. Mrs. Conroy, Building Supervisor, is enthusiastic about looking at the options. The Admissions Committee will review Mrs. Bleeker's application. Mrs. Horton plans to move in late September pending final physical examination.

FERGUSON FUND COMMITTEE

Mrs. Applegarth, Chairman, reported that after a recent lunch at The Heritage with Melinda Hicks of the San Francisco Symphony, there has been a flutter of responses. Things are moving once again and she feels very encouraged. Maryann Goldman, another symphony contact, may also provide names of potential candidates.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. McCormick, reporting for Mrs. Hall, said that the Chinatown Kitchen has been remodeled and that Sue Delez, Director of Food Services has strong management skills, handling problems with vendors well. Mrs. Parkin suggested that the Board's pleasure with Mrs. Delez be reflected in conversations with Food Dimensions, Inc. Mrs. McGinley confirmed this is being done.

GARDEN COMMITTEE

Mrs. Scott reported that Mrs. McClellan has ordered petunias and that Mrs. Hatch has cultivated some pelargonium slips. There is a problem getting residents interested in projects and help would be welcome in certain garden areas, e.g., the planters near the fountains. Mrs. Scott will look into having Urban Gardeners assess our sprinkler system.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that Sara-Jo Faucher has been hired as Director of Nursing Services. She is reorganizing the Health Center in a business fashion and has hired a new RN, Martha McGuire, as Head Nurse. Mrs. Richards hopes to have Mrs. Faucher come to the September meeting. We are seeing more problems with Alzheimer's type dementia and increased regulations of medication and restraints complicate care in a facility such as ours.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Scott reported that it is now time for the Special Events Committee to plan for December parties. After some discussion, it was decided to schedule the Board Christmas party for December 15, combining it with the fourth quarter Trustee Meeting as has been done in years past. Decorating will take place the week prior to the party. John Killeen, Activities Director, will plan the Health Center party with Mrs. Stackhouse and let Board members know how to participate.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, stated that most of concerns of this committee have already been discussed but added that she, too, is excited about potential modification projects. The three current undertakings include 1) the terrace roof leak which was previously described, 2) the parapet anchoring and 3) general long term roof repairs. There was some discussion regarding the long studied Dining Room improvements. Mrs. Edwards recommended that the whole room be considered: lighting, paint and window treatment.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Leonards, Chairman, stated that she has two names to propose for Board of Managers' membership. First, she nominated Mrs. Glen Hickerson (Jane). The nomination was seconded by Mrs. Parkin and the motion passed unanimously. Then she nominated Miss Rose Fox Noll. This nomination was seconded by Mrs. McCormick and the motion was unanimously carried. Mrs. Hickerson and Miss Noll will be invited to the September meeting and orientation of these new members will take place that morning prior to the meeting. Mrs. Edwards suggested that committees be changed in September rather than in May to help in member orientation.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, reported that the Employee Handbook is now with a labor lawyer for review. The next project for this committee will be to look at committee procedures and to define the number of hours needed to devote as a board member.

RESIDENTS' COUNCIL COMMITTEE

No report.

ADMINISTRATOR'S REPORT

Mrs. McGinley expanded on her distributed report by updating members on computerization. She noted that Sue Delez now has a computer in Food Services and that James Freund has upgraded and expanded the network system to get all stations networked. She added that she has a meeting scheduled with the family of Miss Francis.

OTHER:

Mrs. Edwards reported that the refrigeration project should be completed in two weeks and reminded members to call in the event of absence from a meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:46 p.m.

Respectfully submitted,

M. J. Jerrold Applegarth
Mrs. J. Jerrold Applegarth
Assistant Recording Secretary

Ia:km

& RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Jun 30 93

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	96,889	590,266	612,252	(21,986)
PRIVATE PATIENT FEES	6,750	26,475	18,250	8,225
ACCOMODATION FEES	21,319	181,519	147,162	34,357
SUBSIDY CLAIMS	8,084	26,852	0	26,852
MEDICAL COST REIMBURSE	4,155	16,219	18,000	(1,781)
GUEST CHARGES	1,970	8,685	8,625	60
PROCESSING FEES	200	1,200	600	600
DIVIDENDS & INTEREST	59,057	310,379	314,500	(4,121)
GAIN/(LOSS) SEC. SALES	343	21,717	12,500	9,217
IMS AGENCY FEE	(542)	(3,250)	(3,250)	0
RENTAL INCOME (NET)	38,001	225,708	224,550	1,158
DONATIONS & BEQUESTS	0	4,400	1,750	2,650
OTHER INCOME (EXP)	0	0	0	0
TOTAL	236,226	1,410,170	1,354,939	55,231
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	65,451	396,030	415,394	(19,364)
HOUSEKEEPING	23,256	136,844	137,105	(261)
MAINT/SECURITY/GARDENS	15,275	107,984	101,949	6,035
LONGTERM MAINTENANCE	0	0	0	0
ACTIVITIES	1,124	6,073	6,500	(427)
HEALTH CENTER	92,411	557,290	558,605	(1,315)
ADMINISTRATION	25,555	153,620	167,627	(14,007)
GENERAL	20,526	110,759	108,600	2,159
TOT. OPERATING EXPENSE	243,598	1,468,600	1,495,780	(27,180)
DEPRECIATION	11,394	67,736	71,000	(3,264)
TOTAL EXPENSE	254,992	1,536,336	1,566,780	(30,444)
NET GAIN/(LOSS)	(18,766)	(126,166)	(211,841)	85,675

AVERAGE NUMBER OF RESIDENTS 102

AVERAGE NUMBER OF PRIVATE PATIENTS 2

PER CAPITA COST* + DEPRECIATION 2,374

PER CAPITA INCOME - RESIDENT 1,240

PER CAPITA INCOME - OTHER 950

PER CAPITA INCOME - GAIN / (LOSS) (184)

*abated = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTES:

SUBSIDY CLAIM INCOME- FROM THE ESTATE OF GLORIA HOLLIS 8,084

CAPITAL EXPENSES:

NETWORK FILE SERVER MEMORY UPGRADE 729

REFRIGERATION PROJECT 7,899

KITCHEN DISPOSAL UNIT 1,797

EMERGENCY EVACUATION SIGNS 650

RESPECTFULLY SUBMITTED,

Barbara Baker
BARBARA BAKER

BOARD OF MANAGERS' MEETING
June 22, 1993

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. on June 22, 1993 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Avenali, Baker, Boswell, Charlton, Cooper, Dodge, Edwards, Leonards, Mitchum, Moller, Olness, Scott, Stark, and Waste.

BOARD MEMBERS ABSENT

Mesdames Hall, Hill, McCormick, MacLellan, Mustacchi, Parkin, Richards, and Stackhouse.

STAFF PRESENT

Ms. Kaye Moore, Administrative Secretary.

MINUTES

Mrs. Moller called for corrections or additions to the Minutes. Mrs. Edwards noted that the Admissions Committee met on May 25 to review candidate files, not interview candidates as stated in the minutes and that she gave the report of the Resident Council Committee on behalf of Mrs. Olness because Mrs. Olness was new to the chair. Mrs. Olness was present at the May 25 meeting. With these corrections noted, it was moved, seconded, and carried (Charlton/Baker) to approve the minutes of May 25, 1993.

CORRESPONDING SECRETARY

Mrs. Waste, Corresponding Secretary, read the list of donations to The Heritage as follows: Mr. Phillip Lyons, Jr., a cash donation; Mrs. Katherine O'Donnell, one brass floor lamp; Mr. John Creighton Murray, one stereo and two speakers.

TREASURER'S REPORT

Mrs. Baker, Treasurer, presented the report of the Finance Committee for June, 1993. She reported that members of the Finance Committee toured the Chinatown kitchen and found it clean and efficiently run. Six hundred meals a day are cooked there. At their regular meeting later that day they discussed the refrigeration project and an additional expense of \$13,000. This matter, she reported, was taken to the Board of Trustees at their June 17 meeting. New bids were not required as the extra expense is considered an add-on of the original project. The Trustees approved the request. Mrs. Baker reported that we now have a permit for the parapet bracing and have a year to complete the project. She reminded members to submit requests to her before Finance Committee meetings and to get three bids on requests over \$300.00. Mrs. Mitchum requested that Mrs. Abbott be thanked formally for her work on getting the bronze plaque for the outside of the building. Mrs. Baker then read the report for the period ending May 31. It was moved, seconded and carried (Mitchum/Dodge) to approve the report of the Finance Committee as presented.

ADMISSIONS COMMITTEE

Mrs. Edwards, Chairman, presented the report of the Admissions Committee stating that she and Mrs. Waste met this morning with Mrs. Currie, a new resident who has completed her probationary period, (which is now being called the "90 day adjustment time"). This was the first time this kind of interview has been conducted

and it was found to be most informative. Mrs. Edwards described the details of Mrs. Currie's adjustment period with two major problems coming to light. The first had to do with her seating arrangement in the dining room and the second came with the fee increase for which she was not prepared. After some discussion, it was decided that both of these issues can be handled with foresight in the future and that the specifics of Mrs. Currie's case can be ameliorated with some intervention by Mrs. McGinley. Mrs. Currie is very happy here. These two situations, Mrs. Currie felt, might have been handled differently. Mrs. Edwards strongly recommends further interviews with new residents. Mrs. Currie is now eligible for permanent resident status and it was so moved, seconded, and carried (Edwards/Stark). Other admissions activity: Mrs. Windholz will sign her contract on July 14 and move into 327 on the 15th. Mrs. Bleeker will move into room 213 (pending final physical examination) in late August. There was some discussion of two possible candidates for the cottage. Two new single candidates have been added to the waiting list. Vacancies include one on the first floor, six in the fire safe area and eight others.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Moller reported for Mrs. Hall that the morning Food Committee meeting was positive with a few minor complaints. She reported that she, Sue Delez, and Holly Carson met with three Self Help for the Elderly representatives to review the contract prior to renewal. It was agreed that there will be 2 meal types per day and one dessert. Sue will provide the controls. There will be an adjustment in the cost per meal to \$2.75/meal. Mrs. Leonards suggested having Helen Yuen out to talk to the Board.

GARDEN COMMITTEE

Mrs. Moller stated that this committee still has no chairman. Mrs. Scott reported that the front flower bed needs planting and there was discussion as to possible seasonals.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, was out of town and there was no meeting of the committee this morning because of pressing circumstances in the Health Center. Mrs. Boswell reported that one individual has been having some very serious behavior problems related to dementia and that measures have been taken to insure the safety of the patient and staff. The individual has injured an aid. Mrs. Faucher, Acting Director of Nursing, is handling the situation very well.

HOUSE/SPECIAL EVENTS COMMITTEE

No report.

LONG RANGE PLANNING COMMITTEE

Mrs. Boswell, Chairman, reported at some length on the pending major projects. There was discussion of the nature of the leak in the joint and how best to locate the problem. Several options are available and the committee will have to study the matter further before deciding how to proceed. Mrs. Avenali recommended contacting former Board Member, Mrs. Nishkian, as Mr. Nishkian was involved in engineer work on the original expansion.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Leonards, Chairman, noting there are currently two vacancies on the Board, read a list of possible nominees and asked members for additional information. There was some discussion about the structure of the Board and the number of members. Since this is a

working board with 15 committees and 25 members, it may be time, it was suggested, to consider enlarging the Board. Review of the bylaws would be timely. Mrs. Leonards also reported that she recently has spoken to Mrs. Mustacchi whose health continues to improve and who greatly appreciates cards and well wishes.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

No report. Mrs. Moller noted that Mrs. Richards has completed a third draft of the Employee Handbook which is now ready to go to a labor lawyer for review. She thanked Mrs. Richards, James Freund and Kaye Moore, for their efforts on this project.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Olness, Chairman, stated that the Executive Committee is a lovely group of people. They are currently considering expenses for continuation of Chapel services (payments to ministers, flowers). They are also looking into the purchase of a pull along shopping cart.

OTHER:

Mrs. Moller reported that she and Chairman of the Board of Trustees, Andrew Edwards, attended the June Birthday dinner. They were acting as hosts in the absence of Mrs. McGinley. She said it was a wonderful experience. She requested members to RSVP if you cannot come. We will assume you are staying for lunch if you come.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:50 p.m.

Respectfully submitted,



Mrs. J. Jerrold Applegarth
Assistant Recording Secretary

Ih:km

REPORT OF THE FINANCE COMMITTEE May 31 93

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	96,889	493,377	510,210	(16,833)
PRIVATE PATIENT FEES	6,975	19,725	15,208	4,517
ACCOMMODATION FEES	21,319	160,200	122,635	37,565
SUBSIDY CLAIMS	0	18,768	0	18,768
MEDICAL COST REIMBURSE	1,598	12,064	15,000	(2,936)
GUEST CHARGES	1,815	6,715	7,188	(473)
PROCESSING FEES	400	1,000	500	500
DIVIDENDS & INTEREST	45,718	251,322	262,083	(10,761)
GAIN/(LOSS) SEC. SALES	488	21,374	10,417	10,957
INS AGENCY FEE	(542)	(2,708)	(2,708)	0
NET INCOME (NET)	38,033	187,707	187,125	582
BENTAL INCOME (NET)	1,500	4,400	1,458	2,942
DONATIONS & BEQUESTS	0	0	0	0
OTHER INCOME (EXP)				
TOTAL	214,193	1,173,944	1,129,116	44,828
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	67,838	330,579	346,161	(15,582)
HOUSEKEEPING	22,406	113,588	114,254	(666)
MAINT/SECURITY/GARDENS	15,931	92,709	84,957	7,752
LONGTERM MAINTENANCE	0	0	0	0
ACTIVITIES	359	4,949	5,417	(468)
HEALTH CENTER	99,881	464,880	465,504	(624)
ADMINISTRATION	25,171	128,065	139,689	(11,624)
GENERAL	17,292	90,233	90,500	(267)
TOT. OPERATING EXPENSE	248,878	1,225,003	1,246,482	(21,479)
DEPRECIATION	11,394	56,341	59,167	(2,826)
TOTAL EXPENSE	260,272	1,281,344	1,305,649	(24,305)
NET GAIN/(LOSS)	(46,079)	(107,400)	(176,533)	69,133

AVERAGE NUMBER OF RESIDENTS 103
AVERAGE NUMBER OF PRIVATE PATIENTS 1

PER CAPITA COST* + DEPRECIATION	2,426
PER CAPITA INCOME - RESIDENT	1,152
PER CAPITA INCOME - OTHER	827

PER CAPITA INCOME - GAIN / (LOSS) (44)

¹ stated = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTES:

OPERATING REVENUE—AMORTIZED ENTRY FEES

~~ADDITIONAL REVENUE-AMORTIZED ENTRY FEES-
NO ADDITIONAL REVENUE WAS GENERATED FROM MRS. RICHWINES' UNAMORTIZED BALANCE.~~

NATIONAL REVIEW

- COMMITTEE -
BRONZE PLAQUE FOR MORGAN BUILDING EXTERIOR

991

CAPITAL EXPENSES:
PERMIT FOR REFRIGERATION PROJECT
LAUNDRY DUCTING

RESPECTFULLY SUBMITTED

Barbara B. Baker
BARBARA BAKER

BOARD OF MANAGERS' MEETING
May 25, 1993

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. on May 25, 1993 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President.

BOARD MEMBERS PRESENT

Mesdames Avenali, Dodge, Edwards, Hall, Leonards, McCormick, MacLellan, Mitchum, Moller, Olness, Parkin, Scott, Stackhouse, and Stark.

BOARD MEMBERS ABSENT

Mesdames Applegarth, Baker, Boswell, Charlton, Cooper, Hill, Mustacchi, Richards, and Waste.

ADVISORY COUNCIL MEMBERS PRESENT

Mrs. A.M.D Lampen, Mrs. David J. McDaniel, Mrs. Lawrence Metcalf, Mrs. David J. Pinkham, Mrs. Gretchen Reinecke, and Mrs Dexter C. Tight.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

Corrections to the minutes included changing the spelling of Mrs. Parkin's name from Parker to Parkin. Additions included noting donations of flowers to the Open House from Mesdames Boswell, Tight, Mitchum and Olness. These changes recorded, it was moved, seconded, and carried (Avenali/Stark) to approve the minutes of April 27, 1993 as corrected.

CORRESPONDING SECRETARY

In the absence of Mrs. Waste, Corresponding Secretary, Mrs. Parkin read the list of donations to The Heritage as follows: Book donations to the library from Mr. Peter Gabel and Mrs. Harold J. Boucher.

TREASURER'S REPORT

In the absence of Mrs. Baker, Treasurer, Mrs. Stark presented the report of the Finance Committee for May, 1993 noting that Mrs. McGinley has received a complaint from a neighbor about one of our trees but since our budgeted tree trimming has been completed, the committee voted to defer any action at this time. \$1,280 was approved for the vertical riser duct. The Finance Committee will be meeting with Sandy Barker, architect, regarding progress on the parapet reinforcement, repair of the roof and the expansion joint. \$15,000 - \$25,000 is the estimated cost of work on the joint. There will be no increase in the entry fee this year. However, the monthly care fee will be increased by 4%. A letter will be mailed on June 1 to residents. The increase is effective July 1. Mrs. Stark then read the Finance Committee report for the period ending April 30, 1993. In answer to questions, she stated that Dasse Engineering Co. is the engineering firm working with Sandy Barker on the joint repair project. She also reported that a total of 2000 brochures were printed. It was moved, seconded, and carried (Parkin/Olness) to accept the report of the Finance Committee as presented.

ADMISSIONS COMMITTEE

Mrs. Edwards, Chairman, presenting the report of the Admissions Committee, stated that the committee will interview two candidates for residency today. Rooms 227 and 423 in the Perry building have been reserved for in house moves. Room 327 in the Morgan building has been reserved for a new resident pending final physical examination. Vacancies include one 1st floor room, 5 in the fire safe area and 8 others plus the cottage. The waiting list includes 2 active candidates with move in dates expected in mid-July and in the fall. There have been 2 new applications since last month.

FERGUSON FUND COMMITTEE

In the absence of Mrs. Applegarth, Chairman, there was no formal report but Mrs. Moller stated that all Board members are on this committee and should keep searching for suitable candidates for the grant.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Hall, Chairman, reported that this morning's meeting was full of praise for the excellent Cinco de Mayo celebration and for the food and decorations on Mother's Day. She reported that an idea of Mrs. McGinley to begin a sack lunch program was enthusiastically received. Residents will be able to order a sack lunch one day in advance for pick up on days when they are unable to go to the dining room. Order forms for choices will be available.

GARDEN COMMITTEE

Mrs. MacLellan, Chairman, presented the report of the Garden Committee. She said that Barbara Zerhusen, the lady who donated the rose bushes, received a nice letter of thanks from residents and was most appreciative of their acknowledgement.

HEALTH CARE COMMITTEE

In the absence of Mrs. Richards, Chairman, Mrs. McGinley reported the staff has been busy regrouping after the unexpected resignation of Mrs. Roberts, Director of Nursing Services. Mrs. McGinley stepped into the role of supervising the 43 employees of the Health Center and has met with every shift. She will be advertising for a new director of nursing services but in the meantime she has found an interim director. Sara-Jo Faucher has been coming to The Heritage as a part of an internship through UCSF Graduate School of Nursing. She has agreed to take the position through the months of June and July. Her background includes working in a supervisory capacity as well as nursing. She will be here on weekdays. Mrs. McGinley credited department heads for their help during this difficult time. She expanded on the Finance Committee report regarding upcoming construction work, noting that costs are still in the planning stages. She will be meeting with Mr. Barker regarding hiring a contractor.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, reported that the 2nd floor Morgan Lounge is the next project for this committee. They will be re-doing a table and some chairs. The house committee section of the store room has been cleaned out.

LONG RANGE PLANNING COMMITTEE

In the absence of Mrs. Boswell, Chairman, Mrs. Moller reported that this committee will be meeting with Mr. Sandy Barker tomorrow.

NOMINATING/ORIENTATION COMMITTEE

Mrs. Leonards, Chairman, reminded Board Members that in light of two recent resignations, there are openings on the Board and

requested that names of potential nominees be submitted to her. She pointed out that as a working Board, a minimum of 6 hours per month is required. She asked for candidates who will bring strength to the Board.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

No report.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, reported in the absence of Mrs. Olness, Chairman, that Mr. Roberts has resigned as Treasurer of the Residents' Council and Mr. Henry Jones has taken his place. Two questions will be raised at the Residents' quarterly meeting on May 27. The first concerns clarification of nursing service provided to residents in their rooms and the second, services available for escorting residents to medical appointments. Mrs. McGinley will address these issues. Residents are actively involved in protesting city budget cut backs to the Marina library.

ADMINISTRATOR'S REPORT

See distributed report. Mrs. McGinley gave her report earlier on the agenda.

OTHER:

Mrs. Moller requested a motion to make August Board vacation month. It was so moved, seconded (Parkin/Dodge) and carried unanimously. Mrs. Moller then thanked members of the Advisory Council for attending this meeting and recognized Mrs. Reinecke, Chairman of the Advisory Council. Mrs. Reinecke introduced Advisory Council members present and stated that in a meeting held this morning, she was re-elected Chairman and Mrs. David McDaniel will serve once again as Vice Chairman. She said that Council members are happy to serve in Advisory capacity and thanked members of the Board for inviting them to this meeting. Mrs. Mitchum's praise for all the help of Council members with the Open House and for Mrs. Reinecke's leadership was emphasized with general applause.

On the subject of the Open House, Mrs. Cooper reported that a follow up mailing has been done with brochures sent to invitees who did not attend.

Mrs. Edwards thanked Mrs. Parkin for arranging for orchids to come on a regular basis from McClelland's. The delivery service is a donation.

Mrs. Moller stated that she has previewed the sign for outside the building and said that it is beautiful and should be installed very soon. She also reported that she has spoken to Mrs. Mustacchi who is recovering well from her recent illness. She sends greeting to fellow Board Members.

Mrs. Moller, noting that the cottage is vacant, invited Advisory Council members and anyone else interested to look at it prior to lunch.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,
Mrs. Phillips Stackhouse
Mrs. Phillips Stackhouse
Recording Secretary
MS:km

FINANCIAL COMMITTEE
Apr 30 93

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
INCOME				
MONTHLY CARE FEES	98,156	396,488	408,168	(11,680)
PRIVATE PATIENT FEES	3,750	12,750	12,167	583
ACCOMODATION FEES	22,203	138,881	98,108	40,773
SUBSIDY CLAIMS	0	18,768	0	18,768
MEDICAL COST REIMBURSE	1,309	10,466	12,000	(1,534)
GUEST CHARGES	678	4,900	5,750	(850)
PROCESSING FEES	200	600	400	200
DIVIDENDS & INTEREST	55,114	205,604	209,667	(4,063)
GAIN/(LOSS) SEC. SALES	(16)	20,886	8,333	12,553
MS AGENCY FEE	(542)	(2,167)	(2,167)	0
RENTAL INCOME (NET)	37,902	149,674	149,700	(26)
DONATIONS & BEQUESTS	470	2,900	1,167	1,733
OTHER INCOME (EXP)	0	0	0	0
TOTAL	219,224	959,750	903,293	56,457
OPERATING EXPENSE				
FOOD SERVICE	63,527	262,741	276,929	(14,188)
HOUSEKEEPING	21,556	91,181	91,403	(222)
MAINT/SECURITY/GARDENS	18,146	76,778	67,966	8,812
LONGTERM MAINTENANCE	0	0	0	0
ACTIVITIES	2,739	4,590	4,333	257
HEALTH CENTER	94,042	364,999	372,403	(7,404)
ADMINISTRATION	28,135	102,895	111,751	(8,856)
GENERAL	17,071	72,941	72,400	541
TOT. OPERATING EXPENSE	245,216	976,125	997,185	(21,060)
DEPRECIATION	11,394	44,947	47,333	(2,386)
TOTAL EXPENSE	256,610	1,021,072	1,044,518	(23,446)
NET GAIN/(LOSS)	(37,386)	(61,322)	(141,225)	79,903
AVERAGE NUMBER OF RESIDENTS	104			
AVERAGE NUMBER OF PRIVATE PATIENTS	1			
PER CAPITA COST* + DEPRECIATION	2,413			
PER CAPITA INCOME - RESIDENT	1,159			
PER CAPITA INCOME - OTHER	894			
PER CAPITA INCOME - GAIN / (LOSS)	(359)			
*stated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
NOTES:				
Architect consultation for:				
Unreinforced masonry building compliance-	1,605			
Morgan/Perry joint repair-	811			
Open House Expenses:				
Current Month-	2,211			
Year to Date-	2,764			
Printing admissions brochures-	966			
Residential Care License-	2,859			
CAPITAL EXPENSES:				
Two computer workstations installed-	3,795			

RESPECTFULLY SUBMITTED,

Frances A. Blair, L.

FRANCES STA

BOARD OF MANAGERS' MEETING
April 27, 1993

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on April 27, 1993 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President Pro Tem. Mrs. Moller thanked members of the Board and commended staff for their work on the highly successful Open House held on April 14. It was moved, seconded, and carried (Mitchum/Baker) to commend the staff for excellent service during the Open House.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Baker, Charlton, Cooper, Dodge, Edwards, Hall, McCormick, MacLellan, Mitchum, Moller, Richards, Scott, Stark, and Waste.

BOARD MEMBERS ABSENT

Mesdames Abbott, Avenali, Boswell, Dunkel, Hill, Leonards, Mustacchi, Olness, Parkin, and Stackhouse.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded, and carried (Scott/Mitchum) to approve the minutes of March 23, 1993 as distributed.

CORRESPONDING SECRETARY

Mrs. Waste, Corresponding Secretary, read thank you notes for the Open House from Mrs. Albert and Mrs. Nye. She then read the list of donations to The Heritage as follows: Gifts in memory of Mr. Gallatin from: Mrs. James Hall, Jr., Mrs. Alice Lauer, Mr. and Mrs. Eric Bellingsall, Ms. Phyllis Crane, Mrs. David P. Legge, Mr. and Mrs. Roy Herbert, Mr. and Mrs. Bryce Martens, Mrs. and Mrs. W.L. Higgins, Ms. Mary Beckh, Mr. and Mrs. David M. Dryfoos, Mr. and Mrs. Henry Niebolt, and Jessie B. Uitti. Mr. and Mrs. Richard Quelrolo donated one Niagara chair to the Health Center. Mrs. Helen Fries, books to the library; Mrs. Alice MacNulty, furniture and cleaning supplies. Dr. and Mrs. Frank de Milt Hill, cake for the Open House. Donations of flowers for the Open House came from Bloomers Florist, Wendy Parkin, Patricia Scott and Susan Olness.

TREASURER'S REPORT

Mrs. Stark, Treasurer, presented the report of the Finance Committee meeting of April 20, 1993. The committee approved increasing the private patient fee from \$100/day to \$125/day. Projects approved at that meeting included emergency exit information signs required by the Fire Department. These will need to be done professionally at an approximate cost of \$1300. Howard Conroy is overseeing this project. Reichel engineering will strap down water heaters and gas valves. Computers will also be secured and our insurance company notified. Sandy Barker continues his consulting role in assisting with major projects such as earthquake proofing the parapets and the expansion joint repair. She noted that there were no registry fees for March and that a new fax machine has been installed in Mrs. Roberts' office. She then read the Finance Committee Report for the period ending March 31, 1993. She announced that the audit is now complete and that we maintain our charitable classification. It was moved, seconded, and carried (Cooper/Baker) to approve the Finance Committee Report as Presented.

ADMISSIONS COMMITTEE

Mrs. Moller, Chairman, reported that a new private patient, Miss Arlene Francis, was admitted to the Health Center on April 25. Room 227 has been reserved for an in-house move and 327 has been reserved for a new resident pending final physical examination. There is one vacancy in the personal care unit, 5 in the fire safe area and 9 others in addition to the cottage. The waiting list includes 2 with one move in scheduled for mid-July and the other in the Fall. Seven application are in process. Responses from the open House include 2 couples' applications, four application requests and 2 interested. She announced that the Admissions Committee will meet briefly after lunch.

FERGUSON FUND COMMITTEE

Mrs. Applegarth, Chairman, stated there are no new developments. She noted that a search for candidates has continued since 1988 and suggested that it might be appropriate to suggest changing the parameters of the gift.

FOOD/PUBLIC NUTRITION COMMITTEE

In the absence of Mrs. Stackhouse, Chairman, Mrs. Hall reported that the Food Committee Meeting held this morning was very positive with much approval of Director of Food Services, Sue Delez. She noted that Mrs. McGinley patiently reviewed the "no food to rooms" policy to residents. May will include a Cinco de Mayo party as well as special Mothers' Day dinner. The Public Nutrition contract will be up for renewal next month.

GARDEN COMMITTEE

Mrs. MacLellan, Chairman, reported that West of the Bay company personnel successfully removed the stumps of downed trees. She was impressed with the quality and courtesy of the workers. The garden is full of blooming onions which should be removed.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, stated that the Health Center census is currently 29. Miss Francis has brought private duty nurses and has Dr. Luxemburg as her personal physician. She reminded members of the importance of maintaining confidentiality in the light of the high profile of this patient. The fact that she is at The Heritage is public knowledge; anything beyond that is confidential. Mrs. Roberts has been getting patients outside into the sunshine. She has asked assistance of the House Committee in selecting and hanging some art work in the Health Center. Mrs. Roberts also suggested as a "wish list:" a grand piano for the Health Center, compact disks, straw hats for men, birdbaths and feeders and indoor plants to go next to the fireplace. Current magazines are also welcome.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, said that the House Committee would add to the wish list two trees for upstairs balconies. Mrs. Mitchum then reported on the Open House, thanking Board Members and staff for hard work and excellent achievements. The event was an overwhelming success by all accounts. One individual asked who had catered it, a tribute to our food service department. Mrs. Mitchum thanked especially those caring for the card file, lists and invitations, Mesdames Avenali, Cooper, Hill and Reinecke. The card file will be maintained for future events and there will be follow up with brochures sent to individuals who did not attend. She reported that the tours were popular far beyond what had been anticipated and that Mrs. McGinley and Mrs. Roberts gave excellent presentations at their respective stations. All reports from residents are most positive with a general sense of renewed enthusiasm in the population. She credited Mrs. Hill with the vision and the plan and all the Board Members, Advisory Council

Members and Staff for making the vision a reality. The attendance breakdown: Community (includes Boards) 115; Future residents 73; Residents 63; and staff 8 for a total of 259 attendees.

LONG RANGE PLANNING COMMITTEE

No report.

NOMINATING COMMITTEE

Mrs. Scott, reporting for Mrs. Leonards, Chairman, announced that there have been two resignations from the Board. Mrs. Dunkel wrote a letter explaining that due to conflicting obligations she felt she could not devote the necessary time to properly fulfill her role on the Board and thanked members for the opportunity of serving during the past year. It was moved, seconded, and carried (Scott/Charlton) to accept Mrs. Dunkel's resignation with great regret. The other resignation has come from Mrs. Abbott who has served as a Manager for many years. She has agreed to make herself available when needed but prefers to no longer be an active member. Again, with great regret, it was moved, seconded, and carried (Scott/Mitchum) to accept the resignation of Mrs. Abbott. Mrs. Scott then presented the slate of nominees for members of the Board of Managers for 1993-1994 as follows:

Mesdames Mrs. J. Jerrold Applegarth, Mrs. Peter Avenali, Mrs. Bruce Baker, Mrs. John Boswell, Mrs. Clyde Charlton, Mrs. John L. Cooper, Mrs. George Dodge, Mrs. Andrew W. Edwards, Mrs. Charles E. Hall, Mrs. Frank de Milt Hill, Mrs. Richard Leonards, Mrs. Edward McCormick, Mrs. Charles F. MacLellan, Mrs. Frederick Moller, Jr., Mrs. Elizabeth S. Mitchum, Mrs. Piero O. Mustacchi, Mrs. Richard A. Olness, Mrs. Fred H. Parker, Mrs. Peter Richards, Mrs. Patricia K. Scott, Mrs. Phillips Stackhouse, Mrs. Charles B. Stark, Jr., and Mrs. William T. Waste. It was moved, seconded, and carried (Scott/Edwards) to accept the list of nominees as presented. Recommended as the slate of officers were:

President...Mrs. Mrs. Frederick A. Moller, Jr.
1st Vice President...Mrs. Peter Richards
2nd Vice President...Mrs. Charles B. Stark, Jr.
Treasurer...Mrs. Bruce Baker
Assistant Treasurer...Mrs. Elizabeth S. Mitchum
Recording Secretary...Mrs. Phillips Stackhouse
Assistant Recording Secretary...Mrs. J. Jerrold Applegarth
Corresponding Secretary...Mrs. William T. Waste

It was moved, seconded, and carried (Scott/Charlton) to accept the slate of officers as presented.

Recommended as Trustee/Managers:

Mrs. Bruce Baker
Mrs. Mrs. Elizabeth S. Mitchum
Mrs. Frederick A. Moller, Jr.
Mrs. Peter Richards

It was moved, seconded, and carried (Scott/Stark) to accept the nominees for Trustee/Managers as presented.

Mrs. Moller noted that it is important to keep the Board vital as it is a working board and that Mrs. McGinley will help with future orientations.

ORIENTATION COMMITTEE

No report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, had to leave early but asked Mrs. Moller to report that the Employee Handbook revision is near completion of the second draft and soon will be sent for review by legal counsel.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, Chairman, reported there is a need for adequate light over the piano. She also described a chance encounter on Chestnut street with a resident who felt he should have greater access to members of the Board of Managers. This prompted discussion on the appropriate avenues for dealing with residents' concerns and/or complaints. Mrs. McGinley stated that her procedure is to encourage the resident to see the head of the department who oversees the area under discussion (e.g., food, activities, health care, etc.) If the problem is not resolved, she wants the it proper committee of the Board. This procedure prevents hard feelings or feelings of favoritism that could develop when Board members are approached directly about something that might be better resolved at another level. She will re-state these guidelines at the next Resident Council meeting. She also noted that the Resident Council meetings provide a forum for concerns.

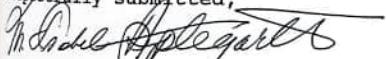
ADMINISTRATOR'S REPORT

Mrs. McGinley, Administrator, expanded on her distributed report by describing the purpose of the team work seminar held for department heads which was led by Dr. Dody Donnelly. This was the second such meeting designed to foster team building with specific focus on skills for conflict resolution. She noted that such continuing education is important with a small and highly interactive staff and that time and money spent in staff development is often far preferable to replacing staff members and training new people. She cited a recent seminar attended by all receptionists (a response to the marketing study recommendations) as an example of enriching and focusing these employees' role at The Heritage.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:20 p.m.

Respectfully submitted,



Mrs. J. Jerrold Applegarth
Assistant Recording Secretary

lakm

	VITTEE		
MAR 31 93	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET
			YTD VARIANCE
HOME CARE FEES	98,566	298,332	306,126
STATE PATIENT FEES	3,100	9,000	(7,794)
ACCOMODATION FEES	63,891	116,678	9,125
LIVESAY CLAIMS	18,768	18,768	(125)
EDICAL COST REIMBURSE	3,493	9,156	0
GUEST CHARGES	1,973	4,222	9,000
PROCESSING FEES	0	400	4,313
INTEREST & INTEREST	47,299	150,490	300
EXPENDS & SEC. SALES	698	20,903	157,250
AGENCY FEE	(542)	(1,625)	6,250
TOTAL INCOME (NET)	37,875	111,772	(1,625)
INVESTMENTS & BEQUESTS	195	2,430	112,275
OTHER INCOME (EXP)	0	0	875
TOTAL	275,316	740,526	677,470
OPERATING EXPENSE			63,056
ED SERVICE	67,530	199,214	207,697
HOUSEKEEPING	26,156	69,626	68,552
UNSECURITY/GARDENS	21,011	58,632	50,974
LONG TERM MAINTENANCE	0	0	7,658
ACTIVITIES	594	1,851	3,250
BATH CENTER	94,259	270,957	279,302
ADMINISTRATION	26,878	74,759	83,814
GENERAL	14,167	55,871	54,300
OPERATING EXPENSE	250,595	730,910	747,889
DEPRECIATION	11,394	33,552	35,500
TOTAL EXPENSE	261,989	764,462	783,389
NET GAIN/(LOSS)	13,327	(23,936)	(105,919)
			81,983

NUMBER OF RESIDENTS 105
 NUMBER OF PRIVATE PATIENTS 1

CAPITA COST* + DEPRECIATION 2,414
 CAPITA INCOME - RESIDENT 1,726
 CAPITA INCOME - OTHER 815

CAPITA INCOME - GAIN / (LOSS) 127
 Used = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTE:
 ACCOMODATION FEES-Additional Revenue from resident deaths, 40,704
 Mr. Gallatin 1,868
 Mrs. Betsworth 18,768
 LIVESAY CLAIMS- Livesay Estate 2,855
 MAINTENANCE DEPT.- Architect consultation

CAPITAL EXPENSES:
 Bath Center WanderGuard door monitor 1,574
 Respectfully submitted,

FRANCES STARK

Baker for Frances Stark

BOARD OF MANAGERS' MEETING
March 23, 1993

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on March 23, 1993 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President Pro Tem. Mrs. Moller and other members welcomed Mrs. Mustacchi's return by general applause.

BOARD MEMBERS PRESENT

Mesdames Abbott, Avenali, Baker, Charlton, Cooper, Dunckel, Edwards, Hall, Hill, McCormick, MacLellan, Mitchum, Moller, Mustacchi, Olness, Parkin, Richards, Scott, and Stark.

BOARD MEMBERS ABSENT

Mesdames Applegarth, Boswell, Dodge, Leonards, Stackhouse, and Waste.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded, and carried (Parkin/McCormick) to approve the minutes of February 23, 1993 as distributed. In the absence of the recording secretary and the assistant recording secretary, Mrs. Moller asked for a volunteer to oversee approval of this month's minutes. Mrs. MacLellan volunteered.

CORRESPONDING SECRETARY

In the absence of Mrs. Waste, Corresponding Secretary, Mrs. Parkin read a thank you note from Mrs. Applegarth for the flowers sent during her recent illness. She also read a letter from marketing specialist, Steven Kingsley, thanking the board for the marketing study and offering further assistance as needed. Mrs. Parkin then read the list of donations to The Heritage as follows: Bruna Sevini (Mrs. Neubauer's niece) funds for additional fish for the fish tank; Miss Gail Montgomery, one brass bed; Mrs. Mabel Hettich, in memory of Mr. Gallatin; Mrs. Maria Gallotti, miscellaneous furniture.

TREASURER'S REPORT

Mrs. Stark, Treasurer, presented the report of the Finance Committee meeting of March 16, 1993. Expenses considered at that meeting included refinishing and repair of furniture in the library. A resident who is changing rooms has requested that her monthly care fee stay the same. Three bids have been received for the painting of the side of the Francisco Street flats. Two additional computers were approved, one for Mary Roberts' office and one for Food Services. \$500 was also approved for purchase of another printer for the Health Center. Costs of sealing the trees after pruning was discussed as was concern over how to insure the workers. Mrs. Stark reported that one Health Center resident is causing so much difficulty as a result of his medical condition that he may have to be relocated. This would mean additional expense and all avenues, including Kaiser assistance and in-house modifications are being explored. She then read the Finance Committee Report for the period ending February 28, 1993. It was moved, seconded, and carried (Mustacchi/Richards) to approve the Finance Committee Report.

ADMISSIONS COMMITTEE

Mrs. Moller, Chair, handed out samples of the newly designed admission forms and a special questionnaire, and

health insurance form all have been revised. She thanked committee members for long hours spent working on the forms. As a result of Mr. Gallatin's recent death, Mrs. Gallatin has requested to move from the cottage at once and into another apartment. This will be done within the week. A memorial is scheduled for Saturday, March 27 at The Heritage. Mrs. Gallatin has invited board members to the cottage after today's meeting and before lunch. Mr. and Mrs. Geto, room 248, have now passed their probationary period and are eligible for permanent resident status. It was so moved, seconded, and carried (McCormick/Stark). Mrs. Winifred Currie will be moving, into room 230 on March 26. Dr. and Mrs. Kingley's applications are in process. They are interested in house moves: 227, 236, and 327. Vacancies include one 1st floor room, 5 in the fire-safe second floor area and 8 others. Mrs. Edwards reported that production of the new brochure continues to progress with some changes recommended by consultant Kathy Yaeger. Ms. Yaeger is donating her time and is working with Mr. Andrew Edwards to prepare the brochure for printing. Mrs. Edwards passed around a sample of the paper stock and ink with a prototype of the brochure. The initial estimate for printing is \$500.00 for 1000 copies.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

In the absence of Mrs. Stackhouse, Chairman, Mrs. Hall reported that the new Director of Food Services, Sue Delez, is being well received with positive comments about food. There were a few minor complaints at this morning's committee meeting. The cost of the public nutrition program meals was \$2.85 for the past month.

GARDEN COMMITTEE

Mrs. MacLellan, Chairman, reported that pruning has been completed. Some of the trees will not last much longer considering their age and general condition. Lorenzo has completed planting of spring blooming flowers and bulbs.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, stated that the Health Center census is now at 26, the low end for our staff/patient ratio. It may be time to consider taking another private patient on a short term basis. The education program developed under Mrs. Roberts' direction is drawing excellent participation from the whole population with interest high in the Bill Moyers programs on health and healing. Mrs. Moller thanked Mrs. Richards for the speaker for last month's meeting and expressed the consensus of the board that other such programs would be welcome.

HOUSE/SPECIAL EVENTS COMMITTEE

In the absence of Mrs. Dodge, Chairman, Mrs. Scott stated that two tables in the library will be refinished before the Open House. Blinds for the Health Center should be here this week.

LONG RANGE PLANNING COMMITTEE

Mrs. Abbott, Chairman, stated that Mr. Frank LeHay has designed a bronze sign for the front of The Heritage using as a motif a portion of the design from the building's facade. Mr. LeHay, using a photograph taken by Mr. Abbott, drafted a blueprint for the sign. Mrs. Abbott presented the blueprint for inspection. It will include the words, The Heritage, est. 1853. The cost will be approximately \$950.00 and the sign should be ready for the Open House. The presentation was unanimously approved by board members.

NOMINATING COMMITTEE

Mrs. Moller, stated that Mrs. Leonards was unable to attend today's meeting due to illness. She will present the Nominating Committee's report.

ORIENTATION COMMITTEE

No report. Mrs. Avenali stated that in preparation for the Open House, Mrs. McGinley has given tours to orient board members to the history and architecture of the building as well as admissions guidelines.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, reported that this committee has been meeting regularly and that a first draft of the employee's handbook has now been produced. This will be reviewed further by James Freund, Controller, for sections specific to The Heritage and when a final draft is produced, will be reviewed by legal counsel as directed by the Board of Trustees at their meeting of March 18. Much of the new book is written to be protective of The Heritage. The software for the basic manual was prepared by the California Chamber of Commerce. It will be important to present it properly to employees and the Chamber has also prepared an educational video for this purpose. Mrs. Abbott noted that the language is very formal and Mrs. Richards stated that this is necessary for legal purposes. Other considerations of this committee will be an examination of the Bylaws and Committee job descriptions.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, Chairman, reported very positive feedback regarding the change of dining room supervision. Interpersonal relationships are greatly improved with a change in attitude. Some concern was expressed about water in the parking lot. This will be examined in conjunction with other changes in that area when the refrigeration and loading dock project is undertaken. Mrs. Garvin wants to get orchids on a regular basis again. Mrs. Parkin will call the President of Rod McLellan (Mr. Cross) who lives four blocks from here. She believes we can have them delivered at no cost.

ADMINISTRATOR'S REPORT

In expansion of her distributed report, Mrs. McGinley reported that much preparation in all departments is in process for the Open House. 104 is a low population for the community section of The Heritage and it is hoped that there will be an increase in applications with the outreach the event will provide. She noted that the flag pole, designed to be lowered like a ship's mast, has been freshly painted.

OTHER:

Mrs. Hill stated that all of the Open House invitations have been sent and that further invitations will have to be oral and anyone invited must have a file card for follow up. She requested additional volunteers as some of the committee members will be out of town in the near future. One important project will be the making of name tags for guests. Mrs. Olness is in charge of hostesses. Mrs. Scott requested sources of flowers and there was some discussion regarding the loaning of silver serving pieces for the event. Mrs. Hill read a letter which Mrs. Reinecke has sent to Mayor Jordan by way of invitation and noted that there will be no speech making. On other matters, there was some discussion of formally establishing a Friends of The Heritage fund for donations. Mrs. Mustacchi will ask Trustees to advise.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Beverly N MacLellan

Mrs. Charles F. MacLellan
Acting Recording Secretary

Feb 28 93

COMMITTEE

CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
RENT	99,284	199,766	
MONTLY CARE FEES	2,800	5,900	204,084
PRIVATE PATIENT FEES	20,711	52,787	(4,318)
ACCOMODATION FEES	0	0	(183)
LOSS CLAIMS	2,914	5,663	49,054
MEDICAL COST REIMBURSE	896	2,249	0
GUEST CHARGES	200	400	(337)
PROCESSING FEES	41,490	103,192	200
INTEREST & DIVIDENDS & INTEREST	20,205	20,205	(1,641)
LOSS SEC. SALES	(542)	(1,083)	4,167
AGENCY FEE	37,123	73,897	(1,083)
NET INCOME (NET)	1,005	2,235	74,850
DEPOSITIONS & BEQUESTS	0	0	(953)
OTHER INCOME (EXP)	226,086	465,211	583
TOTAL		451,646	1,652
			0
OPERATING EXPENSE			13,565
FOOD SERVICE	63,181	131,684	138,465
CLOSEKEEPING	21,347	43,470	(6,781)
ANTISECURITY/GARDENS	20,651	37,620	45,702
LONG TERM MAINTENANCE	0	0	(2,232)
ATTIES	675	1,258	33,983
BATH CENTER	86,550	176,698	2,167
ADMINISTRATION	22,715	47,882	(9,504)
GENERAL	18,631	41,704	(7,994)
TOTAL OPERATING EXPENSE	233,750	480,316	36,200
DEPRECIATION	11,079	22,158	5,504
TOTAL EXPENSE	244,829	502,474	(19,788)
NET GAIN/(LOSS)	(18,743)	(37,263)	(70,616)
			33,353
AVERAGE NUMBER OF RESIDENTS	107		
AVERAGE NUMBER OF PRIVATE PATIENTS	1		
PER CAPITA COST* + DEPRECIATION	2,227		
PER CAPITA INCOME - RESIDENT	1,123		
PER CAPITA INCOME - OTHER	928		
PER CAPITA INCOME - GAIN / (LOSS)	(175)		
Used = operating expense less: private patient fees, medical fee reimbursement, guest charges.			
NOTES:			
OPERATING REVENUE-NO REVENUE WAS GENERATED FROM	0		
MRS.JONES'UNAMORTIZED BALANCE	20,205		
OTHER INCOME-GAIN ON SALE OF CALLED BOND	2,810		
OPEN COMMITTEE-TREE REMOVAL AND PRUNING			
DEPRIMENT EXPENSES:			
TELEPHONE SYSTEM INSTALLATION CHARGES	947		
OUTDOOR VACUUM SWEEPER	1,475		
BATH CENTER AUTOMATIC DOOR	2,161		
BATH CENTER REFRIGERATOR	614		
OFFICE SUITE 230-232	4,859		
SPECIALLY SUBMITTED,			
<i>Stan Stark</i>			
STAN STARK			



BOARD OF MANAGERS' MEETING
February 23, 1993

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on February 23, 1993 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President Pro Tem. Immediately after the call to order, Barbara Cox McGinley, Administrator, introduced Holly Carson, Regional Supervisor for Food Dimensions, Inc. and Sue Delez, new Director of Food Services. She noted that Mrs. Delez is a graduate of the Culinary Institute of America in Hyde Park, New York. She also noted that Holly Carson had helped in making the transition a smooth one.

BOARD MEMBERS PRESENT

Mrsdames Abbott, Baker, Boswell, Charlton, Cooper, Dodge, Edwards, Hall, Hill, Leonards, McCormick, Mitchum, Moller, Olness, Richards, Scott, Stackhouse, Stark, and Waste.

BOARD MEMBERS ABSENT

Mrsdames Applegarth, Avenali, Dunckel, MacLellan, Mustacchi, and Parkin.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded, and carried (Leonards/Stark) to approve the minutes of January 26, 1993 with the following corrections: The actual cost per meal for the public nutrition program was \$2.68 and it should be recorded that Mrs. Gretchen Reinecke, Chairman of the Advisory Council, is also on the Open House Committee.

CORRESPONDING SECRETARY

Mrs. Waste, Corresponding Secretary, read the list of donations to The Heritage as follows: Pamela Young, Hill & Co., in memory of Mrs. Weil and Betty P. Schrone, in memory of Mrs. Weil. Miss Mary Stuart Newman a 13" color television set. From Mr. Don Viegas, Mrs. Cesari's conservator, miscellaneous household items, pictures, furniture, etc. Barbara Zerhusen donated six rose bushes for the courtyard and help to plant them. It was suggested that donors be invited to the Open House.

TREASURER'S REPORT

Mrs. Stark, Treasurer, presented the report of the Finance Committee meeting of February 16, 1993 where the need for chairs for Mary Roberts' office and shades for the Cedar room were discussed. Four bids were received on the pruning job and the decision has been made to use Costello. Holly Carson spoke to the committee regarding glassware and china. It was decided that since these items are needed for Dining Room replacement, the Open House project would not be charged for the purchase of cups, glass plates and wine glasses. \$9158.00 was approved for Berlin Food Co. to remodel the Chinatown Kitchen. We can use Self Help for the elderly surplus to fund. We now have a new company to track problems with the intercom system. The project to update and correct problems will cost about \$11,000. Mrs. Stark noted that the Finance Committee will attend a joint meeting with Trustees appointed by Mr. Howard to discuss long range financial concerns. She then read the report of the Finance Committee for the period ending January 31, 1993. It was moved, seconded, and carried (Charlton, Edwards) to approve the report of the Finance Committee.

ADMISSIONS COMMITTEE

Mrs. Moller, Chairman, began the report of the Admissions Committee by noting that the admissions documents: the application, financial questionnaire, and health insurance form all have been revised and reformatteed. They now have a consistent, uniform appearance. She thanked committee members for long hours spent in developing these forms and Kaye Moore for putting them onto the computer. She noted also that a new brochure is in process and asked Mrs. Edwards to report. Mrs. Edwards, who wrote the copy that has been used over the past several years on our temporary "fact sheet", has reviewed both content and design in consultation with Kaye Moore with the goal of coming up with a brochure that can be published in house. Advantages to doing the work in house are substantial cost savings as well as the ability to make changes as needed. She passed around a photocopied prototype and stated that the admissions committee will review the material further.

FERGUSON FUND COMMITTEE

Mrs. Applegarth, Chairman, was absent due to illness and Mrs. Lemonds reported on her behalf that Mrs. Livingston has called with some names. Mrs. Moller noted that the Board has sent flowers to Mrs. Applegarth.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Stackhouse, Chairman, reported that at this morning's meeting committee members were very positive about the new food director. There were the usual comments about food and serving preferences. She also noted that it would be a great help to the food service department and the dining room staff if Board members would RSVP promptly for the Board of Managers' meetings and tell the receptionist whether or not she will be staying for lunch. This will enable food service to have a count ahead of time and better plan for luncheon that day. Mrs. Hall reported the public nutrition program meal cost at \$3.03/meal for the month of January.

GARDEN COMMITTEE

In the absence of Mrs. MacLellan, Chairman, Mrs. McGinley reported that pruning will begin on March 1. She noted that Mrs. Zerhusen, who donated the roses for the courtyard, also donated planting mixture and chemicals and she helped plant the bushes also in spite of a rainstorm.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, stated that her report would be brief in the interest of time and the guest speaker scheduled at 11:45. She would like to invite Mrs. Roberts, Director of Nursing, to speak to the board to update everyone on fundamental changes being made in the Health Center. At this time there is focus on Bill Moyers' television series on healing and the mind with viewing of the tapes and fireside chats scheduled for residents. Mrs. Roberts has looked into having Kaiser physicians visit our residents who have Kaiser insurance coverage which is a great help to Dr. Henderson. There is now much more activity around the clock to stimulate residents.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, reported we will be getting two end tables for the library which will be here for the Open House.

LONG RANGE PLANNING COMMITTEE

Mrs. Abbott, Chairman, stated that Mr. Frank LeHay has recommended 2 bronze signs 8x16 inches with raised letters on a textured background. (One sign would read: The Heritage; the other: 3400 Laguna Street.) These would be fixed to the brick on the front of the building on either side of the door. She called a local

foundry for a cost estimate and a rough figure is \$305 each. She was encouraged to pursue the matter further with Mr. LeHay. She

RETINATING COMMITTEE

Mrs. Leonards, Chairman, anticipating a resignation before the end of the year, has compiled a list of potential candidates. She then read the list of names and asked members to call her with comments and/or additional suggestions.

ORIENTATION COMMITTEE

No report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, reported that this committee has been meeting regularly and that they are now wading through the wages and benefits package of the employees' handbook. She will have a more detailed report next time.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, Chairman, stated that she missed the last meeting and asked Mrs. McGinley to report. There were some serious inter personal problems which have been resolved with the resignation of the President of the Executive Council. It is the sort of thing that will have to run its course and for the present, at least, matters are settled.

ADMINISTRATOR'S REPORT

See distributed report.

OTHER:

Mrs. Hill stated that the Open House invitations are ready for volunteers to begin addressing them in the small board room. We will also be enclosing a card stating that complementary valet parking is available. Mrs. Waste asked members to stay after the meeting to address and personalize invitations. Mrs. Cooper has brought the card file up to date. Invitations are scheduled to go out on March 11. Mrs. Scott requested information on any sources of flowers for the Open House.

At this time Mrs. Mary Roberts, Director of Nursing Services, introduced the guest speaker of the day, Jeannie Kayser-Jones, R.N., PhD, FAAN. Dr. Jones' lecture and slide presentation concerned the environment in nursing homes and its effect on resident care and outcomes of care. She described a conceptual model for research and practice which included the interaction of four components on the functional status of residents. The model was demonstrated through the use of slides of nursing home environments. At the conclusion of her presentation, Dr. Jones took questions.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Mrs. Phillips Stackhouse
Recording Secretary

Ms:km

CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
HOME CARE FEES			
PRIVATE PATIENT FEES	100,482	100,482	
ACCOMODATION FEES	3,100	3,100	102,042
CLAIMS	32,076	32,076	(1,560)
MEDICAL COST REIMBURSE MENT CHARGES	0	0	3,042
PROCESSING FEES	2,749	2,749	24,527
INTEREST & INTEREST DIVIDENDS	1,353	1,353	0
NET (LOSS) SEC. SALES	200	200	(251)
AGENCY FEE	61,702	61,702	(85)
TOTAL INCOME (NET)	0	0	100
GRATUITIES & BEQUESTS	(542)	(542)	52,417
OPERATING EXPENSE (EXP)	36,775	36,775	9,285
TOTAL	1,230	1,230	(542)
	0	0	37,425
	239,125	239,125	0
		225,824	(2,083)
			0
			938
			13,301
<u>OPERATING EXPENSE</u>			
DOOR SERVICE	68,503	68,503	69,232
HOUSEKEEPING	22,123	22,123	(729)
UNSECURITY/GARDENS	16,970	16,970	22,851
LONG TERM MAINTENANCE	0	0	(728)
UTILITIES	583	583	16,991
BATH CENTER	90,148	90,148	0
ADMINISTRATION	25,167	25,167	(500)
GENERAL	23,073	23,073	(2,953)
		18,100	(2,771)
			4,973
TOTAL OPERATING EXPENSE	246,567	246,567	249,296
DEPRECIATION	11,079	11,079	(2,729)
		11,833	(754)
TOTAL EXPENSE	257,646	257,646	261,129
NET GAIN/(LOSS)	(18,521)	(18,521)	(3,483)
		(35,305)	16,784

AVERAGE NUMBER OF RESIDENTS 107
 AVERAGE NUMBER OF PRIVATE PATIENTS 1

PER CAPITA COST* + DEPRECIATION 2,341
 PER CAPITA INCOME - RESIDENT 1,241
 PER CAPITA INCOME - OTHER 927

PER CAPITA INCOME - GAIN / (LOSS) (173)
 Based = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTE:
 INCOME-ACCOMODATION FEES-ADDITIONAL REVENUE FROM MRS. WEIL 11,365
 UNAMORTIZED BALANCE.

MEDICAL EXPENSES:
 TELEPHONE SYSTEM 9,358
 HEALTH CENTER FLOOR REPAIRS 6,530
 PLATE WARMER & TOASTER (FINAL PAYMENT) 2,188

SPECIALLY SUBMITTED,

Francesca Stark

Francesca Stark

BOARD OF MANAGERS' MEETING
January 26, 1993

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on January 26, 1993 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick A. Moller, President Pro Tem. Mrs. Moller reported that she has spoken with Mrs. Mustacchi who is recovering from surgery. She passed around a card for members to sign as well as recent notes she has received.

BOARD MEMBERS PRESENT

Mrsdames Abbott, Applegarth, Avenali, Baker, Boswell, Charlton, Dodge, Duncel, Edwards, Hall, Hill, Leonards, McCormick, Macellan, Mitchum, Moller, Olness, Richards, Scott, Stackhouse, and Stark.

BOARD MEMBERS ABSENT

Mrsdames Cooper, Mustacchi, Parkin, and Waste.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded, and carried (Mrs. Olness, Mrs. Charlton) to approve the minutes of November 24, 1992 as mailed.

CORRESPONDING SECRETARY

In the absence of Mrs. Waste, Corresponding Secretary, Mrs. McCormick read the list of donations to The Heritage as follows: Mrs. Carolee Charlton, one fish tank, fish and maintenance for one year; Mrs. William T. Waste, Christmas decorations; Michael McGinley, KLH Stereo system with speakers for Morgan Lobby; Marjorie Greeley, donation; Mr. Frank Swingle, in memory of Mrs. Swingle; Barbara Washburn and William R. Murphey, in memory of Mrs. Swingle; Miss Dorothy Casavant, Chair with arms; Mrs. Walter Neubauer, 1 picture; Mrs. M.S. Newman, 1 case of cleaning concentrate. Gifts in memory of Mrs. Ruth Weil from Mrs. Nora MacIntyre, Ms. Dorothy C. Leahy, Mrs. Mabel Hettich, and Mr. and Mrs. Henry B. Maas.

TREASURER'S REPORT

Mrs. Stark, Treasurer, reported that the budget for 1993 was approved by both the Board of Managers and the Board of Trustees and included capital expenses totaling \$78,900. She then presented reports of the Finance Committee for December, 1992 and January, 1993. Summarizing the Finance Committee meeting of January 19, she reported that an applicant interested in suite 230/232 has requested certain modifications to the suite which would eliminate one toilet and add a shelf, creating a pantry area. Mrs. Edwards described the potential modifications estimated to cost around \$4000. There was a lengthy discussion about whether or not this accommodation would set unwarranted precedent and whether the suite should then be offered once again for an in house move. Mrs. Stark pointed out that the entry fee for this suite will be \$60,000 and the monthly fee, \$1,600. Mrs. Abbott pointed out that once again this kind of issue raises the question of applicants, subsidies and cost of care. Mrs. Moller noted that Mr. Howard has asked for a joint committee of the Boards to address these financial questions. Mrs. Stark also reported that Mr. Howard has offered to arrange a forum on estate planning for residents. Mrs. Edwards encouraged board Members to attend this meeting. Mrs. Moller further

suggested a special meeting to explore the questions raised by the proposed modifications to suite 230/232. Returning to the Finance Committee meeting report, Mrs. Stark noted that Sandy Barker will review the problems posed by the leak in the 1957 expansion joint between the Morgan and Perry buildings. A resident has requested financial review and assistance. James Freund, Controller, is looking into the possibility of setting up a special fund for the appropriate use of funds from the not for profit Self Help for the Elderly program. The excess might be made available for future unemployment insurance claims. Mrs. McGinley will check into the possibility that insurance may cover the expansion joint leak. In answer to a member's question, Mrs. Stark reported that the final cost of the Cottage came to \$67,000. She then read the Finance Committee report for the period ending November 30, 1992. The motion to approve the report (Mrs. Avenali, Mrs. Applegarth) carried unanimously. Mrs. Stark then read the Finance Committee report for the period ending December 31, 1992. It was moved, seconded, and carried (Mrs. Applegarth, Mrs. Leonards) to approve the report as presented.

ADMISSIONS COMMITTEE

Mrs. Moller, Chairman, presented the report of the Admissions Committee stating that the committee has been very active working on revising admissions documents, including the financial questionnaire and thanked members for their help. Mr. and Mrs. Gallatin have completed their probationary period and are eligible therefore for permanent resident status. It was moved, seconded, and carried (Mrs. Charlton, Mrs. Baker) to accept the Gallatins as permanent residents. Mr. and Mrs. Geto moved into room 248 on January 6 and six new applications are in progress. Three of these were resident referrals and one was a staff referral giving strong support to the recent program initiated by Mrs. McGinley of encouraging friends telling friends about The Heritage. Mrs. Moller called attention to the fact that this was one of the recommendations resulting from the marketing study (copies of which she has available for members). Mrs. Edwards noted that Andrew Edwards spoke on behalf of The Heritage at the Cow Hollow Neighborhood Association meeting recently -- another form of community outreach encouraged by the recent study. Vacancies include 1 in personal care, 5 in the fire safe area and 10 others. Mrs. Moller further reported that a brochure will be available soon.

FERGUSON FUND COMMITTEE

Mrs. Applegarth, Chairman, reported Mrs. Leonards has a contact who may provide some possible names.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Stackhouse, Chairman, reported that at this morning's meeting Mary Gulli, Food Service Director, and Tony Lawrence, Dining Room Supervisor, are still dealing with complaints from the New Year's Day dinner. In that regard, Mrs. McGinley offered to expand on a reference in her Administrator's Report to a specific personnel problem in the Food Service Department. She said it is important for the Board to know that Food Dimensions, Inc., has, over the past year, documented sufficient inter-personal and management problems with the present Food Service Director, Mrs. Gulli, that with the concurrence of The Heritage management, it has become necessary to replace her. Mrs. McGinley asked for the support and understanding of the Board of Managers in this matter noting that professional conduct prevented her from relating specific details.

GARDEN COMMITTEE

Mrs. MacLellan, Chairman, began her report by praising the maintenance staff for their help with recent tree problems. Weather and disease have caused us to loose several trees on the Southwest corner of Francisco at Laguna. The Committee is researching possible replacements with an eye to improving the view

from the Health Center Cedar Room. Possible choices are holly and/or tulip tree. A birdbath and feeder may be located in the area as well. She will be consulting with the Finance Committee about pruning.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that the toilet replacement project has been completed. There have been three Health Center deaths since the Board last met: Mrs. Springer, Mrs. Lackner, and Mrs. Weil. A team for computer data input consists of Lowell Uhlig, Brenda Seals, Ming Lam and Kathy Walsh. They will be responsible for keeping care plans up to date in compliance with licensing regulations. She read a letter of thanks from Mary Roberts, Director of Nursing, for the newly installed fish tank. The tank, fish and a year's maintenance were a gift from Mrs. Charlton in memory of Mrs. Irene M. Sieferth and the installation process was overseen by Mrs. Olness. Mrs. Roberts thanked both Mrs. Charlton and Mrs. Olness, stating that the fish have a positive, therapeutic presence in the Health Center. Lowell Uhlig, formerly working as a consultant in the Health Center has been hired as a Heritage employee for 20 hours per week. Mrs. Roberts has managed to revamp her staff so that this position does not increase the Health Center personnel budget. We are considering the use of a psychiatrist in a consulting role to meet some psychosocial needs of residents. In addition, programs will be developed to help stimulate residents after dinner. Mr. Uhlig is leading small groups in discussions about depression. These have been favorably received.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, reported that the Dining Room project is temporarily on hold. The committee is recovering some chairs for Mrs. Robert's office.

LONG RANGE PLANNING COMMITTEE

As Mrs. Abbott, Chairman, had to leave, Mrs. Edwards reported that Mr. Frank LeHay has been approached regarding a sign for outside The Heritage. Some ideas will be presented at a later time.

NOMINATING COMMITTEE

Mrs. Leonards, Chairman, thanked members on behalf of Mrs. Mustacchi for well wishes. She reported that a slate of officers will be ready in March and expressed her appreciation to members for taking so much responsibility.

ORIENTATION COMMITTEE

No report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, stated that she and Mrs. Parkin have been meeting regularly to thin down and bring up to date the Policies and Procedures Manual. The current project, as an addition to the Manual, is a complete revision of the Employee Handbook which will provide protective language in compliance with current labor laws.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, Chairman, reported that under Mr. Grier's leadership as 1993 President of the Residents' Council, the group is very active and energetic.

ADMINISTRATOR'S REPORT

Mrs. McGinley expanded on the report which was previously distributed, calling attention to two new positions, the social services 20/hour per week position in the Health Center described

by Mrs. Richards, an a full time position of Assistant Housekeeper. This position was planned for in the 1993 budget. The Housekeeping department now supervises the porters in the Health Center as well as other housekeeping staff. After receiving 51 unsatisfactory responses to the advertised position, Mrs. Conroy hired Howard Conroy, her son, as a best qualified applicant for the position. Mrs. MacGinley acknowledged the arduous task of preparing the 1993 budget and credited James Freund, Controller for an exemplary job. Pursuant to City regulation, we must prove that the Heritage is not an un-reinforced masonry building. Mr. Sandy Barker is working of preparing the documentation.

OTHER:

Mrs. Hill, Chairman of the Spring Open House, reported on the progress of the event stressing the importance of the invitation list. Four hundred invitations should be sent out to achieve an attendance of 250. Managers and Trustees were requested to submit new names by January 31. So far, approximately 70 names have been submitted. As tours of residents' rooms will be featured at the Open House, Board Members are needed to accompany guests. Mrs. Waste and Mrs. Cooper are in charge of invitations and will be holding an addressing meeting after the Board meeting on February 21. There was some discussion regarding the time of the event and the hours of 3-6 p.m. offered as a suggestion. It was moved, seconded, and carried (Charlton, Richards) to stay with the planned 4-6 p.m. time. Board Members will be asked to follow up invitations with telephone calls.

It was noted that Mrs. Hill donated the floral arrangements to the Health Center at Christmas time. Mrs. Edwards stated that she enjoyed the meeting when speakers Dr. Sams and Dr. Bennington were guests and suggested more of such programs be planned for the future.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Hertha Stackhouse
Mrs. Phillips Stackhouse
Recording Secretary

MS:km

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Dec 31 1992

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
HOME CARE FEES	100,084	1,068,607	974,101	94,506
HOSPITAL PATIENT FEES	3,100	45,765	56,730	(10,985)
STATE PATIENT FEES	32,831	297,125	293,158	3,967
TRAVEL CLAIMS	827	1,780	0	1,780
SOY COST REIMBURSE	2,831	33,634	54,314	(20,680)
TRAIL CHARGES	1,039	15,896	17,250	(1,354)
TRAILING FEES	200	600	1,664	(1,064)
TELEGRAM & INTEREST	64,482	655,053	703,710	(48,657)
TRAVEL & SEC. SALES	0	82,817	17,593	65,224
TRAVEL FEE	(542)	(6,500)	(6,500)	0
AGENCY FEE	35,888	433,408	443,777	(10,369)
AGENCY INCOME (NET)	0	5,620	3,020	2,600
ADMISNS & BEQUESTS	0	2,746	0	2,746
ADMISNS & EXP)	240,740	2,636,551	2,558,817	77,734
TOTAL				
BOARDING EXPENSE	66,564	794,865	841,314	(46,449)
BOARDING SERVICE	22,811	271,124	257,451	13,673
BOARDKEEPING	12,163	193,188	188,859	4,329
UNSECURITY/GARDENS	0	3,827	20,000	(16,173)
SYSTEM MAINTENANCE	2,869	12,605	10,900	1,705
COMMITTEES	88,353	1,067,072	1,099,856	(32,784)
ADVISOR CENTER	29,539	315,312	321,936	(6,624)
ADMINISTRATION	15,043	181,666	171,630	10,036
GERAL				
OPERATING EXPENSE	237,342	2,839,659	2,911,946	(72,287)
1. OPERATING DEPRECIATION	11,079	133,263	138,000	(4,737)
TOTAL EXPENSE	248,421	2,972,922	3,049,946	(77,024)
TOTAL GAIN/(LOSS)	(7,681)	(336,371)	(491,129)	154,758

GROSS INCOME - GAIN / (LOSS)

Operating expense less: private patient fees, medical fee reimbursement, guest charges.
(72),
107
1

INCOME NUMBER OF RESIDENTS
INCOME NUMBER OF PRIVATE PATIENTS
INCOME COST* + DEPRECIATION
INCOME - RESIDENT
INCOME - OTHER

INCOME - COMPUTER CONSULTANT (1,100).
INCOME EXPENSES FOR 1992 EXCEEDED 1991 BY LESS THAN 1%.
INCOME EXPENSE EXCEEDED BUDGET BY \$ 63,019.
INCOME AND PRIVATE PATIENT CENSUS LOWEST OF RECENT PAST.

INCOME EXPENSES:
INCOMER CONSULTANT RECLASSIFIED TO EXPENSE.
INCOMER EQUIPMENT FOR HEALTH CENTER ACTIVITIES.
INCOMER REMODELING-SHUTTERS (BALANCE).
INCOMER PLATE WARMER (DEPOSIT).

INCOMER SUBMITTED,
Janice A. Stark

INCOMER STARK

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Nov 30 92

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
<u>INCOME</u>				
MONTHLY CARE FEES	100,534	968,523	892,926	75,597
PRIVATE PATIENT FEES	3,000	42,665	52,003	(9,338)
ACCOMODATION FEES	22,781	264,294	268,728	(4,434)
SUBSIDY CLAIMS	0	953	0	953
MEDICAL COST REIMBURSE	2,342	30,803	49,788	(18,985)
GUEST CHARGES	1,522	14,857	15,813	(956)
PROCESSING FEES	0	400	1,525	(1,125)
DIVIDENDS & INTEREST	49,264	590,572	645,068	(54,496)
GAIN/(LOSS) SEC. SALES	40,679	82,817	16,127	66,690
US AGENCY FEE	(542)	(5,958)	(5,958)	0
RENTAL INCOME (NET)	43,700	397,520	406,796	(9,276)
DONATIONS & BEQUESTS	100	5,620	2,768	2,852
OTHER INCOME (EXP)	500	2,746	0	2,746
TOTAL	263,880	2,395,812	2,345,584	50,228
<u>OPERATING EXPENSE</u>				
FOOD SERVICE	66,496	728,301	771,204	(42,903)
HOUSEKEEPING	20,414	248,313	235,997	12,316
MAINT/SECURITY/GARDENS	16,946	181,025	173,121	7,904
LONGTERM MAINTENANCE	1,475	3,827	18,333	(14,506)
ACTIVITIES	3,278	9,736	9,992	(256)
HEALTH CENTER	93,126	978,720	1,008,201	(29,481)
ADMINISTRATION	23,694	285,773	295,108	(9,335)
GENERAL	15,743	166,623	157,328	9,295
TOT. OPERATING EXPENSE	241,172	2,602,318	2,669,284	(66,966)
DEPRECIATION	11,079	122,184	126,500	(4,316)
TOTAL EXPENSE	252,251	2,724,502	2,795,784	(71,282)
NET GAIN/(LOSS)	11,629	(328,690)	(450,200)	121,510
AVERAGE NUMBER OF RESIDENTS		108		
AVERAGE NUMBER OF PRIVATE PATIENTS		1		
PER CAPITA COST* + DEPRECIATION		2,273		
PER CAPITA INCOME - RESIDENT		1,142		
PER CAPITA INCOME - OTHER		1,238		
PER CAPITA INCOME - GAIN / (LOSS)		108		
*stated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
NOTES:				
Numerous Bond calls produced a net gain of \$40,679.				
Commons Corp. reimbursed \$10,000. in legal expenses related to Cathedral Hill property.				
Activities expense includes reception on November 6.				
CAPITAL EXPENSES:				
Audio equipment for use in Health Center. 996				
Cottage remodeling. 6,923				
Duct work in Morgan building. 881				
Deposit for Kitchen plate warmer. 1,500				

RESPECTFULLY SUBMITTED,

Frances a Start

BOARD OF MANAGERS' MEETING
November 24, 1992

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on November 24, 1992 at 3400 Laguna Street, San Francisco, California by Mrs. Piero O. Mustacchi, President.

BOARD MEMBERS PRESENT

Mesdames Abbott, Applegarth, Avenali, Baker, Charlton, Cooper, Dodge, Dunckel, Edwards, Hill, Leonards, McCormick, MacLellan, Mitchum, Moller, Mustacchi, Olness, Parkin, Richards, Stackhouse, and Stark.

BOARD MEMBERS ABSENT

Mesdames Boswell, Hall, Scott, and Waste.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded, and carried (Mrs. Moller, Mrs. Edwards) to approve the minutes of October 27, 1992 as mailed with the following corrections: Change the motion to approve the minutes to read Mrs. Avenali instead of Mrs. Abbott and in the future use full names for staff members, e.g., Ann Meissner.

CORRESPONDING SECRETARY

In the absence of Mrs. Waste, Corresponding Secretary, Mrs. Mustacchi read the list of donations to The Heritage as follows: Miss Dorothy Casavant, to the Health Center; Mrs. William Nigh, books to the library; Mrs. Beris A. Cornell, donation. Mrs. Mustacchi then read a thank you note from Pat Calderwood, retiring receptionist, for the Board's thoughtfulness over the years. Mrs. Lenci wrote to thank the Board for the lovely party. She also read a note from Barbara Cox McGinley thanking the Board for the party in honor of her recent marriage.

TREASURER'S REPORT

Mrs. Stark, Treasurer, presented the report of the Finance Committee for November, 1992 stating that at its meeting on the 17th the committee approved \$3,181 for the purchase of a sound system for the Health Center as recommended by John Killeen, Director of Activities. This request was a part of the approved 1992 budget. After a presentation of bids and information regarding replacement of the existing 10 year old telephone system, the committee approved a capital expenditure of \$12,000 for a new telephone system, to be funded from the 1993 budget. A question of the need of a fax machine, especially requested by Dr. Henderson, was discussed. It was agreed that two faxes will eventually be needed because of the building configuration but one machine, to be placed in the Health Center, would meet immediate needs. The Committee approved the budget report, noting that the 1992 year to date budget was only 1% over the 1991 year to date budget. Mrs. Mustacchi read a request from Mrs. Gulli, Food Service Director for expenditures totalling \$4,411 for replacement of a plate warmer (required by regulation) and a conveyor toaster. Mrs. Gulli was directed to purchase. Mrs. Stark then read the Report of the Pinups showing October 31, 1992 as moved, seconded, and carried.

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BOARD MEMBERS ABSENT

Mesdames Boswell, Hall, Scott, and Waste.

STAFF PRESENT

Mrs. Barbara Cox McGinley, Administrator, and Ms. Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded, and carried (Mrs. Moller, Mrs. Edwards) to approve the minutes of October 27, 1992 as mailed with the following corrections: Change the motion to approve the minutes to read Mrs. Avenali instead of Mrs. Abbott and in the future use full names for staff members, e.g., Ann Meissner.

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presented. Discussion of the 1993 budget was deferred until later in the meeting.

ADMISSIONS COMMITTEE

Mrs. Moller, Chairman, presented the report of the Admissions Committee noting that Mr. and Mrs. Roberts have completed the probationary period and are eligible to become permanent residents. It was so moved and carried unanimously. Mr. and Mrs. Geto have reserved suite 248 pending their final physical examinations. A new applicant is interested in the double room 230/232. There are currently 9 vacancies. Mrs. McGinley explained that a number of in-house moves to the first floor and Health Center have contributed to available rooms. Mrs. Moller requested that the Admissions Committee meet briefly after the Board meeting.

FERGUSON FUND COMMITTEE

Mrs. Applegarth, Chairman, reported that Mr. Ferguson died recently and services are expected to be private.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Stackhouse, Chairman, stated that the Food Committee meeting was generally positive with only minor problems reported. She noted that everyone loved the party for the McGinleys. The Public Nutrition Committee meal cost was \$2.74/meal for October.

GARDEN COMMITTEE

No report.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that the Care plans are now complete thanks to consultant Lowell Uhlig. He also has trained two people on the use of the Care software. The Health Center census remains high. Three people have been moved to the Health Center as permanent residents and three more have been moved to the first floor. The licensed staff (RNs and LVNs) voted to change to 12 hour shifts beginning the first of the year. Everything is running smoothly in the Health Center.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, reported that three chairs have been reupholstered in the same fabric as the small couch in the Julia Porter sitting room, completing refurbishment. The windows of the 3rd floor sitting room need tinting to cut down on fading problems. There was some discussion about decisions regarding the dining room project. The shades are breaking and can't be repaired -- they alone will cost \$6000.00. Another \$6000.00 will be needed for paint. Mrs. Avenali moved to put the necessary \$12,000 in the budget for 1993, the motion was seconded by Mrs. Baker and carried unanimously.

LONG RANGE PLANNING COMMITTEE

No report.

NOMINATING COMMITTEE

Mrs. Leonards, Chairman, stated that the committee will meet in January. Elections are for 1 year. Each member will be called regarding interest in and eligibility for continued service on the Board. She also reported that Mrs. Mustacchi has declined to continue to serve as President beyond her present term of office.

ORIENTATION COMMITTEE

No report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, reported that she and Mrs. Parkin have been meeting every Monday to consolidate the Policies and Procedures Manual. They are addressing such questions as defining roles of members and how best to orient new members. Software for the revision of the Employee Manual has arrived and this will be the next project of this committee. She noted that an employee manual is a legal document and as such, we are bound by policies put forth in it.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, Chairman, reported that no business was conducted at the last meeting. The residents are happy. Mrs. Moller stated that the general meeting of the Residents' Council will be on December 10, 1992 for the purpose of election of officers.

ADMINISTRATOR'S REPORT

See distributed report. Mrs. McGinley thanked all members for the beautiful reception of November 5. In the interest of time, she summarized, reporting that she completed a two day training certification program which focused on new requirements under Residential Care Facilities for Elderly regulations. Noting that she has now completed her 1st year anniversary as Administrator, Mrs. Applegarth spoke for the Board in congratulating Mrs. McGinley on an outstanding year of improvements and accomplishments. Mrs. MacLellan commented on how nice the new trellis looks. Mrs. Edwards specifically remarked on the quality of maintenance work and of the warm and willing personalities of the workers, David Costello and George Evanchak.

OTHER:

Mrs. Stark presented the budget for fiscal year 1993. There was discussion of the deletion from draft #3 of the "loading dock" project. Consensus was that the name was misleading and should be called the refrigeration project as this is the primary issue. The fact that this system is very old and could break down at any time with increased costs due to loss of food and installation under emergency conditions was a major concern to members. Mrs. McGinley noted that we could be cited for the old equipment. It was agreed that the dining room refurbishment (\$12,000) and the refrigeration project (\$35,000) should be included in the capital budget expenditures for 1993. With these additions, it was moved, seconded, and carried (Mrs. Cooper, Mrs. Edwards) to approve the 1993 budget as presented.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Martha Stackhouse
Mrs. Phillips Stackhouse
Recording Secretary

MS:km

BOARD OF MANAGERS' MEETING
October 27, 1992

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:15 on October 27, 1992 at 3400 Laguna Street, San Francisco, California by Mrs. Piero O. Mustacchi, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Avenali, Baker, Boswell, Charlton, Cooper, Dunckel, Edwards, Hall, Leonards, MacLellan, Mitchum, Moller, Mustacchi, Olness, Richards, Scott, Stackhouse, Stark and Waste.

BOARD MEMBERS ABSENT

Mesdames Abbott, Dodge, Hill, McCormick, and Parkin.

GUESTS MEMBERS PRESENT

Guest speakers and members of the Board of Trustees, Doctors James Bennington and Bruce Sams joined the meeting at 11:30 as did Mrs. Mary Roberts, Director of Nursing Services.

STAFF PRESENT

Kaye Moore, Administrative Secretary.

MINUTES

Mrs. Stark requested that the minutes reflect the fact that "The Friends of The Heritage" has been formed; she will provide a definition at the next meeting. Mrs. Moller added that the Finance Committee report specifically mentioned the Otis Elevator contract as one of the maintenance contracts being reevaluated. It was moved, seconded, and carried (Mrs. Abbott, Mrs. Moller) to approve the minutes of September 22, 1992 with these additions and clarifications.

CORRESPONDING SECRETARY

Mrs. Waste, Corresponding Secretary, read the list of donations to The Heritage as follows: Miss Dorothy Casavant, a resident, donation to The Heritage; Susan Swingle Barrett, donation in memory of Mrs. Swingle. Mrs. Mustacchi read a gracious note of appreciation from Barbara Cox thanking the Board for their beautiful wedding gift of a silver tray.

TREASURER'S REPORT

Mrs. Stark, Treasurer, reported that at the October Finance Committee Meeting a 1993 capital budget request for two new computers -- one for the Health Center and the other for the Admissions office -- was approved. She further reported that the Trustees are not enthusiastic about the loading dock renovation and will defer to the 1994 budget. Mr. Morshead is more interested in the Dining Room project. The committee has been advised that the tree over the cottage must be removed for safety reasons as a spark arrester will not eliminate the potential fire hazard. Three bids have been obtained but no firm decision has been made as yet. Work on the window in Mrs. MacNulty's room is temporarily on hold pending further study. Sheet metal duct work and the interior wiring project were both approved. Mrs. Stark then read the Report of the Finance Committee for the period ending September 30, 1992. In response to questions, she noted that the \$21,000 capital expense listed for the Cottage remodeling does not represent the total cost. She will have those figures next meeting. It was moved, seconded, and carried (Mrs. Moller, Mrs. Avenali) to approve the Finance Committee report as presented.

ADMISSIONS COMMITTEE

Mrs. Moller, Chairman, reported that Ann has been on jury duty but the Committee has been meeting. Mr. and Mrs. Gallatin have signed their contract and will move into the cottage on November 1. The Getos have reserved 248 and are awaiting the results of their final physicals with Dr. Henderson. One new application is in process. She read a list of vacant rooms.

FERGUSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Stackhouse, Chairman, noted that the regular meeting of the Food Committee held this morning was uneventful. She reported that Mary Gulli wants to put a typewriter for food service on the "wish list." The committee will try to determine the specific needs. Mrs. Hall reported that the public nutrition program served 11,972 meals last month at \$2.80/meal.

GARDEN COMMITTEE

Mrs. MacLellan, Chairman, presented the report of the Garden Committee saying they have additional information on the tree removal project. She requested that The Heritage obtain a resale permit for purchasing plants. Lorenzo will be planting lantana in the near future and tulip bulbs have been ordered.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that Mrs. Roberts, Director of Nursing, has designated 2 staff members to work on the Vistacare program. Mrs. Roberts is developing a program for staff on Alzheimer's disease. Other innovations Mrs. Roberts has established include the use of a communication board in the hall outside her office and quarterly meetings with residents to address their problems and concerns. Current census in the Health Center is very high at 31, leaving only one bed free.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Scott, in the absence of Mrs. Dodge, Chairman, stated that Mrs. Roberts has requested that the Board look into the purchase of an aquarium for the Health Center as fish have a therapeutic and calming effect on patients. Discussion then followed regarding other animals (visiting and/or permanent) for patients. The aquarium might be put on the "wish list" but, it was pointed out, it will be important to engage a maintenance service to take care of the fish and tank as the job would be too big for residents or staff. On behalf of Mrs. Hill, Mrs. Stark reported that plans for an "Open House" in April are underway and requested formal approval by the Board of Managers. It was moved, seconded, and carried (Mrs. Stark, Mrs. Applegarth) to hold an Open House on April 14, 1993 for the purpose of community outreach. Mrs. Scott announced that the date for decorating the house will be December 14 and invited members (and children) to come to help. The Christmas party is scheduled for December 16.

LONG RANGE PLANNING COMMITTEE

No report.

NOMINATING COMMITTEE

No report.

ORIENTATION COMMITTEE

No report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, said the committee has met twice. They have learned there is software available for revising our employee manual which will ensure inclusion of all required information. James has ordered and we are waiting delivery.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, Chairman, reported that the residents were very happy with their White Elephant Sale and thanked members for their help. They have set aside money for the balcony, the library and the chapel committees. The problem of lighting in the chapel was discussed and will be studied further. Mrs. Olness complimented Mrs. Edwards on the excellent work she has done on the cottage.

ADMINISTRATOR'S REPORT

No report.

OTHER:

Mrs. Mustacchi summarized the problems of getting parking permits for employees. The Department of Parking and Traffic has not moved from its position that we are entitled only to eight, a reduction of our former allotment of 16. There was some discussion among members of how and to whom to address problems of a political nature. We will continue to pursue the permit matter through other channels. Mrs. Mustacchi also announced that we have contracted with American Protection Services for security personnel. She then asked Kaye to describe Miss Cox's wedding which occurred on October 24.

Mrs. Richards then introduced guest speakers, members of the Board of Trustees, Dr. Bruce Sams and Dr. James Bennington.

The subject of the discussion was the issue of health care technology, ethics, and liability in terms of The Heritage life care contract. Dr. Sams noted that our contract is presently in the process of some revisions and stated that the Board should look at various interpretations possible under our agreement to provide health care. As experimental and advanced life sustaining health procedures become more prevalent, it is important to define the degree of fiscal responsibility The Heritage can assume. Dr. Bennington cited examples of catastrophic health conditions stating that in the absence of medigap insurance we are liable. While we don't want to load our contract with exclusions, we have to recognize changing times in terms of treatment. We may have to require secondary insurance. A group policy for our residents is one possibility. He pointed out that we have a moral imperative to the institution to resolve this problem. A single episode, he said, may not be as important as the slow erosion over time of assets by paying more than we have to in the absence of adequate insurance. In conclusion, Dr. Sams and Dr. Bennington stated they will consult with Dr. Henderson, look at other institutions, and requested input from members of the Board of Managers.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Marta Stackhouse
Mrs. Phillips Stackhouse
Recording Secretary
MS:km

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Sep 30 92

CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
97,934	770,055	730,576	39,479
3,000	36,565	42,548	(5,983)
20,124	220,744	219,868	876
0	0	0	0
3,406	25,400	40,736	(15,336)
635	11,700	12,938	(1,238)
(100)	300	1,248	(948)
49,277	488,206	527,783	(39,577)
(1,810)	41,333	13,195	28,138
(542)	(4,875)	(4,875)	0
31,988	323,843	332,833	(8,990)
1,103	5,520	2,265	3,255
488	2,246	0	2,246
205,503	1,921,037	1,919,115	1,922
<hr/>			
64,199	591,525	630,985	(39,460)
21,996	203,519	193,088	10,431
16,434	144,315	141,644	2,671
0	0	15,000	(15,000)
830	5,629	8,175	(2,546)
85,713	798,061	824,892	(26,831)
25,541	234,500	241,452	(6,952)
14,608	136,452	128,723	7,729
<hr/>			
229,321	2,114,001	2,183,959	(69,958)
11,079	100,026	103,500	(3,474)
240,400	2,214,027	2,287,459	(73,432)
(34,897) (292,990) (368,344)			75,354

AVERAGE NUMBER OF RESIDENTS 107
AVERAGE NUMBER OF PRIVATE PATIENTS 1

PER CAPITA COST* + DEPRECIATION	2,181
PER CAPITA INCOME - RESIDENT	1,102
PER CAPITA INCOME - OTHER	752

NET CAPITA INCOME - GAIN / (LOSS) (326)
* Net = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTES:
BOND CALLS AND MATURITIES- NET LOSS 1,810
HIGH LEVEL OF MAINTENANCE ACTIVITY CAUSES OVERBUDGET IN MAINT. DEPT.

CAPITAL EXPENSES:	
HEALTH CENTER AUTOMATIC DOOR	2,824
HOT WATER TANKS REFURBISH	795
COTTAGE REMODELING	21,521
HEALTH CENTER SERVICE SINK	864
SEWERE ROOTER MACHINE	1,100

RESPECTFULLY SUBMITTED,
Frances A. Hatch

BOARD OF MANAGERS' MEETING
September 22, 1992

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 on September 22, 1992 at 3400 Laguna Street, San Francisco, California by Mrs. Piero O. Mustacchi, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Avenali, Baker, Charlton, Cooper, Dunckel, Edwards, Hall, Hill, Leonards, McCormick, Moller, Mustacchi, Olness, Richards, Scott, Stackhouse, and Stark.

BOARD MEMBERS ABSENT

Mesdames Abbott, Boswell, Dodge, MacLellan, Mitchum, Parkin, and Waste.

ADVISORY COUNCIL MEMBERS PRESENT

Mesdames Lampen, Livingston, Logan, McDaniel, Nigh, Reinecke, and von der Lieth.

STAFF PRESENT

Miss Barbara Cox, Administrator, and Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded, and carried (Mrs. Avenali, Mrs. Scott) to approve the minutes of July 26, 1992 as mailed.

CORRESPONDING SECRETARY

Mrs. Mustacchi, in the absence of Mrs. Waste, Corresponding Secretary, read the list of donations to The Heritage as follows: Mr. Peter Giovanzana, one custom made Roman shade installed in Mrs. Roberts' office. Mrs. Helena Thacher, donation in memory of Mrs. Swingle.

TREASURER'S REPORT

Mrs. Stark, Treasurer, reported on the Finance Committee Meetings for the months of August and September, 1992. In August, the committee approved wiring of the automated Health Center door. The entry fee for the cottage will remain the same as for other couples -- \$92,500 but a surcharge of \$600/month will be added to the \$2000 monthly care fee. Other issues considered by the committee: the loading dock, the pine tree next to the cottage and the dining room budget. The Finance Committee wants to work with a "Friends of The Heritage" group. Mrs. Stark then read the July Financial Report. It was moved, seconded, and carried (Mrs. Avenali, Mrs. Olness) to approve the Finance Committee report for July/August as presented.

Mrs. Stark then reported on the Committee Meeting for September stating that they focused on maintenance agreements. A decision was made to purchase a 100 foot snake, an expenditure which will pay for itself by eliminating some very expensive plumbing calls. The craft room needs an insulated wall to separate the laundry facilities from the craft portion of the room. Investigation of the problems involving the loading dock and related refrigeration continues. The Committee is waiting for other bids on the project. Mrs. Stark informed members that cost of care is up 300% since 1980. She then read the August minutes. It was moved, seconded, and carried (Mrs. Avenali, Mrs. Charlton) to accept the report of the committee as presented.

ADMISSIONS COMMITTEE

Mrs. Moller, Chairman, presented the report of the Admissions committee stating that the committee is working on revising the financial questionnaire. They met on September 1 and spoke with Mrs. Hackett, and Miss Hallam. Both residents have recently completed their probationary periods and both are very happy to be here. It was moved, seconded, and carried (Mrs. Baker, Mrs. Scott) to make Mrs. Hackett a permanent resident. It was also moved, seconded, and carried to make Miss Hallam a permanent Heritage resident. The cottage has been reserved for Mr. and Mrs. Gallatin pending final physical and suite 248 has been reserved for Mr. and Mrs. Geto. There has been a good response to the double room 230 by individuals and several applications have been started. There have been 34 new inquiries during this period with approximately 14 follow-ups. The committee is working on the marketing proposal also.

FERGUSON FUND COMMITTEE

Mrs. Applegarth, Chairman, read a thank you letter from Barbara Wood, of the War Memorial Opera House. She reported that the public relations luncheon was successful in reminding leaders in the music community of the Ferguson Fund and asked for names of any older individuals in the symphony.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Stackhouse, Chairman, described events of the regular meeting of the food committee held this morning. Mrs. Hall reported that the public nutrition program served 11,837 meals last month as \$2.80/meal.

GARDEN COMMITTEE

Mrs. Olness, in the absence of Mrs. MacLellan, Chairman, presented the report of the Garden Committee saying they did a walk through last week and plan to do a comprehensive study of the irrigation system. She showed some keys to the system that had been mysteriously cut in half and replaced on the key holder as though they could be used.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, said that she and Mrs. Leonards met with Mary Roberts and were distressed and disappointed to learn that the training on the computer they had been led to believe had occurred, in fact has not. Lowell Uhlig has been hired as a consultant to work 8 hours a day, 3 days a week in a social worker capacity to improve employee cooperation and to help with computer training. There have been a number of procedural changes under Mrs. Roberts' direction. Mrs. Richards is optimistic that things are improving.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Scott, in the absence of Mrs. Dodge, Chairman, stated that the House Committee is postponing the Dining Room improvements in the interest of economy and in light of more pressing expenditures such as the loading dock/refrigeration project. She pointed out the new sofa in the Julia Porter Garden sitting room and said that the committee received a nice thank you letter from one of the residents.

LONG RANGE PLANNING COMMITTEE

Mrs. Avenali reported for Mrs. Abbott, Chairman, saying that the committee met with Mr. Howard and Mr. Edwards regarding the marketing proposal. Mrs. Mustacchi read the new proposal from Kingsley and Associates noting that there is a \$2000 ceiling on charges. She recommended its approval. It was moved, seconded, and carried (Mrs. Avenali, Mrs. Stark) to accept the proposal as presented.

NOMINATING COMMITTEE

No report.

ORIENTATION COMMITTEE

No report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, said the committee is meeting next Monday and will have a report next month.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, Chairman, stated that the White Elephant Sale was a huge success and much of the credit goes to Board Members who contributed so generously. Additional credit goes to Mr. Rice who managed a committee and the sale with great enthusiasm and high spiritedness.

ADMINISTRATOR'S REPORT

Miss Cox expanded on her written report by noting that the very substantial committee reports presented today indicate the depth of teamwork among Board members as well as staff. She reported that the department heads will be spending a full day working on team building with Dr. Dody Donnelly on October 21. Kingsley and Associates, the marketing people, will be working with Ann as well as with Board members and the administrator. Also, she said, we are looking at our security system. In support of a recommendation from the Board of Trustees, it was moved, seconded, and carried (Mrs. Stark, Mrs. Baker) to contract with a bonded, licensed security firm to replace existing staff.

OTHER:

Mrs. Mustacchi requested consideration of a date for the annual Christmas Party. Wednesday, December 16 was decided upon with an agreement that the Health Center would set their own date. Mrs. Reinecke, Chairman of the Advisory Council introduced Advisory members present and thanked them for coming. Mrs. Lampen asked for donations of any unfinished needlework projects for residents. Mrs. Leonards pointed out that Mrs. Lampen has now written 4 books on specialty needlework such as miniature sweaters. There was some discussion of resumption of an annual tea and what form that might take. Members of the Advisory Committee present were highly supportive of the idea and offered to help.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Metta Phillips Stackhouse

Mrs. Phillips Stackhouse
Recording Secretary

MS:km

	MITTEE			
CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	
INCOME				
MONTHLY CARE FEES	97,876	672,121	649,401	
PRIVATE PATIENT FEES	3,100	33,565	37,820	22,720
ACCOMODATION FEES	20,124	200,620	195,439	(4,255)
SUBSIDY CLAIMS	0	0	0	5,181
MEDICAL COST REIMBURSE	2,811	21,993	36,209	0
TEST CHARGES	1,730	11,065	11,500	(435)
PROCESSING FEES	100	400	1,109	(709)
DIVIDENDS & INTEREST	33,222	438,929	469,140	(30,211)
GAIN/(LOSS) SEC. SALES	17,788	43,143	11,729	31,414
AGENCY FEE	(542)	(4,333)	(4,333)	0
CAPITAL INCOME (NET)	35,556	291,855	295,851	(3,996)
INVITATIONS & BEQUESTS	0	4,417	2,013	2,404
OTHER INCOME (EXP)	425	1,758	0	1,758
TOTAL	212,190	1,715,533	1,705,878	9,655
OPERATING EXPENSE				
FOOD SERVICE	65,407	527,326	560,876	(33,550)
HOUSEKEEPING	23,814	181,523	171,634	9,889
UNSECURITY/GARDENS	15,289	127,881	125,906	1,975
LONGTERM MAINTENANCE	0	0	13,333	(13,333)
CIVITIES	244	4,799	7,267	(2,468)
HEALTH CENTER	88,210	712,348	733,237	(20,889)
ADMINISTRATION	24,105	208,959	214,624	(5,665)
GENERAL	10,793	121,844	114,420	7,424
TOTAL OPERATING EXPENSE	227,862	1,884,680	1,941,297	(56,617)
DEPRECIATION	11,079	88,947	92,000	(3,053)
TOTAL EXPENSE	238,941	1,973,627	2,033,297	(59,670)
NET GAIN/(LOSS)	(26,751)	(258,094)	(327,419)	69,325
AVERAGE NUMBER OF RESIDENTS		107		
AVERAGE NUMBER OF PRIVATE PATIENTS		1		
PER CAPITA COST* + DEPRECIATION		2,162		
PER CAPITA INCOME - RESIDENT		1,104		
PER CAPITA INCOME - OTHER		808		
PER CAPITA INCOME - GAIN / (LOSS)		(250)		
*stated = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
NOTES:				
GAIN/(LOSS) SEC. SALES - Portfolio transactions this month include Bond calls and maturities.				
CAPITAL EXPENSES:				
Health Center Automatic Door (partial)		771		
Hot Water Tanks Refurbish		3,229		
Cottage Remodeling (partial)		20,876		

CAPITAL EXPENSES:
 Health Center Automatic Door (partial) 771
 Hot Water Tanks Refurbish 3,229
 Cottage Remodeling (partial) 20,876

RESPECTFULLY SUBMITTED,
Frances R Stark
 FRANCES STARK

CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
97,629	574,245	568,226	6,019
2,480	30,465	33,093	(2,628)
60,223	180,496	171,009	9,487
0	0	0	0
931	19,182	31,683	(12,501)
1,241	9,335	10,063	(728)
0	300	971	(671)
75,082	405,707	410,498	(4,791)
(571)	25,356	10,263	15,093
(542)	(3,792)	(3,792)	0
35,663	256,299	258,870	(2,571)
250	4,417	1,762	2,655
500	1,333	0	1,333
272,886	1,503,343	1,492,646	10,697
OPERATING EXPENSE			
DOOR SERVICE	68,445	461,918	(28,848)
HOUSEKEEPING	22,567	157,709	7,529
ANTISECURITY/GARDENS	16,811	112,592	2,424
LONGTERM MAINTENANCE	0	0	11,667
ENTRIES	965	4,555	(1,803)
BATH CENTER	90,831	624,137	(17,446)
ADMINISTRATION	24,618	184,854	(2,942)
GENERAL	15,197	111,051	10,933
NET OPERATING EXPENSE	239,434	1,656,816	(41,820)
DEPRECIATION	11,079	77,868	(2,632)
TOTAL EXPENSE	250,513	1,734,684	(44,452)
NET GAIN/(LOSS)	22,373	(231,341)	(286,490)
			(55,149)

AVERAGE NUMBER OF RESIDENTS 108

AVERAGE NUMBER OF PRIVATE PATIENTS 1

PER CAPITA COST* + DEPRECIATION 2,277

PER CAPITA INCOME - RESIDENT 1,462

PER CAPITA INCOME - OTHER 1,022

PER CAPITA INCOME - GAIN / (LOSS) 207

Calculated = operating expense less: private patient fees, medical fee reimbursement, guest charges.

NOTES:

MONTHLY CARE FEES INCREASE YIELDS 23% OVER PREVIOUS MONTH.

THE NET GAIN THIS MONTH IS THE FIRST SINCE JANUARY 1991.

DENTAL EXPENSES:	
MORGAN BUILDING THERMOSTAT REPLACEMENTS	22,323
HEALTH CENTER AUTOMATIC DOOR	6,120
OFFICE FURNITURE	240
COTTAGE REMODELING	15,486

RESPECTFULLY SUBMITTED,

Frances Stark
Frances Stark

BOARD OF MANAGERS' MEETING
July 28, 1992

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on July 28, 1992 at 3400 Laguna Street, San Francisco, California by Mrs. Piero O. Mustacchi, President.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Baker, Boswell, Cooper, Dodge, Edwards, Hall, Hill, MacLellan, Mitchum, Mustacchi, Richards, Scott, Stackhouse, and Stark.

BOARD MEMBERS ABSENT

Mesdames Abbott, Avenali, Charlton, Dunckel, Leonards, McCormick, Moller, Olness, Parkin, and Waste.

STAFF PRESENT

Miss Barbara Cox, Administrator, Kaye Moore, Administrative Secretary, and, in order to be introduced at the beginning of the meeting, Mrs. Mary Roberts, Director of Nursing Services.

Prior to beginning business, Mrs. Mustacchi asked Miss Cox to introduce Mary Roberts, MS, RN, Director of Nursing Services. Miss Cox stated that she did so with great pleasure, pointing out that Mrs. Roberts began her tenure with The Heritage a few days prior to Miss Helms' departure, facilitating a smooth transition. She noted that Mrs. Roberts' credentials for this position are excellent and that temperamentally she is suited to a sensitive job. Mrs. Roberts thanked Miss Cox and the Board, stating that she is pleased to serve in this position.

MINUTES

It was moved, seconded and carried (Mrs. Edwards, Mrs. Mitchum) to approve the minutes of June 23, 1992 as mailed.

CORRESPONDING SECRETARY

In the absence of Mrs. Waste, Corresponding Secretary, Mrs. Mustacchi read the list of donations to The Heritage as follows: Sophie J. Chumas and Mr. and Mrs. Thomas W. Aiken in memory of Mrs. Swingle.

TREASURER'S REPORT

Mrs. Stark, Treasurer, presented the report of the Finance Committee Meeting for July. The committee approved a new central relay panel box for the Health Center. Raising the spending limit without committee approval from \$300 to \$500 was not approved but the committee will delegate authorization decisions to Miss Cox for up to \$500. The committee requests a trimming/pruning schedule from the Garden Committee. Tree trimming was not approved for this year.

At this time Mrs. Mustacchi read a letter from the Bay Street Homeowners' Association regarding modifications of the common fence on Bay Street. This prompted much discussion resulting in a recommendation to answer the letter by stating that we are studying the problem. Mrs. Stark concluded by reading the Finance Committee Report for June, 1992. It was moved, seconded, and carried (Mrs. Baker, Mrs. Hill) to approve the report as presented.

ADMISSIONS COMMITTEE

Mrs. Mustacchi, in the absence of Mrs. Moller, Chairman, presented the report of the Admissions Committee. In August Mrs. Hackett will be due to be voted as a permanent resident (entered May 28). A new couple, Mr. and Mrs. Roberts will move into suite 412 on July 19. Room 233 and 325 are reserved for in-house moves and suite 248 is reserved for Mr. and Mrs. Geto. Vacancies include 104, 210 & 211 in personal care, Suite 230, rooms 221, 234, 236 and 303. The committee next meets September 1st with scheduled interviews.

FERGUSON FUND COMMITTEE

Mrs. Applegarth, Chairman, announced that in connection with the Admissions Committee's desire to involve the community with The Heritage, Kathleen Kearny of the St. Dominick Foundation is coming to lunch today. She is a source for knowing people. On the 13th there will be another such lunch and anyone in another congregation is welcome to join. Mr. Millinaux of the San Francisco Ballet will be coming to discuss the Ferguson Grant on August 13. Representatives of the opera and symphony will be hosted at similar luncheons in the near future. She added that the written description of the Ferguson Fund has been revised, deleting the amount of the grant.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Stackhouse, Chairman, reported that there was very little discussed at the meeting this morning. Taking food to rooms is still a problem. For the most part discussion centered on minor issues. Mrs. Hall reported that the public nutrition contract has been signed for the coming year with meals \$.02 over last year. 581 meals a day will be served at five different venues.

GARDEN COMMITTEE

Mrs. MacLellan, Chairman, stated nothing new to report from her committee. Mrs. Mustacchi praised the fact that the pocket garden fountain is working again and noted the nice appearance of the newly painted courtyard fountains.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, began by thanking Miss Cox for finding and hiring Mrs. Roberts. She noted that some rather pressing personnel problems in the Health Center are taking priority over everything else (including computer work) as Mrs. Roberts and Miss Cox work closely together to resolve some long standing conflicts.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, reported that through Mrs. Edwards, she has recently obtained a consultant to re-do bids for the Dining Room improvements: lighting, painting, and window treatment. They are currently working on a master plan.

LONG RANGE PLANNING COMMITTEE

In the absence of Mrs. Abbott, Chairman, Mrs. Mustacchi passed out a marketing study proposal from Kingsley Associates. She pointed out that the proposal was received only yesterday and could not be sent to members in advance. "We have a lot of questions about this," she stated. The first goal is to come up with a mission statement and then look at phase I. Mrs. Mitchum suggested contacting Mr. Gelwicks once again as everyone was so impressed with him. We get into travel expenses with his firm as it is based in Southern California. We might apply to the San Francisco Foundation for a grant to do the study. Mrs. Applegarth reported that she did this with another organization.

MINIMATING COMMITTEE

to report.

IENTATION COMMITTEE

to report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, reported that the committee met regarding the question of special consideration for Dr. Miller. They recommend that a policy not be formulated on this issue, but rather to evaluate each situation as it arises case by case. The committee currently recommends offering Dr. Miller space in the personal care section with modification of the private patient agreement. It was moved, seconded, and carried (Mrs. Mitchum, Mrs. Richards) to accept the committee's recommendation. Mrs. Richards further reported that her committee will be reviewing and rewriting job descriptions and the employees' manual.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, Chairman, stated that the meeting was brief. Residents need donations to the White Elephant Sale September 17.

ADMINISTRATOR'S REPORT

See distributed report. Miss Cox elaborated on the situation with Mr. Miller. At this point he has not been offered anything. Mrs. Roberts has made a home visit to assess his situation. The charge will be cost of care at the break even point on a per day basis. Mrs. Roberts has begun in-service instruction in the Health Center. Miss Cox and Mrs. Mustacchi are reevaluating the contractual arrangement with Food Dimensions, Inc., our food services purveyors. Mrs. Richards inquired whether it would be possible to include an outside speaker on an educational theme (aspects of aging, etc.) on the agenda of selected board meetings. The idea was enthusiastically supported with general agreement that members would be willing to meet at 10:15 to accommodate such programs.

OTHER:

Mrs. Mustacchi reported receiving a letter from Mr. Sands, resident editor of the Heritage Happenings. He will be featuring historical information about The Heritage in upcoming newsletters. Mrs. Edwards was then asked to give an update on recent developments with the refurbishment of the cottage. Everything is on schedule with demolition of some of the interior beginning July 13. We are now looking at approximately \$5000 over original costs, primarily as a result of water and heating problems previously unknown. Replacement of the bay window glass was also costly. If things continue to progress properly, completion is expected by mid-September. Eventually, Mrs. Edwards warned, the Board will have to address the tree problem. This issue was postponed.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:20 p.m. As August is vacation month, the next meeting will be September 22, 1992.

Respectfully submitted,

Martha Phillips Stackhouse
Mrs. Phillips Stackhouse
Recording Secretary

Ms:km

SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE
Jun 30 92

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
CLIQUE CARE FEES	79,097	476,616	487,050	(10,434)
PRIVATE PATIENT FEES	4,425	27,985	28,365	(380)
ACCOMODATION FEES	20,049	120,273	146,579	(26,306)
TRAVEL CLAIMS	0	0	0	0
MEDICAL COST REIMBURSE	5,478	18,251	27,157	(8,906)
TEST CHARGES	1,386	8,094	8,625	(531)
WASHING FEES	0	300	832	(532)
BONDS & INTEREST	72,595	330,625	351,855	(21,230)
LOSS (GROSS) SEC. SALES	0	25,927	8,796	17,131
AGENCY FEE	(542)	(3,250)	(3,250)	0
TOTAL INCOME (NET)	37,923	220,636	221,888	(1,252)
GRATUITATIONS & BEQUESTS	176	4,167	1,510	2,657
PERINCOME (EXP)	438	833	0	833
TOTAL	221,025	1,230,457	1,279,407	(48,950)
 <u>OPERATING EXPENSE</u>				
ED SERVICE	67,281	393,473	420,657	(27,184)
KEEPING	21,790	135,142	128,726	6,416
ANTISECURITY/GARDENS	15,303	95,781	94,430	1,351
INTERM MAINTENANCE	0	0	10,000	(10,000)
STYLIES-BOARD	197	3,590	5,450	(1,860)
BATH CENTER	87,166	533,307	549,928	(16,621)
ADMINISTRATION	24,393	160,237	160,968	(731)
PERAL	10,980	95,853	85,815	10,038
TOTAL OPERATING EXPENSE	227,110	1,417,383	1,455,974	(38,591)
DEPRECIATION	11,079	66,789	69,000	(2,211)
TOTAL EXPENSE	238,189	1,484,172	1,524,974	(40,802)
NET GAIN/(LOSS)	(17,164)	(253,715)	(245,567)	(8,148)

NUMBER OF RESIDENTS	109
NUMBER OF PRIVATE PATIENTS	2

CAPITA COST* + DEPRECIATION	2,082
CAPITA INCOME - RESIDENT	910
CAPITA INCOME - OTHER	1,015

CAPITA INCOME - GAIN / (LOSS)	(157)
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*Total operating expense less: private patient fees, medical fee reimbursement, guest charges.

Total revenues and operating expenses are near budget targets,
With revenues 4% under budget and expenses 2.6% under budget.

TOTAL EXPENSES:
None

RESPECTFULLY SUBMITTED,

Lances A. Stark

BOARD OF MANAGERS' MEETING
June 23, 1992

ALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. on June 23, 1992 at 3400 Laguna Street, San Francisco, California by Mrs. Mustacchi, President.

CARD MEMBERS PRESENT

Mrs. Abbott, Applegarth, Charlton, Cooper, Dodge, Dunckel, Edwards, Hall, MacLellan, Mitchum, Moller, Olness, Parkin, Hall, Edwards, McCormick, Mustacchi, Richards, Scott, Stark, and Waste.

CARD MEMBERS ABSENT

Mrs. Avenali, Baker, Boswell, Hill, and Stackhouse.

STAFF PRESENT

Miss Barbara Cox, Administrator, and Kaye Moore, Administrative Secretary.

NOTES

With the correction that Mrs. McCormick was absent from the last card meeting, the minutes of May 26, 1992 were approved as mailed.

RESPONDING SECRETARY

Mrs. Waste, Corresponding Secretary, read the list of donations to the Heritage as follows: Dr. John Henderson, our medical director, numerous books to the library. In memory of Mrs. Swingle: Barbara Wade Hunt, Dr. & Mrs. David Rabin, Pamela Seager & Colin Oakey, and Jay Williar. Mrs. John H. Hoefer donated one Indian water color.

TREASURER'S REPORT

Mrs. Stark, Treasurer, reported that at its June meeting the Finance Committee discussed ways to establish a concrete marketing plan. This will be the task of the Long Range Planning Committee, chaired by Mrs. Abbott. This committee will research a brochure, and an outside sign as a part of marketing. Trustee Andrew Edwards and Marla Long, now Administrator of Aldersley Danish Home are resources for the committee's efforts. A new, more comprehensive financial statement for residents will be developed as well. Mrs. Stark then reviewed the Finance Committee Report dated May 31, 1992. The line item "Board-Activities" will be reviewed with the controller for clarification. The report was unanimously approved as presented.

ADMISSIONS COMMITTEE

Mrs. Moller, Chairman, presented the report of the Admissions Committee. Mrs. Hackett has moved into room 419. Miss Hallam is signing her contract today and moving into room 222 on Thursday, June 25. Mr. and Mrs. Goto have reserved Suite 248. There were two in-house moves: 221 to 206 in the Perry Building and 325 Morgan to 119 in the personal care unit. Vacancies include 210 and 211 in the fire safe area, 230 suite, 233, 236 and 303 Perry. Reserved suites 412 and 248. In answer to a question about the meaning of the term "fire safe" Miss Cox explained that it is a legal one having to do with automatic door closures on certain wings activated by smoke or fire alarms.

WINGSON FUND COMMITTEE

No report.

FOOD/PUBLIC NUTRITION COMMITTEE

Mrs. Hall, in the absence of Mrs. Stackhouse, reported meeting with residents this morning where specific questions were raised and answered about yogurt. Lemonade and iced tea are now available on a regular basis. The new Self Help for the Elderly contract has been presented to the committee. The meal cost is up 2 cents from last year (\$2.78 to \$2.80/meal). Mrs. Hall moved the approval of the new contract; Mrs. Charlton seconded the motion which passed unanimously.

GARDEN COMMITTEE

Mrs. MacLellan, Chairman, reported that overgrowth of ivy is still a problem. Since Lorenzo does not do this kind of heavy yard maintenance, another solution will have to be found. Miss Cox cautioned that liability insurance is an important consideration here.

HEALTH CARE COMMITTEE

Mrs. Richards, Chairman, reported that Roberta Helms has resigned as Director of Nursing Services effective June 25 and while three weeks is short notice, it was not unexpected since Ms. Helms purchase a home in Texas some time ago. Miss Cox has been interviewing for a replacement and Mrs. Richards, Mrs. Mustacchi, and Mrs. Leonards have been working with Joanne Lindecke to insure transfer of computer information. Mrs. Richards reported that there are 24 permanent Health Center residents and that these represent a heavy nursing load due to their advanced age and levels of dementia. Miss Cox then reported that her search for Ms. Helms' replacement produced two excellent candidates, one of whom seems to be a perfect match for The Heritage. Mrs. Mary Roberts has been offered the position and has accepted. She will be able to orient with Roberta Helms for a couple of days and will begin work at once.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, stated that the committee still needs an electrical bid for dining room work. The sitting room off the Julia Porter garden has been rearranged with some more work yet to be done. The chairs for Miss Cox's office are finished and the committee purchased some more pictures.

LONG RANGE PLANNING COMMITTEE

Mrs. Abbott, Chairman, stated that the committee has yet to meet though its work is cut out for it with an emphasis on marketing, analysis of our current practices and policies. Mr. Edwards, a professional in the marketing field has offered his expertise to the committee. They will also be taking a look at developing a brochure and a sign for outside The Heritage. She stated that they will be speaking with Marla Long, Administrator of Aldersley, regarding their full time marketing specialist.

NOMINATING COMMITTEE

No report. However, Mrs. Leonards, Chairman, took the opportunity to officially welcome new members of the Board.

ORIENTATION COMMITTEE

No report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

Mrs. Richards, Chairman, said that she will meet with Mrs. Parkin and Mrs. Abbott to review the Director of Nursing Services' job description in July.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, Chairman, reported that as a result of the expert presentation by Miss Cox of the announcement of the rent increase, there were no negative ripples. She said Miss Cox was very positive, forthright and clear as to recourse in her explanation of the need for the increase. Many responses were positive in appreciation and only a few individuals have sought interviews. The residents are encouraging each other to tell friends about The Heritage.

ADMINISTRATOR'S REPORT

See distributed report. Miss Cox took this time to invite Bonnie Conroy into the meeting to provide an update on the continuing problems and achievements of the office of Building Supervisor (combining Housekeeping, Maintenance and Security). Miss Cox pointed out that one of Mrs. Conroy's most endearing qualities is an uncrushable sense of humor in the face of staggering problems. Mrs. Conroy passed out a lengthy memorandum for edification (and amusement) of Board Members. The memorandum essentially chronicled events, large and small, major and minor crises involving the Building Supervisor's office with all challenges met and dispatched. Mrs. Conroy then answered some questions regarding current projects and staffing.

Mrs. Mustacchi took this opportunity to announce Miss Cox's engagement to the applause and well wishes of all present. Miss Cox noted that her impending marriage "impacts The Heritage only positively."

Expanding on her written report, she praised department heads for their collaboration on the interviewing of Mrs. Roberts and thanked Mrs. Mustacchi for her help and for listening to day to day details. She reported that a Department of Social Services surveyor was here on June 18.

THEIR:

Mrs. Edwards was asked to report on the status of the cottage renovation project. She made a full report (with the aid of photos provided by Mrs. Moller) to the Trustees at their June 19 meeting at which time complete support for the project was granted with costs allowed to \$40,000. Mrs. Edwards requested that the Board of Managers approve moving ahead with the project using the DeMartini Construction Co. (bid of approximately \$30,000). She cautioned that the unknown in all this remains the radiant heating but still is confident the work can be done for under \$40,000. The motion to proceed with the project was carried unanimously. Work will begin July 13 with completion targeted for Labor Day.

Mrs. Mustacchi noted two other fee increases required Board approval. The first changes guest charges as follows: Single guest room: from \$15.00/night to \$25.00/night; double guest room from \$25.00/night to \$35.00/night. No change in charges for guest breakfast and lunch but dinner, supper and holiday dinner all increased \$1.00 to \$8.00, \$5.00, and \$9.00 respectively. The recommended changes were approved unanimously.

The second fee change involves private patients in the Health Center with the recommended charge of \$100/day up from \$80.00. It was noted that both private patients can afford this increase. The recommended change was approved unanimously. There then followed a discussion of a proposed exception to our existing admissions policies which would allow the special consideration of the husband of one of our private patients. He is too infirm and too old to meet the requirements for standard applicants and not sufficiently infirm to qualify as a permanent Health Center patient. The Board was asked to consider making an exception for this gentleman to

allow him to do under special circumstances as a resident. Mrs. Abbott seemed to summarize the sentiment of other members when she described this as the kind of forward thinking the Board should explore. There was general agreement that the Board should definitely consider this proposal.

Mrs. Mustacchi reported that Canon Lampen, long a volunteer at The Heritage, has made a request to minister to the residents of the Health Center and to see his Bible Study members on an individual basis as there have been no new members of his Bible Study group. The Board approved this request. Mrs. Mustacchi requested a vote on August as Board vacation month; it was so moved, seconded and approved.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:10 p.m.

Respectfully submitted,



Mrs. J. Jerrold Applegarth
Assistant Recording Secretary

S:km

**SAN FRANCISCO LADIES PROTECTION & RELIEF SOCIETY
REPORT OF THE FINANCE COMMITTEE**
May 31 92

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE
INCOME				
MONTHLY CARE FEES	77,812	397,519	405,875	(8,356)
PRIVATE PATIENT FEES	4,805	23,560	23,638	(78)
ACCOMODATION FEES	19,872	100,224	122,149	(21,925)
SUBSIDY CLAIMS	0	0	0	0
MEDICAL COST REIMBURSE	3,659	12,773	22,631	(9,858)
GUEST CHARGES	1,390	6,708	7,188	(480)
PROCESSING FEES	0	300	693	(393)
DIVIDENDS & INTEREST	38,702	258,030	293,213	(35,183)
GAMBLING) SEC. SALES	2,811	25,927	7,330	18,597
MS AGENCY FEE	(542)	(2,708)	(2,708)	0
RENTAL INCOME (NET)	37,759	182,713	184,907	(2,194)
DONATIONS & BEQUESTS	1,300	3,991	1,258	2,733
OTHER INCOME (EXP)	395	395	0	395
TOTAL	187,963	1,009,432	1,066,174	(56,742)
OPERATING EXPENSE				
FOOD SERVICE	66,107	326,192	350,547	(24,355)
HOUSEKEEPING	24,011	113,352	107,271	6,081
MAINT/SECURITY/GARDENS	13,934	80,479	78,691	1,788
LONGTERM MAINTENANCE	0	0	8,333	(8,333)
ACTIVITIES-BOARD	1,001	3,393	4,542	(1,149)
HEALTH CENTER	86,573	446,140	458,273	(12,133)
ADMINISTRATION	28,711	135,844	134,140	1,704
GENERAL	18,024	84,874	71,513	13,361
TOT. OPERATING EXPENSE	238,361	1,190,274	1,213,310	(23,036)
DEPRECIATION	11,079	55,710	57,500	(1,790)
TOTAL EXPENSE	249,440	1,245,984	1,270,810	(24,826)
NET GAIN/(LOSS)	(61,477)	(236,552)	(204,636)	(31,916)
AVERAGE NUMBER OF RESIDENTS	107			
AVERAGE NUMBER OF PRIVATE PATIENTS	2			
PER CAPITA COST* + DEPRECIATION	2,240			
PER CAPITA INCOME - RESIDENT	913			
PER CAPITA INCOME - OTHER	752			
PER CAPITA INCOME - GAIN / (LOSS)	(575)			
*detailed = operating expense less: private patient fees, medical fee reimbursement, guest charges.				
NOTES:				
ADMINISTRATION-LICENSES & FEES	3,156			
DEPT. OF SOCIAL SERVICES				
CAPITAL EXPENSES:				
COMPUTER NETWORK UPGRADE	5,825			
COMMERCIAL DRYER MOTOR	552			

RESPECTFULLY SUBMITTED,

Jance R Stark
FRANCES STARK

BOARD OF MANAGERS' MEETING
May 26, 1992

ALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on May 26, 1992 at 3400 Laguna Street, San Francisco, California by Mrs. Frederick Moller, Jr., First Vice President, in the absence of Mrs. Mustacchi, President. Mrs. Moller introduced new board members and welcomed them to the meeting.

BOARD MEMBERS PRESENT

Mrsdames Abbott, Applegarth, Avenali, Baker, Charlton, Cooper, Dodge, Dunckel, Edwards, Hill, McCormick, MacLellan, Mitchum, Moller, Olness, Parkin, Stackhouse, Stark, and Waste.

BOARD MEMBERS ABSENT

Mrsdames Boswell, Hall, Leonards, Mustacchi, Richards, and Scott.

STAFF PRESENT

Miss Barbara Cox, Administrator, and Kaye Moore, Administrative Secretary.

MINUTES

It was moved, seconded, and carried (Mrs. Avenali, Mrs. Applegarth) to approve the minutes of April 28, 1992 as mailed.

RESPONDING SECRETARY

Mrs. Waste, Corresponding Secretary, read the list of donations to the Heritage as follows: Mrs. William Nigh, books to the library. In memory of Mrs. Swingle: Thomas W. Chinn, Dr. Joseph Armstrong, Mrs. Arthur C. Close Baird, Jr., Mr. and Mrs. John M. Wigglesworth, Mr. and Mrs. William R. English, Mr. and Mrs. Philip A. Joss, Frank Swingle, Mr. and Mrs. Robert G. Eaneman.

TREASURER'S REPORT

Mrs. Stark, Treasurer, reported that at its May meeting the Finance Committee considered requests for redecorating the first floor sitting room (off the Julia Porter garden), a new vacuum, and an automated door connecting the Health Center and the first floorerry wing. The new door is a costly investment and will be studied in greater depth. Since suite 230/232 has been rejected by couples as too small, Board Members were asked to consider offering it to a single individual. It was also suggested that sisters might be a possibility. The rate for an individual would be 75% of the cost for a couple, i.e., entrance fee: \$60,000 and monthly fee: \$1,500/mo. This recommendation was approved unanimously. Mrs. Stark then presented the Financial Report for April, 1992 explaining that legal fees (rental income) are for the Van Ness property and legal fees (administration) are for Life Care Contract revisions. The report of the Finance Committee was unanimously approved.

ADMISSIONS COMMITTEE

Mrs. Moller, Chairman, presented the report of the Admissions Committee. Mr. Train and Miss Sabatou both have completed their probationary periods and are eligible for permanent resident status. It was so moved (Mrs. Abbott), seconded (Mrs. Stark), and carried. Mrs. Cornell and Miss Hallam were accepted by the Admissions Committee on May 5. Miss Hallam is expected to move in soon after passing her physical. Mrs. Hackett has reserved room 419 and will sign her contract on May 28. One application has been withdrawn. Mrs. Levi's in-house move to room 302 leaves suite 248

ilable. Mrs. Moller then listed the vacant rooms. Miss Cox pointed out that this list does not represent a true vacancy factor some of the rooms are in the personal care section and must be held for in-house moves.

FRUGUSON FUND COMMITTEE

No report.

OD/PUBLIC NUTRITION COMMITTEE

Mrs. Stackhouse, Chairman, reported a lively meeting with residents this morning. There were no suggestions or complaints from the ok. Minor problems such as crumbs on the chairs and questions about the calories in frozen yogurt were discussed. Mrs. Olness pointed out that the Self Help for the Elderly Contract will be up for renewal in June; Mrs. Moller will notify Mrs. Hall.

GARDEN COMMITTEE

Mrs. MacLellan, Chairman, stated that the Garden Committee continues to oversee pruning. The new furniture in the Julia Porter garden is being used. It was decided to turn the question of how to replace the dock header board over to staff to solve.

HEALTH CARE COMMITTEE

In the absence of Mrs. Richards, Chairman, Mrs. Dunckel reported that she met with Ms. Helms. The position of day charge nurse has been filled. Maintenance projects have all been taken care of and the computer project is ongoing. The next Health Center quarterly meeting is scheduled for Wednesday, June 3.

HOUSE/SPECIAL EVENTS COMMITTEE

Mrs. Dodge, Chairman, stated that the committee is purchasing a couch for the first floor Perry Building sitting room and continues to obtain estimates for dining room improvements. Bids for electrical work still must be submitted.

LONG RANGE PLANNING COMMITTEE

No report.

NOMINATING COMMITTEE

No report.

ORIENTATION COMMITTEE

Mrs. Avenali, Chairman, stated that next year she would like to do something for incoming committee chairs by way of orientating them to their committees.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

No report.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Edwards, Chairman, described new holders (on wall next to resident doors) for mail and newspapers that will replace cloth bags. Mr. Rice, Mrs. Tulloch and Miss Kenny are in charge of the White Elephant Sale which is scheduled for September 19. Members were encouraged to donate items.

ADMINISTRATOR'S REPORT

See distributed report. Miss Cox elaborated on the staff meeting with Dr. Dodell stating that she felt this consultant might be of service workshop with

Mr. Donnelly. The request was approved unanimously. She has researched marketing consultants and will make further inquiries. The fee increase letter will be delivered June 1. Miss Cox will have a brief meeting with residents prior to its delivery to prepare residents for it. She will be available to residents as will Mrs. Mustacchi. Mrs. Moller read the final draft of the letter for the benefit of members. New fees effective July 1, 1992 are: \$50,000 entry fee and \$1,200 monthly fee for a single individual and \$92,500, entry fee and \$2,000, monthly fee for a couple. Fees for a single individual in a suite are \$60,000 and \$1,500 respectfully. Miss Cox suggested that members might want to get a few copies of The Heritage fact sheets from the receptionist. There was some discussion of the advisability and nature of an "endowment" fund. Mrs. Moller suggested the issue should be on next month's agenda. Mrs. Moller praised Miss Cox for her excellent presentation at the Annual Meeting in May.

OTHER:

Mrs. Edwards updated the present status of the cottage and described bids ranging from a low of \$18,000 to a high of \$30,000. As it has been discovered that there are serious complications to renting to non-resident members of The Heritage community, it was moved, (Mrs. Edwards) seconded (Mrs. Applegarth) and carried to put the cottage back into rotation as an available unit with the imposition of rigid health criteria for occupancy. After Mrs. Edwards reviewed details of refurbishment, it was moved, seconded, and carried (Mrs. Charlton, Mrs. Stark) to approve the renovation subject to Finance Committee and Trustee approval, the Finance Committee to determine amount to be spent. The work will be done with minimum involvement of current maintenance personnel so as not to interrupt necessary, ongoing projects.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Mrs. Phillips Stackhouse
Recording Secretary

MS:km

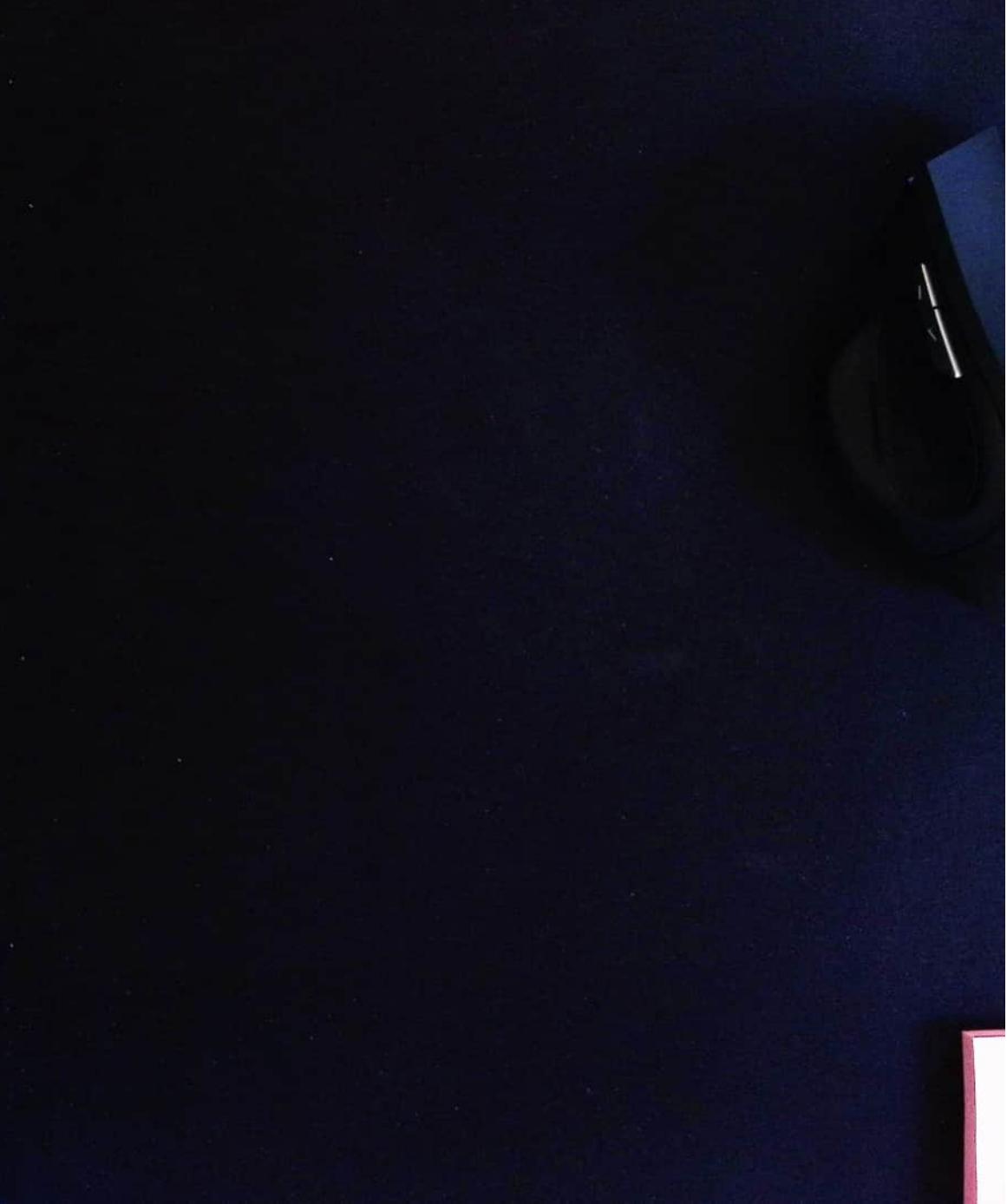
The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and the Chairman announced that the foregoing were the duly elected Board of Lady Managers for the ensuing year, and until their successors were elected and qualified.

A general discussion of the affairs of the Home was then had. Mrs. Palache spoke of the bad condition of sidewalks surrounding the Home, and the advisability of carrying Liability insurance. WHEREUPON on motion duly made and seconded, Mr. James Irvine, F. C. Peterson, and D. J. Murphy, were appointed to make investigations, arrange to have sidewalks repaired, and to look into the matter of Liability insurance.

There being no further business, the meeting then adjourned.

Secretary.

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Pursuant to the following advertisement for two weeks
in the San Francisco (Daily) Chronicle, Members of the
Society and of the Board of Trustees met at the Office of the
Old Peoples' Home corner of Pine and Pine Streets at
2 o'clock P.M. There not being quorum present
the meeting was adjourned to meet at the office of
the Home (as above) on the 27th day of May 1901 at 2 o'clock
P.M. The following is the published Notice of the Annual
Meeting

NOTICE is hereby given that the annual meeting of the society and the board of managers of the Old Spanish Club will be held at the same place as the dinner, southwester corner of Plaza and Pierres streets, San Francisco, on WEDNESDAY, the 5th day of May, 1901, at 2 o'clock P. M., for the purpose of electing a board of managers and a president, and for the transaction of such other business as may properly come before the meeting.

San Francisco Cal. May 27. 1901

Pursuant to adjournment as above noted.—

The annual meeting of the society and the trustees of the Old People's Home was held this twenty seventh day of May Nineteen hundred and one, at the office of the Home corner of Pine and Pineo Streets San Francisco Cal.

The Meeting was called to order by Charles F. Hanton Esq., 1st Vice President. Twenty five members were present. Prayer was offered by Rev. Charles Mc' Kelvy Chaplain. The Minutes of the last Annual Meeting were read, and on motion of Mr. S. B. Peterson seconded by Mr. A. T. Readt were approved and adopted as read.

The Report of the President was read, and on motion of Mr. Q. B. Peterson seconded by Mr. Jos. Knowland was adopted and ordered spread upon the Minutes. The following is the Report of the President:

REPORT OF THE PRESIDENT.

FOR THE YEAR ENDING MAY 31, 1901.

To the Board of Managers and Trustees of the Old People's Home;

LADIES AND GENTLEMEN:

Another year has rolled around and we are permitted once more to attend the important meeting of our annual election.

Owing to the admirable work done by those who constitute the different Committees, our Home has derived much benefit and our Old People made happy and comfortable. I wish to express my warmest thanks for their help and particularly for the aid given during the last three months, whilst I have been, much to my regret, unavoidably absent. The ladies deserve the highest praise for the time, care and attention they have given to the Home.

Grand Total
\$31,552

Permit me to offer our sincere and grateful thanks to our Attorney, Mr. Chas. F. Hanlon, for the time given and the great interest he voluntarily takes in the business of the Home.

We unite in thanking the Trustees for the zeal they have shown in the pecuniary matters pertaining to the Home; we most sincerely hope for their continuous efforts during the coming year.

To the Mary Crocker Trust, which has continued its generous gift of \$600 per month, we are more than grateful, and with our increased expenses from year to year, it is much needed and most acceptable.

Our Home is now in great need, both of repairs and carpets, and I trust we may be able to afford it during the coming year.

We are most grateful to Dr. M. E. Runwell for his care and kindness to our Old People, and our thanks are also due to Dr. Deane for his attention to the blind and deaf.

To our most excellent Superintendent and Matron, the Rev. Chas. McKelvey and wife, we cannot too warmly express our thanks and praise for their untiring care, patience and fidelity, and the perfection of their work. I think we often fail to appreciate the work our Superintendent does for us and how kind he is to the Old People, always ready to attend the sick and dying, night and day, and doing it so cheerfully, sharing their burdens gently, and tenderly aiding those who are called to pass away from the Home.

We have much cause for gratitude to Our Heavenly Father who has spared us through the past year, and when our life's record is closed the only thing worth knowing about us in our generation, is that we have tried to do good to others and that the seed sown by us will grow and increase and each year see our work successfully carried on.

Let our aim be "Not to withhold good from those to whom it is due when it is in the power of our hands to do it."

Respectfully submitted,
Mrs. D. E. FREILE,
President.

*The report of the Secretary was read and on motion
it was approved and ordered spread upon the Minutes*

REPORT OF THE SECRETARY.

FOR THE YEAR ENDING MAY 8, 1901.

*To the Board of Managers and Trustees of the Old People's
Home;*

LADIES AND GENTLEMEN:

Another year has come and gone, and like our lives, made up of sunshine and shadow, but I fully believe that the past year has had more sunshine than shadows. There seems but little I can say except a repetition of the past reports. The Board of Trustees have held two regular and two special meetings, and it was with deep regret that we recorded the death of two of our faithful Trustees, Mr. W. E. Brown and Mr. E. B. Mastick, and it is with due appreciation of their departed worth that we bow to the irrevocable decree of Father Time.

This Board of Lady Managers have held twelve regular meet-

every case from all sides by our committee, as we have been deceived so many times in the past.

We are still under great obligations to the "Mary A. Crocker Trust," which has continued its generous gift of \$600 per month, without which the Home would be greatly at loss.

We feel the need of assistance from the charitably inclined, as our expenses increase from year to year, for more help is required as the aged ones advance in life.

It has been our sad duty this year to send out letters of condolence to a number of our members, but we must bear in mind that their loss is only a new birth to those who have passed beyond.

Thanks are due the following named houses for donations during the year: F. B. Petersen, The Sperry Flour Co., Hammond & Bros., Tindal & Co., Murphy, Grant & Co., The Needle Work Guild of America and to Mr. Chas. Stevenson we are again indebted for his assistance. To our Superintendent, Rev. Chas. McKelvey, I feel words cannot express the thanks that are due him for he has been ever ready and willing to help the dear ones who are under his care, any hour, day or night, when he is called, and many times he has smoothed the troubled waters until the life boats of the Home here have reached their sought-for havens. To Mr. and Mrs. McKelvey do we tender our sincere thanks.

In closing let me thank all those who have kindly aided us in our work and the encouraging words spoken have made it much easier to perform.

"God be with you till we meet again."

Respectfully submitted,
Mrs. GEO. B. WARREN,
Secretary.

The report of the Treasurer was read and approved and no motion was ordered spread upon the minutes

ANNUAL REPORT OF TREASURER OLD PEOPLE'S HOME, YEAR ENDING APRIL 30, 1901.

RECEIPTS.

MONTH.	DUES.	BOARD.	LIFE INNATE.	BONAN.	PRA.	INTEREST.	REPAIRS.	TAXES AND INSURANCE.	FURNISHING.	RENT.	TRUSTEES.	MISCELLANEOUS.	CASH.	TOTAL INTEREST AND DECREASE.	TOTAL.	GRAND TOTAL.
May.....	\$ 8 00	\$ 70 25	\$ 60 00	\$2 50	\$2,400 00	\$42 25	\$ 405 71	\$ 1,955 71		
June.....	\$ 00	185 00	\$ 40 00	600 00	5 75	838 75		
July.....	185 00	1,140 00	660 00	3 00	1,958 00		
August.....	12 00	105 00	1,000 00	700 00	\$ 60 00	\$21 72	3 00	1,901 72		
September.....	105 00	2,000 00	740 00	120 00	5 00	2,970 00		
October.....	16 00	225 00	600 00	3 00	844 00		
November.....	8 00	105 00	196 20	625 00	60 00	3,000 00	11 00	4,003 20		
December.....	133 20	600 00	\$45 00	3 00	781 20		
January 1901.	137 85	30 00	600 00	\$2 00	3 25	3,773 10		
February.....	110 25	3,481 13	1,160 00	120 00	42 95	61 75	4,975 39		
March.....	44 00	110 00	1,000 00	600 00	60 00	\$10 01	1,390 00	26 00	3,140 01		
April.....	20 00	110 50	1,000 00	600 00	60 00	8 80	5 10	2,675 60		
Total.....	\$116 00	\$1,582 05	\$9,887 63	\$8,085 00	\$480 00	\$10 01	\$2 00	\$64 68	\$45 00	\$2 50	\$10,570 00	\$172 10	\$ 865 71	\$31,882 68	\$31,882 68
Average per month.....	9 66	131 84	823 97	673 75	40 00	83	17	5 39	3 75	21	880 83	14 34	72 14	2,656 89
Total 1899-00 (11 mos.)	\$116 00	\$1,611 00	\$7,558 00	\$6,780 00	\$480 00	\$8,000 00	\$40 55	\$3,984 81	\$25,602 55
Increase 1900-1901.....	\$2,329 63	\$13 05	\$10 01	\$2 00	\$64 68	\$12 81	\$2 50	\$2,570 00	\$131 55	\$6,428 18	
Decrease 1900-1901.....	\$28 95	\$1,119 10	3,148 05	\$3,260 13	\$31,882 65

DISBURSEMENTS.

MONTH.	Provision	Med.	Paraff.	Light Fuel.	Cloth-	Repairs	Drugs	Expense	Pay Roll	Impre-	Feueral	Taxes and Insurance	Life Incurse.	Dona-	Inte-	Total Interest and Decrease.	Total.	Grand Total.
May.....	191 41	216 06	68 16	106 03	15 00	7 58	11 25	45 00	513 00	47 30	870 00	6 00	1,877 75
June.....	167 50	210 48	6 00	103 03	2 00	16 00	16 50	40 51	550 00	870 00	6 00	2,672 44	
July.....	618 52	291 81	217 08	105 80	1 67	63 55	531 75	21 75	6 00	7 30	1,840 34	
August.....	579 31	251 17	1 97	143 66	48 20	21 18	101 53	550 00	21 75	6 00	2,671 65	
September.....	688 31	257 02	19 84	257 48	143 84	11 23	79 35	541 00	140 84	6 00	1,825 34	
October.....	618 55	254 65	37 55	87 95	1 65	41 24	10 76	62 40	535 00	102 00	377 25	6 00	2,148 79	
November.....	584 77	260 97	194 30	291 57	27 50	24 05	43 75	548 00	44 00	281 00	2,493 81	
December.....	1901	6 00	1,817 61	
January.....	653 00	275 97	25 60	220 00	11 50	9 50	16 55	66 45	550 00	16 00	10 01	2,065 77	
February.....	685 40	272 26	16 85	302 15	40 25	5 00	19 08	104 40	550 00	42 90	6 00	2,170 95
March.....	666 65	265 95	773 87	301 52	7 53	55 45	550 00	44 00	369 12	6 00	2,303 71	
April.....	591 34	270 10	44 07	220 91	43 50	25 29	120 15	550 00	
Total.....	7,552 44	3,356 34	935 91	2,424 00	70 40	400 87	180 00	815 87	6,350 40	237 50	951 89	870 00	157 00	10 01	7 35	25,019 93	25,019 93
Average per month.....	651 37	279 69	77 92	202 00	5 87	33 40	15 00	70 49	545 87	19 79	79 37	72 50	29 75	83 61	2,057 49
Total 1899-1900 (12 mos.)	7,557 04	3,612 21	591 95	2,153 13	119 77	366 41	207 24	736 47	5,751 50	\$50 00	422 50	2,252 19	2,323 00	351 00	2 89	27,736 81
Increase 1900-1901.....	25 49	43 95	218 87	31 40	83 90	751 90	6 00	7 12	7 36	1,193 90	2,686 91	25,019 93	
Decrease 1900-1901.....	255 90	49 37	27 34	580 00	185 00	1,300 30	1,453 00	3,850 81		
Balance cash on hand May 1st, 1901. (See Foot-Note.)	6,832 75	31,882 68	

NOTE :

Balance, \$6,832.75, does not include
\$3,280.00 deposited by Superin-
tendent in April, too late to be
taken up in Treasurer's report.

Total receipts from all sources.....	\$31,882 68
Less amount received from Trustees.....	10,570 00
Actual Income.....	21,312 68
Total Disbursements.....	\$25,049 93
Total Deficit.....	3,737 25
Average monthly deficit.....	\$311 44
" " "	1899-1900. \$618 57

MRS. WM. H. DICK,
Treasurer, Old People's Home.

The report of the attorney Mr. Charles F. Hanlon
was read and on motion was approved and
ordered placed on file.

The report of the Superintendent and Chaplain; the Physician, Dentist and Nurse and of the Dining Room Committee were read and approved and on motion ordered spread upon the minutes.

REPORT

OF THE

SUPERINTENDENT AND CHAPLAIN.

FOR THE YEAR ENDING MAY 8, 1901.

To the Board of Managers and Trustees of the Old People's Home:

LADIES AND GENTLEMEN:

We record our gratitude to God for His abounding goodness and mercy to us and to all committed to our care. We have had fullness of blessing and Goodness and Mercy have followed us all the year. Our family have, for the most part, been contented and happy. The infirmities of age have pressed hard upon some; but these have been borne with a spirit of resignation and faith in God that have been very marked. Some of the scenes at the bedside of the sick and dying have been most pathetic and touching. There are here unwritten histories and biographies that are profoundly interesting.

How the heart thrills with emotion as scenes of the past are revived—loved ones lost awhile, chords that are broken, hopes disappointed,—sitting silently in the twilight waiting the Pilot's call to cross the bar.

Oh! the sad, sad hours of waiting when the twilight has no radiant glory streaming from far across the wave. How tenderly sweet and beautiful, when "The evening-time is light," and angels of God come down the shining way. So many have gone hence, that this place has become sacred with memories fragrant as the alabaster box of ointment broken for our Lord.

How very few can understand what this work means,—what hours of waiting and watching; what pain and pleasure; what toil and triumph; what burden and blessing. But to receive

the benedictions of a dying Saint; to know that we have soothed and calmed, and ministered to those who have passed into the larger life and clearer light is compensation sufficient for much of service and sacrifice, and checks the murmur and complaint against the unappreciated efforts.

Ten of our number have passed away during the year, most of them men and women who loved the House of God and hour of prayer and whose lives were made more beautiful by the fellowship of our Home life.

I must therefore emphasize the fact that the religious side of our Home life is vital to the highest and best conditions, to the spirit of peace and harmony. Men and women who bow together at the same altar in prayer, are much more patient and forbearing with each other's faults and failures; much more ready to forgive real or fancied injuries; much more sympathetic and helpful in the hour of sickness and death. *The Ideal Home is Christian* in the largest sense. This thought was primary with both the founder of the Home, and the generous donors of this beautiful resting place.

The place of worship within our walls is the expression of the need of the Christ spirit and life in human relations.

Memorial services were held October 31st, 1900. Rev. Wm. Rader delivered the address, which was thoughtful, elegant and impressive. The Superintendent followed with words of tender and loving remembrance from the Home. Dr. S. H. Willey and Dr. A. H. Briggs assisted in the service and the choir of Calvary Presbyterian Church rendered appropriate music.

There were in the Home May 1st, 1900, one hundred and twenty-four. Thirteen were admitted during the year. Number in the Home May 1st, 1901, one hundred and twenty-seven. Our attending physician, Dr. M. E. Rumwell, has been attentive and faithful in the discharge of his duties. Cases which might have tested the skill and patience of one farther advanced in years have been handled with admirable judgment and success. And while la grippe was epidemic in the city and every institution,—Homes, Hospitals and Asylums were filled with it. We have not had a case of la grippe during the year, nor have

we at any time lost a case of it under Dr. Rumwell's treatment. We sincerely hope that he will continue his relations with us.

Dr. Louis C. Denne continues his services as oculist and aurist, and has successfully treated many of our people, some at the Home, others at his office and at the Eye and Ear Hospital. Other physicians have visited patients at the Home and have been most attentive and courteous; and so far as we know, have only appreciative words of the Home and its management.

Both our own and visiting physicians have urged the necessity of a Hospital Department, and never have we felt the need of such an adjunct as in the past year. The many chronic cases, and ailments such as are common with the aged, make it almost imperative to have a place where we can treat them under sanitary and other conditions most favorable—separate from others and in care of special attendants.

Ten thousand dollars would give us a commodious and suitably equipped building and about one hundred dollars per month would cover expense of service. This would place ours at the front of all such institutions in America, and would be a fitting memorial of the name and beneficence of some one who has been intrusted with wealth. The amount received through the office of the Superintendent for inmateship, board and miscellaneous items, \$16,374.21, a little more than one-third in advance of last year, and we hope that the report of the Treasurer will show a reduction in the running expenses.

The year to come will, however, call for increased expenditures; these will be along the line of improvements of the grounds, repairs on building, painting, kalsomining, etc., recarpeting and repairs of furniture, all of which is a pressing necessity. Electric lights in halls, office, parlors, library and dining room would add very much to the brightness and cheerfulness of the Home without large additional outlay. We hope that donations and bequests may be turned to the Home to meet these needs in the near future. The generous donations of the Mary Crocker Trust are still continued from month to month with unfailing regularity and for which we are sincerely grateful. In view of the fact that the average of life after entering the Home is about ten years, and that one thousand dol-

lars,—the sum now required for a life inmateship—is expended in the care of each person in about four years; after which time six years of care is given without any compensation whatever, and that a number of persons having considerable sums of money have had such care, and have died leaving estates of the value of \$1,000 to \$8,000 to friends who have had no responsibility in providing for them, some of whom were not in this country; it becomes more evident that a strict and thorough investigation of the financial condition of applicants be made and that the rule in all such cases be rigidly enforced. So that money given for the benefit of the Home be not expended in providing for persons who are in no sense in need of charity, while many worthy persons who need a home and care in old age are left to suffer because unable to gain admittance here. An endowment fund is greatly needed for the benefit of really necessitous cases that from time to time appeal to us, some of whom would be both an honor and a blessing to any institution.

"Inasmuch as ye do it unto one of the least of these, ye do it unto me."

The Board of Trustees has again suffered in the loss of two of its members; Mr. W. E. Brown and Hon. E. B. Mastick, men who have long been associated with the interests of the Home.

Personally, it is a pleasure to know that Mr. Henry T. Scott has been chosen to fill one of these vacancies. Upon the homes of some of the ladies of the Board of Managers clouds of sorrow have fallen; to all of these our warmest sympathy has gone out and for them our prayers have ascended, that, He who calmed the waves of Galilee with a word, might stand with them through the darkest night of sorrow, saying "Peace, be still!"

Again, I must express my sincere appreciation of the uniform kindness and courtesy shown to both Mrs. McKelvey and myself by the ladies and gentlemen of the Boards. We have now worked together for nearly eight years, during which time we have had many expressions of confidence and regard, for which we thank God who has counted us worthy of such confidence and the fellowship of labor.

Respectfully submitted,
CHARLES MCKELVEY,
Superintendent and Chaplain.

REPORT OF THE OCULIST AND AURIST.

FOR THE YEAR ENDING MAY 8, 1901.

To the Board of Managers and Trustees of the Old People's Home:

LADIES AND GENTLEMEN:

As the time for the annual meeting of the lady managers approaches, I am informed that a report is required from those interested, as to what has been accomplished during the past year in the Home.

I have taken no notes of many of the milder cases and those requiring slight attention, though on looking through my records I find that one hundred and eighty-seven treatments have been given in my office to sixteen inmates.

Only two cases of any serious consequence have presented themselves. One, Mr. Curran, who for a year was deprived of sight, his vision has been entirely restored by an operation.

Another case, Mr. Harris, who, three years ago lost one eye through glaucoma, by a timely operation the other was saved and up to two months ago his vision was excellent. Through the effect of Bright's disease, inflammation of the retina has developed, other than the original condition, which threatens his sight, though all that is possible is being done for him.

Through the excellent care that the Home extends to its inmates, many are able to come to the office where more scientific and exact treatment can be given them. Wishing the Home all success in the maintenance and permanency of its great charity and with the assurance that my services will always be at the command of the Board of Ladies and the inmates of the Home, believe me,

Very respectfully,

LOUIS C. DEANE,

May 8, 1901.

REPORT OF THE PHYSICIAN.

FOR THE YEAR ENDING MAY 8, 1901.

To the Board of Managers and Trustees of the Old People's Home:

LADIES AND GENTLEMEN:

There has continued to be the same excellent state of health among the Old People in the past year that has existed in the years previous.

The need of suitable quarters for the sick has been more apparent than ever.

The intelligent assistance and lasting kindness of the Rev. Charles McKelvey, to the feeble and infirm continues as ever, and is of the greatest service to them and to the doctor.

Respectfully yours,
M. E. RUMWELL, M. D.

REPORT OF THE DINING ROOM COMMITTEE.

FOR THE YEAR ENDING MAY 8, 1901.

To the Board of Managers and Trustees of the Old People's Home:

LADIES AND GENTLEMEN:

The Dining Room Committee have nothing to report outside the usual routine in its especial province.

The menu maintains its usual standard of excellence, notwithstanding the advanced prices of meat and provisions.

The table ware and napery are in good condition with a surplus for emergency.

No changes worthy of note have been made in the seating arrangements on account of uncongeniality—though many vacancies mark the taking off of members of our family whose contented and cheery faces lent much to the atmosphere of their surroundings, and whose moral effect on the unhappy and discontented element have been so salutary.

Good ventilation, sun, charming outlook and healthful diet all contribute to make a "Salle à manger" conducive to good digestion.

Mrs. C. T. DEANE,
Chairman of Dining Room Committee.

The matter of certain applications made by Mrs. Wood was taken up and the following action was taken
Resolved: That the two ladies wished to place in the Home be admitted for the sum of \$500. each, and \$60 each for the regular probation fee, and the secretary be instructed to inform Mrs. Wood of the decision of the Meeting.

On motion of Mrs. John B. Barton seconded by McBrane.
It was Resolved, that the following amendments of the By-Laws be made

BY-LAWS

OF THE

OLD PEOPLE'S HOME

AMENDED MAY 27, 1901.

The following Amendments were made to the By-laws of The Old People's Home and adopted at the regular (adjourned) annual meeting, held May 27, 1901, pursuant to call, at the office of the Home, corner of Pine and Pierce streets:

Article VII., Sec. 7, which reads, "This Board shall have power to admit life inmates and boarders, on such terms and conditions as they may decide upon, and in the manner herein-after set forth;" shall be changed so as to read, "This Board shall have power to admit life inmates and boarders, but no person shall be admitted on probation except upon payment in advance, of fifteen (\$15) dollars per month for four months, and no person shall be admitted as a life inmate except upon payment in advance of the initiation fee which is hereby fixed at the sum of fifteen hundred (\$1500) dollars, provided always, that the terms of admission of any particular applicant may be for good cause, changed to such terms and conditions as may be prescribed at a joint meeting of the Board of Managers and the Board of Trustees, called for the purpose, by a vote representing two-thirds of each Board."

Article XVII. is amended by adding thereto: "Provided always, that the money required by Article VII. thereof, be first paid."

MRS. D. E. FRIELE, President.

MRS. GEO. B. WARREN, Secretary.

Witness our hands this 27th day of May, 1901.

WM. H. CROCKER,
President Board of Trustees.

CHAS. F. HANLON,
1st Vice-President.

JOSEPH KNOWLAND,
2d Vice-President.

S. B. PETERSON,
A. W. SCOTT,
JOHN C. KIRKPATRICK.

On motion of Mrs. Lyon seconded by Mrs. Goodall - the Insurance of the Board of Trustees was suggested to send his report to the Secretary within ten days and that Mr. Hanlon inform him to that effect. Carried.

It was moved by Mrs. Dick seconded by Mrs. Barton, that the term of probation be extended to four months at \$15. per month instead of three months at \$20. per month. Carried.

(This change is included in amendment of article VII. of the By-laws see Page 9.)

Officers were appointed and the meeting proceeded to the election of a Board of Trustees for the ensuing year.

Nineteen votes were cast, and the following named gentlemen were elected.

William H. Crocker.	George Crocker
Charles C. Green.	Charles F. Hanlon
David Hughes	J. C. Kirkpatrick
Joseph Knowlton	Charles Nelson
C. B. Peterson.	Henry J. Scott

A. H. Scott.

The election of a Board of Managers was next in order. Nineteen ballots were again cast and the following named ladies were declared duly elected to serve for the ensuing year.

Mrs. F. Th. Arms.	Mrs. John Barton.
Mrs. Eugene Bruce	Mrs. F. Bates
Mrs. W. G. Chapman	Mrs. C. T. Deane
Mrs. M. H. Brown	Mrs. H. Bick
Mrs. A. R. Dufour	Mrs. D. E. Trile
Mrs. Mrs. J. Dustin.	Mrs. Chas. Goodall
	Mrs. Isaga Hecht
	Mrs. C. J. Lagercrantz
	Mrs. C. J. Mills
	Mrs. M. R. Roberts
	Mrs. A. W. Scott.
	Mrs. C. C. Wadsworth
	Mrs. S. Wrenan
	Mrs. K. O. Zimmerman

There being no further business the meeting was adjourned.

— For election of officers of the Board of Trustees and the Board of Managers see Minutes of each Board as entered upon. —

San Francisco Chronicle

Pursuant to the following notice for two weeks in the San Francisco Chronicle; daily, the members of the Society and of the Board of Trustees met at the Office of the Old People's Home corner of Pine and Pine Streets in the City of San Francisco California
The meeting was called to order by Chas. F. Hanlon Esq. First Vice President. There were present twenty three members of the Board of Managers and of the Society and four members of the Board of Trustees, as follows. Messrs and Misses.

Scott (A. H.) Brown. Metherman. Lagravante. Norman.
Wentaw. Hollis. Sutton. Shaub. Bates. Knight. Goodall.
O'can. Martel. Wadsworth. Roberts. Lyon. Dick.
Besse. Warren. Amis and Miss Hanlon. (23) and
Messrs Hanlon. Heves. Knowland and Palmer. (4)
Prayer was offered by the Chaplain Mr. Charles McKelvey. The Minutes of the last Annual Meeting were read and on Motion were approved and adopted.
The Report of the President was read. And on Motion of Mrs Dean Sec. by Mr. A. H. Scott. Was adopted and ordered printed on the Minutes. The following is the report of the President.

REPORT OF THE PRESIDENT.

FOR THE YEAR ENDING MAY 1, 1902.

To the Board of Managers and Trustees of the Old People's Home:

LADIES AND GENTLEMEN:

To-day, the 28th year of the existence of the Home, we once more assemble to hold our annual meeting.

Having passed through these years successfully by the aid of the most excellent work of the ladies on the different committees, and the officers in charge of the Home, I most sincerely thank them for the assistance they have given me in my work. They most certainly deserve thanks and praise for the time and attention given to the management of the Home.

I also thank the Trustees for the great interest they have shown, which is making our Home one of the most beneficial institutions of its kind.

To Mr. Chas. F. Hanlon, our attorney, we are under deep obligations. Ever ready to answer every call upon his valuable time and services, from the foundation of the Home to the present day, he has helped us always most cheerfully, and I feel that offering him my personal thanks with those of all the managers, is but a slight token of our regard and gratitude for his generosity.

To the Mary Crocker Trust, which has continued its generous gift of \$600 per month we are more than grateful, for its very valuable aid, without which the Home would not be able to do the good it does.

We have been under very heavy extra expenses during the past year, having carpeted and renovated the halls, dining-room and most of the rooms. This work was absolutely necessary, and, of course, makes our bills heavier than they should be in the future.

The invaluable services of our kind and good Superintendent, the Rev. Chas. McKelvey, calls for our thanks and admiration. The zeal and care which he gives to the Home and all its inmates, can only be appreciated by those whose work brings him constantly under their observation. He devotes all his time, energy and the kindness of his good, warm heart to cheer and comfort the sick and share the troubles of our old people. I hereby tender my personal gratitude to him for all he has done. I also desire to express our appreciation of the management and executive ability of our matron, Mrs. C. McKelvey, who, by her interest in the economy of the household, has been of most material benefit to the Home.

It is a great satisfaction to me to pay this tribute to the superior work accomplished by our Superintendent and Matron during the past nine years of their labor in the Home.

The future is ours, with our lives to live, and by our wish to do good we can help those who need our care.

Through the mist of ages may our Home shine like a beacon light, an object of reverence and imitation to all those

whose hearts have the glow of sympathy for the aged. No loftier ideal can be held up to us than that intended by the founders and donors of our beautiful Home, and remembering them with love and gratitude let us be grateful to our Heavenly Father, who has bestowed so many mercies and blessings on their work, and trusting that others may imitate their example I leave the future of our Home in His holy hands.

Respectfully submitted,
Mrs. D. E. FRIELE,
President.

The report of the Secretary was read and on motion of Mr. Howland and Dr. Mrs. Shaw was adopted and ordered spread in the Minutes.
The report of the Secretary is as follows.

REPORT OF THE SECRETARY.

FOR THE YEAR ENDING MAY 1, 1902.

To the Board of Managers and Trustees of the Old People's
Home:

LADIES AND GENTLEMEN:

The years roll quickly by, and it is again time for me to make our annual report. Recalling our many blessings, how thankful we should be for the tender care that God has bestowed on our Home. The Board of Trustees have held four regular and one special meeting. We feel very grateful indeed to our Trustees for their attendance. Being business men, their time is valuable and it is not always convenient for them to be present at the meetings.

The Board of Lady Managers have held twelve regular and three special meetings during the year. The Committee have all done excellent work. I would now suggest to them to give the little details their strictest attention, as it often aids those who have the entire charge of everything, and adds to the comfort of all in the Home.

Thirteen applications have been considered, and eleven were admitted to the Home. We, therefore, find from the present number of applications that the increased fee does not make the difference that it was at first feared that it would. Last year the Society felt, the time had arrived when it was necessary to increase the admittance fee to the Home, for as the dear old people when they enter, are relieved of all care, this relief adds ten years to their life.

The capacity of this Home is 138, and we now have 120 inmates. Of this number, twenty have been admitted free, thirty-six have paid from \$300 to \$1,000 each, and the remainder from \$1,000 upwards, so that you can readily see that we appear to be maintaining our inmates on an average of \$74 per year each, as nearly as the estimate can be made, while as a matter of fact, the books show that it costs about \$216.51 per year for each inmate, allowing that they live ten years after entering the Home, hence we find we would have had a deficit had it not been foreseen by the Society at the last Annual Meeting and obviated by resolving to amend Sec. 7, Article VII. The time has come when we must husband our funds for the future if we are to take care of our many inmates.

Our expenses have been very large this year, as the Home had arrived at a state that required a great deal of renovating. Now it is in first-class condition and should last for some time.

We continue to be under great obligations to the "Mary A. Crocker Trust," which has contributed its generous gift of \$600 per month, thereby adding comfort to the aged members of the Home.

May the name of this generous trust be blessed for years to come. We regret that Mrs. Friole, who has been a faithful worker for years, has felt obliged to resign as President.

Thanks are due the following-named houses for donations during the year: F. B. Peterson, Hammond & Co.,
Sperry Flour Co., Muncie, Ind.

ANNUAL REPORT OF TREASURER OLD PEOPLE'S HOME, YEAR ENDING APRIL 30, 1902.

RECEIVERS,

MONTH.	Bal.	Bal.	Life limits.	Balanc.	Prudential.	Interest.	Transac.	Mat.	Pec. making.	Building.	Repairs.	Expen.	Funer.	Trans. last month.	Minis. Annuities.	Cash.	Total Incomes and Perf.	Total.
MAY.....	\$10.00	\$20.00	\$1,100.00	\$1,120.00	\$10.00	\$10.00									\$1.50	\$6,435.75
June.....	4.00	110.00	552.00	600.00	600.00	600.00										3.00	4,005.84
July.....	4.00	70.50	440.00	1,661.00	600.00	600.00										\$1.45	5.35
August.....	15.00	640.00	1,661.00	600.00	600.00	600.00										18.75	1,539.49
September.....	8.00	70.00	3,100.00	600.00	120.00	600.00										5.60	2,635.31
October.....	15.00	110.00	1,600.00	600.00	600.00	600.00										8.00	3,903.60
November.....	110.00	50.00	600.00	600.00	600.00	600.00										3.35	2,418.00
December.....	4.00	70.50	1,550.00	600.00	600.00	600.00										14.30	633.35
January.....	4.00	150.00	1,500.00	600.00	600.00	600.00										42.96	3.40	2,502.80
February.....	4.00	110.25	3,150.50	600.00	600.00	600.00										3.40	2,585.36
March.....	4.00	140.50	1,620.00	600.00	600.00	600.00										9.75	3,623.50
April.....	40.00	110.00	44.25	600.00	600.00	600.00										3.25	5,427.75
Total.....	\$10.00	\$1,921.75	\$10,933.75	\$7,656.00	\$600.00	\$600.00										4.25	\$62.45
Average per month.....	12.33	162.65	1,694.48	635.53	55.00	55.00										\$13.45	\$85.45	\$55,700.11
Total 1901-1902.....	\$16.00	\$1,638.05	\$9,887.65	\$5,005.00	\$4,600.00	\$10.00	\$10.00	\$2.50	\$45.00	\$4.00				1.12	9.40
Increase 1901-1902.....	\$32.00	\$356.70	\$8,166.13	\$100.00	\$5.00				7.12	5.60	2,975.61
Decrease 1901-1902.....	331,852.68
Total increase 1901-1902.....	335,750.11
Total decrease 1901-1902.....	11,050.67

The report of the Treasurer was read and on Motion of Mr. Steele as by Mrs. Lyon was adopted and ordered spread on the Minutes.
The following is the report of the Treasurer

aid the Board and has done more than mere words can tell to lighten the burden of the officers.

The members of the Home also are greatly indebted to him for many kind attentions and care which money cannot compensate. May God reward and give him strength to continue his labor.

To all my co-workers, for their assistance, as one of the officers I extend my gratitude and appreciation.

May the blessings of God rest now and forever upon our Home and its inmates.

Respectfully submitted,
Mrs. GEO. B. WARREN,
Secretary.

DISBURSEMENTS.

MONTH.	Penitentiary	Meat	Light and Gas Gas	Light and Gas Gas	Repairs	Drugs	Expense	Fay Hall	Fay Hall	Tele- Phone	Insured	Life Insurance	Ban- k	Old- er	Trus- tee	Mis- sions	Total
1901.																	
May.....	465.59	285.93	11.81	90.20	7.85	58.15	115.75	73.88	54.80	66.00	12.00	12.00	6.00	6.00	9.00	1,724.60	
June.....	694.17	259.47	74.60	91.51	5.56	55.58	120.50	118.80	55.00	58.00	6.00	6.00	6.00	6.00	6.00	2,145.05	
July.....	667.85	213.59	4.56	131.58	17.98	51.82	105.80	115.00	55.00	58.00	21.45	21.45	6.00	6.00	6.00	1,713.68	
August.....	662.85	218.27	43.92	10.00	149.84	10.00	102.75	26.85	115.30	55.00	10.00	10.00	6.00	6.00	6.00	2,048.69	
September.....	754.85	218.24	10.00	132.53	4.00	51.64	21.53	60.10	50.00	45.00	10.51	10.51	6.00	6.00	6.00	2,068.75	
October.....	658.44	279.15	26.15	132.75	139.75	188.59	59.00	105.98	55.00	58.00	15.72	15.72	6.00	6.00	6.00	1,918.88	
November.....	732.90	259.18	139.75	139.75	59.00	59.00	47.00	50.00	50.00	50.00	281.80	281.80	6.00	6.00	6.00	2,293.09	
December.....	724.59	254.03	
January.....	774.31	276.22	98.51	185.44	26.76	53.30	24.23	76.60	55.00	66.00	42.95	41.25	6.00	6.00	6.00	1,899.46	
February.....	666.84	244.88	68.26	311.80	3.00	30.75	22.20	108.90	55.00	39.00	1,317.63	
March.....	736.30	241.49	736.82	316.44	18.00	9.30	20.11	12.00	10.00	50.00	43.00	10.00	10.00	10.00	2,277.44		
April.....	659.00	259.45	53.44	102.45	16.00	50.94	11.00	6.00	50.00	50.00	133.49	133.49	6.00	6.00	6.00	2,632.54	
Total.....	4,945.38	3,192.76	1,143.46	2,639.47	25.51	1,246.79	23.24	1,437.25	6,598.00	549.00	919.67	2,125.00	363.00	363.00	363.00	36,269.70	
Average per month.....	669.70	466.06	95.30	194.20	6.30	102.73	19.44	109.77	549.83	45.00	76.61	177.08	30.45	30.45	30.45	4,331.39	
Total 1901-1902.....	7,657.44	3,357.34	925.91	5,414.60	70.40	408.67	186.00	815.87	6,550.49	337.50	921.89	870.00	357.00	10.01	10.01	35,649.93	
Increase 1901-1902.....	183.94	207.65	5.31	85.92	5.34	47.60	302.59	1,255.00	6.00	1,179.80	1.70	5,439.16	5,239.77	
Decrease 1901-1902.....	183.94	161.58	93.48	32.22	10.01	299.39	309.80	
Balance cash on hand.....	5,419.44	35,700.11	

Total Receipts from all sources.....	\$15,000.11
Less Cash in Bank May 1, 1901.....	6,312.75
Actual Income for year.....	\$8,687.36
Total Disbursements.....	350,380.70
Total Deficit.....	1,413.34
Average monthly deficit.....	\$117.78	\$39,380.70

SAN FRANCISCO,

April 30, 1902.

MRS. WM. H. DICK,

Treasurer, Old People's Home.

and on Motion of Mrs A. H. Scott sec. by Mr. Scott
adopted and ordered read on the Minutes.
The report is as follows.

OLD PEOPLE'S HOME.

Report of Treasurer of Board of Trustees.

Year ending May 5th, 1902..

RECEIPTS.

1901
May 5, Balance on hand, \$ 2,

Interest on Bonds:

Spring Valley Water Works bonds, 1 year	13 at \$40.
Edison Light & Power Co., " 1 1/4 year	6 at \$75.
Blue Lakes Water Co. " 1 " 20 at \$60.	1
City of San Mateo " 1 " 350 at \$6.	2
Geary St., Park & Ocean Ry. " 1 " 2 at \$50.	
Sierra Railway " 1 " 33 at \$60.	1
Park & Cliff House Ry. " 1 " 20 at \$60.	1

Bonds Redeemed:

City of San Mateo bonds, 10 redeemed, \$100. each,	\$1000.
Less exchange on collection	5.

Total Receipts, \$11.;

DISBURSEMENTS.

(None)

1902
May 5, Balance, on deposit with Crocker-Woolworth National
Bank, \$11.25

SECURITIES ON HAND, May 5th, 1902.

\$34,000. par value City of San Mateo 6% sewer bonds
\$33,000. " Sierra Railway Co., 1st Mortgage 6% bonds
\$20,000. " Blue Lakes Water Co., 6% bonds
\$6,000. " Edison Light & Power Co., 1st Mortgage 6%
\$13,000. " Spring Valley Water Works, 3rd Mortgage 4
\$20,000. " Park & Cliff House Ry. Co., 6% bonds
\$2,000. " Geary St., Park & Ocean Ry. 1st Mortgage 5

San Francisco, May 5th, 1902.

The above report is respectfully submitted to the Board of
of the Old People's Home.


Treasurer.

San Francisco, May 14th, 1902.

Annual Meeting of the Old People's Home:

REPORT OF CHARLES F. HANLON: ATTORNEY FOR THE
OLD PEOPLE'S HOME.

To the Honorable, the Board of Lady Managers and Board
of Trustees of the Old People's Home.

Ladies and Gentlemen:-

On this, the date of our
annual meeting, I take pleasure in making you a brief report
of some of the law business transacted on behalf of your
corporation during the past one year from May 27th, 1901, to
the present time.

OLD PEOPLE'S HOME, vs McGREW.

I still report a judgment on hand in favor of the home.
The full particulars of this case appear in my report of May
7th, 1898; and are also referred to in my report of May 6th,
1899. The judgment was for \$1140.00 and interest from Nov.
19th, 1890.

MIRANDA W. LUX ESTATE, No. 35195.

In my report of May 6th, 1899, appears a full statement
of this estate. The property was turned over on final dis-
tribution to the trustees, subject to about \$200,000 debts
that the trustees should pay before our legacies. The

RECEIVED JUN 10 1900

trustees are not yet in a position to pay the legacy to the Old People's Home.

The legacy to Old People's Home under said Will is \$5000.00 and in my Report to Old People's Home dated May 4th, 1895 and May 8th, 1897, a full statement is given of the conditions under which the legacy is devised.

Mr. Thomas B. Bishop one of the attorneys for the executors report, that all the debts of the said estate have been paid and that there has also been paid 65% of the legacies devised under said will of said ~~Miranda Lux~~, deceased. That after the payment of the balance of 35% due to the legatees under said Will, then the Charitable Requests devised under said Will will be paid. These Requests under the terms of said Will being paid last. The Old people's Home being a legatee under said Will for the sum of \$5000.00 which Bequest is known as one of the Charitable Requests under said Will.

The executors are endeavoring to sell real estate belonging to said estate and report that when sufficient real estate is sold the Charitable Requests will be paid, which will be within the next year,

ANGELIA R. SCOTT ESTATE:

No. 19473: S. F.

A statement of the conditions of the above estate appears in my report of May 6, 1899, the Old People's Home being a legatee under the will of said deceased, for one-fiftieth of the residue of said estate which Will was filed Nov. 7th, 1897;

The following proceedings have been had in said estate since my last report:

July 30; Return of sale of real estate.
Aug. 12; Application for order confirming sale of real estate
denied.
" 22; Petition for partial distribution.
" 22; Amended petition for partial distribution.
Sept. 16; Petition for sale of Real Estate.
Sept. 20; Order to file final account.

1901.

July 30; Return of sale of real estate.
Aug. 12; Application for order confirming sale of real estate
denied.
" 22; Petition for partial distribution.
" 22; Amended petition for partial distribution.
Sept. 16; Petition for sale of Real Estate.
Sept. 20; Order to file final account.

1902:

Mar. 17; Petition for partial distribution off calendar.
Mar. 31; Second account filed.
Apr. 1; Inventory filed \$167450-
Apr. 25; Three returns of sale of Real Estate filed.
May 6; Order confirming sale Mission & 18th Streets
property filed.

As soon as the executors receive some money to pay off
legacies, I will petition the court for an order for partial
distribution to the Old People's Home of the legacy coming
to them under the will of said deceased.

AMASA P. WILEY ESTATE.

In my report of May 6th, 1899 I gave a full statement
of the condition of the above estate, which is still pending.
See also my reports of May 4th, 1895 and May 7th, 1899.

The Will devised certain property in trust to EW.
Carpentier and Wm. Boericke to pay legacies of Old People's
Home and others. Said Will devised an annuity of \$100 to Old
People's Home to be increased to \$300- on death of certain
beneficiaries.

ANNIE M. GERLACH ESTATE.

IN THE SUPERIOR COURT OF SAN FRANCISCO - No. 21134.

A full statement of said estate appears in my Report

of May 27th, 1901.

1901

- May 24; Decree establishing notice to creditors filed.
June 27; Minute order, costs retaxed at \$545.35 payable
out of said estate.
Aug. 27; Notice of withdrawal of Attorney for executors.
Oct. 1; Bill of exceptions on motion for new trial by
Contestant settled and filed.
Oct. 24; Inventory and Appraisement filed.

1902.

- Jan. 24; Motion for new trial off calendar.
Apr. 8; Order motion for new trial restored to calendar.
Apr. 21; Petition for order of sale of Real Estate.
Apr. 25; Motion for new trial off calendar by consent.

on April 10th, 1902, M. B. Kellogg, Attorney for
Contestants submitted to me an offer to pay the Old People's
Home 70% of their legacy of \$1000- in full settlement of same
which offer is still under submission.

Estate of SAMUEL MERRITT:

1900:

- Feb. 3; C. F. Hanlon writes to Henry Rodgers as to whether
any legacy was devised under the will of said
deceased to the Old People's Home.
Feb. 12; Received letter from Henry Rodgers, saying that
Dr. Merritt died in 1899 and that the Old People's
Home was not a legatee under his will.
Feb. 13th; C. F. Hanlon writes to Old people's Home, that
they are not a legatee under said will.
Feb. 14; Henry Rodgers again writes C. F. Hanlon informing
him that no legacy whatever was left to the Old
People's Home under the will:
July 13
& 31; Charles F. Hanlon advised with Charles McKelvey.

*and trustee giving them full
information*

ALFRED R. SHERIFF:
(Examination of his finances on his-
(application to be inmate of the Home:)

1901
1902
1903

1901.

- May 1; G. F. Martin writes to Old People's Home as to statement of property given him by Mr. Sheriff, and his application to become inmate of Home.
May 13; A. R. Sheriff advises with C. F. Martin to me, as to proposed inmateship and also as to his property.
June 14th; Advise with him as to abstract of title to lots in Santa Clara County.
June 15; Advise with him as to abstract of lots.
June 17; Advise with him as to title to said lots.
June 30; Prepare and deliver report to Home as to title of A. R. Sheriff to said lots.
July 2; Write to A. R. Sheriff as to opinion of title.
July 17; Write to William B. Hardy San Jose as to title.
July 24; Advise with Mrs. Warren as to deed.
Aug. 17; Advise with Sheriff as to continuation of abstract.
Aug. 7; Write to W. B. Hardy and to San Jose Abstract Co. as to defects in title.
Aug. 9; Write to Old people's Home as to title to lot of A. R. Sheriff.
Aug. 22; Write to J. R. Welch San Jose as to abstract.
Oct. 2; Advise with him as to sale of lot and deliver him abstract.
Nov. 8; Advise with A. R. Sheriff and draw deed A. R. Sheriff to Mrs. Wenban, and also prepare note for \$200 legal interest. To be signed by Sheriff.
Nov. 11; Advise with Mrs. Wenban And Mrs. Friele as to trustee from A. R. Sheriff.
Nov. 12; Advise with A. R. Sheriff as to lot and says, that J.A. Clayton has abstracts and that he has an offer of \$175 for the lot.
Nov. 13; Advised that Charles McKelvy as to agreement with Sheriff.

1902

- Feb. 15; Advise with Sheriff as to sale fax of lot for \$160 to Mr. Higbie and advise with Mrs. Wenban as to closing sale as 3 P. M. to-day
Feb. 15; Deed drawn and executed, of said lot, by A. R. Sheriff and Mrs. Wenban to Higbie; and Sheriff pays Mrs. Wenban trustee \$200.00 principal and \$3.00 interest in settlement of trust.

Miscellaneous matters.

1903.

- May 25; Wrote Mrs. G. B. Warren as to application of Mrs. D. B. Wood for acceptance of two inmates by Home.
May 29; Wrote to Mrs. D. B. Wood as to said application of two ladies as inmates.
June 5; Wrote to Mrs. G. B. Warren, Secretary and to Charles McKelvy as to inmate W. H. Newell and prepared resolution of Home as to same. 6

June 5; Wrote Charles E. Green acknowledging receipt of
4th Report as Treasurer.
June 6; Advise with Dr. Charles McElvey as to By Laws
and rules and as to Mitchell and Newell.
June 10; Advise with Dr. Charles McElvey as to By laws
and rules.
June 14; Advise with Mrs. G. B. Warren as to Mr. Sheriff.
June 14th; Advise with Dr. Charles McElvey as to new By laws.
June 17; Mrs. Scott advised as to Mrs. Magee and Mrs. Burns
who wish to become inmates.
Aug. 17; Advised with Dr. Charles McElvey.
Sept. 17; Advise with Mrs. G. B. Warren, Secretary as to By
laws and Trustees Meeting and prepare notice for
special meeting of trustees.
Oct. 24; R. F. Hogan Attorney for estate of Ellen Mulholland
calls and requests that Home deliver wearing
apparel and furniture of deceased.
Nov. 2; Advise as to report of Secretary as to number of
inmates of Home to be read at Directors Meeting.
Nov. 8; Advise with Charles McElvey as to Mrs. Almelia
Schriber's application for membership.
Nov. 18; Advise with Charles McElvey as to effects of
inmate Ellen Mulholland, deceased.
Dec. 3; Advise with Mrs. G. B. Warren as to meeting of
Dec. 4th.
Dec. 4; Meeting of Old people's Home at Palace Hotel,
Advise with Mrs. Friele, Mrs. Warren, and Dr.
McElvey as to inmate A. M. Hill, and write him.
Dec. 6; Advise with A. M. Hill.
Dec. 10; Advise with A. M. Hill and he is satisfied as
to change of room.
Dec. 18; Advise with Charles McElvey as to letter to A. M.
Hill.
Dec. 21; Advise with Mrs. Warren as to changing of room of
A. M. Hill, Also as to inmate Mrs. Schriber leaving
the Home.
Dec. 22; Called at Old People's Home and had interview with
A. M. Hill, who will change his room after
Christmas.
Dec. 23; Advise with A. M. Hill as to changing of his room.

1902.

Jan. 6; No quorum at the Crocker bank Meeting of Trustees.
Jan. 13; Advise with Charles McElvey as to estate of
James P. Burr and Brown estate and also as to
~~estate~~ W. H. Dinsmore.
Jan. 13; A. M. Hill changes his room to-day to room 78
Second Floor at Home, and I pay him \$20.00.
Jan. 31; Advise with Charles McElvey as to room 31 of Home
and give written opinion.
Apr. 3; Wrote to J. W. Pew as to lot in Vallejo belonging
to W. H. Dinsmore deceased.
Apr. 2; Received reply from J. W. Pew that lot is valued
from \$25 to \$50.
Apr. 5; Advise with Dr. McElvey as to annual meeting.
Apr. 9; Wrote to J. W. Wilson Banker at Vallejo as to
Dinsmore lot.

..ay 12; Advise with Mrs. Warren and Charles McElvey as to Annual Meeting.

CONCLUSION :

In conclusion, I will summarize my work as follows:

I have conducted proceedings in the various courts in the Miranda W. Lux estate for a \$5000 legacy.

Conducted proceedings in the different courts, Supreme and Lower, in the estate of Angelia R. Scott, deceased to recover an equal share of the residue of the estate given to charitable institutions which will run in the neighborhood of several thousands of dollars.

And also conducted proceedings in the estate of Amasa P. Wiley, deceased to obtain an annuity of \$100 per annum to be increased to \$300 per annum on the death of certain beneficiaries.

Have conducted legal proceedings in the estate of Anna M. Gerlach, deceased, to obtain legacy of \$1000.

I have also attended to various other legal matters as shown by above detailed report.

A review of these proceedings will show that the law department of the Old People's Home is on a fair and successful footing and that everything has been going on smoothly and successfully during the last ~~year~~.

Hoping that the above and foregoing report will give you a full insight into what I have done,

I remain,
Yours respectfully,
Charles Hanley
Attorney for Old People's Home

The report of the Superintendent and Chaplain was read
and on motion of Mr. Huws sec. by Mr. Peterson
it was adopted and ordered printed on the Minutes.
The report is as follows.

REPORT

OF THE

SUPERINTENDENT AND CHAPLAIN.

FOR THE YEAR ENDING MAY 1, 1902.

*To the Board of Managers and Trustees of the Old People's
Home;*

LADIES AND GENTLEMEN:

In presenting this, my ninth annual report of the Home and our work, I must needs follow somewhat the plan and scope of the reports of former years, as the work in its main features is largely a repetition from year to year of the past, although much of interest might be written of which the world can know but little apart from personal touch with this inner world of our own.

Here men and women come when the journey of life is almost ended, when physical strength and courage for the battle of life has failed; here to sit and wait in the golden sunset to be borne by the "flood of years" into the day-dawn of eternity. So, to-day we are a little nearer to where

"The life to come touches the life that is."

The year that is past has been marked by a much greater amount of sickness in the Home and a larger than average death rate. Yet when numbers and age are considered, the death rate has not been high. Fourteen have passed into the larger life beyond, while forty persons have been in the care of the nurses at one time; an average of thirty during the entire year.

The continuous care of this number of persons in the sickness of old age, extending in many cases through years, watching over them in the hours of departure, speaking words of hope and farewell, and closing the eyes to rest in the last quiet sleep means more than tongue can tell or heart conceive. I have no words to portray the feelings of the heart in these lonely vigils. Thoughts of childhood's home and associations revived in the closing hours, the distance that stretches between, with all of sorrow, pain and disappointment, have thrilled beyond expression as I have bent over them and smoothed the brow grown cold and pressed the heart made still by the touch of an unseen hand and then laid them tenderly down to that sleep,

"From which none ever wake to weep."

Not a Sabbath of the year has passed without chapel service, and not a morning dawns on the Home but God's Word is read and the voice of praise and prayer is heard. From fifty to seventy-five persons daily bow together in the worship of God, and go out into the day with the benedictions of peace upon them. This part of our Home life is the bond which unites us—persons of all creeds and conditions—in one common brotherhood. I must, therefore, again emphasize the fact, that this side of our Home life is vital to best conditions and results.

Memorial services for Mr. and Mr. Charles Crocker and Mrs. Metha Nelson were held Sunday, October 27, 1901, the anniversary of the translation into life of our benefactress, Mrs. Mary A. Crocker. Rev. Robt. Mackenzie, D. D., delivered the address, and the chaplain read a poem, "The Cup of Tears." The choir of the First Presbyterian Church, under the leadership of Prof. Otto Fleissner, rendered appropriate and beautiful music. Rev. S. H. Willey, D. D., and Rev. A. C. Bane assisted in the service. These memorial occasions should be sacredly observed, for "this that these women have done shall be told for a memorial of them."

There were in the Home May 1, 1901, one hundred and twenty-four men and women. Eleven were admitted during the year. Fourteen have died and one withdrew at the expiration of three months. Number in the Home May 1, 1902, one hundred and twenty persons of ages from sixty-five to ninety-seven years.

Nine of these—eight women and one man—came over from the old Home at North Beach, and have been with us from twelve to sixteen years.

Our attending physician, Dr. M. E. Rumwell, has given four years of faithful service, and has, by his uniform kindness and courtesy greatly endeared himself to many of our people, and I sincerely hope that we may be able to retain him in his present position for years to come.

Dr. Louis C. Deane, oculist and aurist, has also given much time and service in his special lines, always giving relief, if not effecting permanent cures.

Several other prominent physicians and specialists have attended and are still attending patients in the Home. With all of these we have had the most cordial and pleasant relations; and their work has been supplemented by that of the most careful and painstaking attendants. We consider that we have been fortunate in securing the services of some of the most efficient and capable nurses to be found in any such institution. This is true also of others of our help, some of whom have been with us from five to nine years, and our faithful old servitor, Mrs. Kendall, TWENTY YEARS.

In the department of the care of the sick, however, we sometimes meet with embarrassment from the interference of well-meaning but injudicious persons and who are not always courteous. But our hearts are often cheered with words of real kindness, and with many expressions of appreciation and gratitude that help to lighten the heavy burdens. These will never be forgotten. We hope, however, for the day when we shall have better facilities for handling the sick, and having them more fully under our own control. For with new facilities the care of thirty or more old people in sickness is a work of no small proportions.

Much of the work of repairs contemplated one year ago—painting, kalsomining, recarpeting, etc., etc., has been done. Much yet remains to be done. To keep this valuable property, with its machinery, steam heating plant, etc., in repairs, and refurnishing as needed from year to year will call for the expenditure of large sums of money. At present we have all these things well in hand and in good condition.

There has been received through the office of the Superintendent for probation inmateship fees, board and miscellaneous items, and paid to the Treasurer \$17,689.71. This, with the donations of the "Mary A. Crocker Trust" (\$7,200), will cover the ordinary running expenses of the Home for the year (not including the recarpeting and other repairs referred to above) less \$1,096. (See note.)

TOTAL DISBURSEMENTS FOR THE YEAR.

Treasurer's statement.....	\$30,230 70
Inmateship Account—money returned.....	\$2,125 00
Trustees' Account—money returned.....	<u>2,170 00</u> 4,295 00
Actual amount of running expenses	\$25,985 70
Items as per report.....	\$17,689 71
Mary Crocker Trust.....	<u>7,200 00</u> 24,889 71
Balance.....	\$1,096 00

The action of the last annual meeting in raising the amount of life inmateship to \$1,560, has been cheerfully met by those who have desired to avail themselves of the benefits of the Home and who can appreciate the blessings and comforts to be secured here.

I sincerely regret the necessity for the resignation of our honored President, Mrs. D. E. Friole, and also the retiring of our faithful Secretary, Mrs. G. B. Warren, with both of whom we have enjoyed the most cordial official relations during the years we have labored together.

Ladies and gentlemen, permit me once more to express my heartfelt appreciation of the kindness and consideration you have shown to Mrs. McKelvey and myself. Our ambition has been to serve faithfully and well; to this we have given ourselves without reserve. And you have been generous in your expressions of appreciation of the service rendered. For which we are sincerely grateful to you and devoutly thankful to Almighty God for His abundant mercy.

Respectfully submitted,

CHARLES MCKELVEY,
Superintendent and Chaplain.

On motion it was ordered that the reports of the physicians and of the several committees be adopted and that they be spread on the minutes. The several reports are as follows.

REPORT OF THE PHYSICIAN.

FOR THE YEAR ENDING MAY 1, 1902.

To the Board of Managers and Trustees of the Old People's Home:

LADIES AND GENTLEMEN:

The general health of the old people has, during the past year, been much as usual.

The death rate, while higher than in the previous twelve months, has been low when the nature of the maladies causing this higher rate is taken into consideration. The house has had a thorough cleaning, which will undoubtedly have a beneficial influence in maintaining hygienic conditions.

THE HOME NEEDS A HOSPITAL WARD.

The old people have, as in the past, had in the Superintendent, the Rev. Charles McKelvey, a more than excellent nurse and physician, and whatever success has attended the care of the sick has been due to his watchful and intelligent assistance.

Respectfully yours,

M. E. RUMWELL.

REPORT OF THE OCULIST AND AURIST.

FOR THE YEAR ENDING MAY 1, 1902.

To the Board of Managers and Trustees of the Old People's Home:

LADIES AND GENTLEMEN:

In submitting my annual report, I wish to state that the past year has been a fortunate one for the old people, in that no serious eye or ear affections have presented themselves to me.

There have been a number of minor cases, most of them treated in my office.

Hoping that in the ensuing year the inmates may be as free from the serious affections involving these two senses, and assuring you of my willingness to be at your service at all times, allow me to remain,

Most respectfully,

LOUIS C. DEANE, M. D.

606 Sutter Street.

REPORT OF VISITING COMMITTEE.

FOR THE YEAR ENDING MAY 1, 1902.

To the Board of Managers and Trustees of the Old People's Home:

LADIES AND GENTLEMEN:

As chairman of the Visiting Committee, I have to report that personally I have made one hundred and ten calls during the year just ending. Although I am not in receipt of a written report from the ladies who have served with me on this committee, I am satisfied that the majority of them have been faithful in the performance of their duty.

My own experience with the old people has been quite pleasant. I have heard but few complaints, and not ANY of importance or of a serious nature. In fact, in most cases, the inmates expressed themselves as being perfectly satisfied with their home, and say, "I am GLAD that I am here." It would seem strange not to find a few dissatisfied among so many people as we have in this Home. But when we consider their age and infirmities, and in many cases disappointed lives, then we wonder that they are as amiable as they are.

I hope and pray that I may grow old as gracefully as most of our old people are, who are sheltered beneath this roof.

With thanks to the ladies of the committee, who have so kindly aided me in this work,

I am, respectfully,
MRS. CHAS. GOODALL,
Chairman.

REPORT
OF THE
DINING-ROOM COMMITTEE.

FOR THE YEAR ENDING MAY 1, 1902.

To the Board of Managers and Trustees of the Old People's Home:

LADIES AND GENTLEMEN:

Another year of the work of the Home is about to be chronicled in the annual reports of the officers, superintendent, doctors and various committees. The duties of the dining-room and kitchen committee in co-operation with the efficient services of the matron, have been much facilitated. Economy, cleanliness and good ventilation have been the first requirements which, with the healthy and nutritious diet furnished here, have established the reputation of the Home for having the best table of any institution on the Coast.

The lovely, refined element we find, as is usually the case, to be the most appreciative; the dissatisfied ones being among those more accustomed to a busy, active life and perhaps from want of occupation become restless and discontented. The number, however, is very small considering the sad life, failures and disappointments, through which many have passed. The committee at all times holds itself in readiness to hear and rectify any complaints in the way of want of suitable attention or fare, and would consider it a gross piece of ingratitude and lack of appreciation on the part of those who carry their complaints outside, seeking sympathy when it is the united effort of the Board of Managers to provide all that is within their means to make a comfortable and happy home for our worthy gentlefolks.

Respectfully submitted,

MRS. C. T. DEANE,
Chairman of the Committee.

RECORD OF DEATHS FOR THE YEAR ENDING APRIL 30, 1902.

No.	Name.	Nativity.	Age.	Date of Birth.	Date of Death.	Place of Burial.	Manner of Death.	Burial.	Attending Physician.
1	Anna A. Harrison	American	71	May 3, 1901	May 7, 1901	Sacramento	Rev. B. M. Weden	Right's Disease.....	Sidney Worth
2	Thomas Mitchell	Holland	78	" 30, "	" 22, "	Laurel Hill Cemetery	Rev. Chas. McElvey	Cerebral Hemorrhage.....	Jno. Townsend
3	Jane Mitchell	Holland	73	" 27, "	" 29, "	"	" "	Dropy	" "
4	Jonathan E. Irth	New York	80	July 6, "	July 7, "	Masonic Cemetery	" "	{ Chronic Bronchitis and { Fatty Deg. of Heart...}	M. E. Runwell
5	Mary E. Hill	Maine	75	" 11, "	" 13, "	Laurel Hill Cemetery	" "	Strangulated Hernia.....	" "
6	Jane L. Boynton	Ohio	71	" 18, "	" 21, "	Rev. Parsons	" "	Gastritis & Calcar of Bowels	H. H. Bell
7	Hilda Metholdaud	Penn.	75	Aug. 30, "	Sept. 3, "	Holy Cross Cemetery	Father —	Cerebral Hemorrhage.....	J. E. Artigues
8	Alfred Higole	New York	67	Sept. 6, "	" 9, "	Napa Cemetery	{ Rev. McElvey, (Jane and Anthony)}	Doctor's certificate not recd., H. Gibson, Jr.	
9	Robt. Merrill	New Hamp.	82	Nov. 29, "	Dec. 1, "	Laurel Hill Cemetery	Rev. Chas. McElvey	Cancer of Pelvis.....	M. E. Runwell
10	James Penfield Burr	Conn.	76	Dec. 7, "	" 9, "	" "	" "	Tuberculosis of Intestines	" "
11	Angelina W. Sewell	Ohio	74	Jan. 14, 1902	Jan. 17, 1902	Cremation	Rev. C. McElvey	Cancer of Pelvis.....	" "
12	Charlotte Allen	Holland	75	Feb. 7, "	Feb. 9, "	Laurel Hill Cemetery	[Rev. A. C. Bassett, Rev. C. McElvey, (Kelly and Hayes.)]	[Interstitial Nephritis and (Heart Failure.)]	R. W. Pinnle
13	Ellia Johnson	Ireland	70	Mar. 1, "	Mar. 5, "	" "	Rev. G. Hildrege	Tuberculosis of Intestines.....	Ida Cameron
14	Newton Sewell	Ohio	60	Apr. 29, "	May 1, "	Cremation	[Rev. C. McElvey, (Rev. A. C. Bassett)]	Chronic Cystitis.....	M. E. Runwell

CHARLES MCKELVEY, Superintendent and Chaplain.

A motion was made by Mrs. Shaw sec. by Mrs. Brew and carried. That, the proposition in reference to the legacy of Mrs. Gerlach as submitted by Mr. Hanlon be rejected.

An Amendment to the By-Laws providing for a grading of the price for inmateship according to age as follows.
From sixty three to Sixty eight.
From sixty eight to Seventy three.
And from Seventy three upward.

After considerable discussion, it was moved by Mr. Joseph Knowland and sec. by Mr. David Heiret and carried. That the amendment be laid on the table.

Mrs. Mrs. H. Dick, ^{made} the following Amendment to the Article VII. Section 7. of the By-Laws which reads (see article and section superscript), so as to read
"No person shall be admitted on probation except upon payment in advance of twenty (\$20) per month for three months &c. on the By-Laws.

It was seconded by Mrs. H. Brown and carried

BY-LAWS OF THE OLD PEOPLE'S HOME.

Amended May 27, 1901, and May 14, 1902.

The following Amendments were made to the By-laws of The Old People's Home and adopted at the regular annual meeting, held May 14, 1902, pursuant to call, at the office of the Home, corner of Pine and Pierce Streets:

Article VII., Sec. 7, which reads, "This Board shall have power to admit life inmates and boarders, on such terms and conditions as they may decide upon, and in the manner herein-after set forth;" shall be changed so as to read, "This Board shall have power to admit life inmates and boarders, but no person shall be admitted on probation except upon payment in advance, of fifteen (\$15) dollars per month for four months, and no person shall be admitted as a life inmate except upon payment in advance of the initiation fee which is hereby fixed at the sum of fifteen hundred (\$1500) dollars, provided always, that the terms of admission of any particular applicant may be for good cause, changed to such terms and conditions as may be prescribed at a joint meeting of the Board of Managers and the Board of Trustees, called for the purpose, by a vote representing two-thirds of each Board," shall be changed so as to read: "This Board shall have power to admit life inmates and boarders, on such terms and conditions as may be prescribed at a joint meeting of the Board of Managers and the Board of Trustees, called for the purpose, by a vote representing two-thirds of each Board,"

for three months, and no person shall be admitted as a life inmate except upon payment in advance of the initiation fee which is hereby fixed at the sum of fifteen (\$1500) hundred dollars, provided always that the terms of admission of any particular applicant may be, for good cause, changed to such terms and conditions as may be prescribed at a joint meeting of the Board of Managers and the Board of Trustees, called for the purpose, by a vote representing two-thirds of each Board."

Article XVII. is amended by adding thereto: "Provided always, that the money required by Article VII. thereof, be first paid."

Mrs. D. E. FRIELE,
President.

MRS. GEO. B. WARREN,
Secretary.

Witness our hands this 14th day of May, 1902.

WM. H. CROCKER,
President Board of Trustees.

CHAS. F. HANLON,
First Vice-President.

JOSEPH KNOWLAND,
Second Vice-President.

S. B. PETERSON,
A. W. SCOTT,
JOHN C. KIRKPATRICK.

*It was moved by Mr Joseph Knowland and 2nd by
Mr David Hewes that a vote of thanks be extended
to all the officers for their efficient and faithful
service. Carried unanimously.*

*This was appointed and the meeting proceeded
with election of a Board of Trustees. The following
named gentlemen were unanimously elected
to serve for the ensuing year. Twenty seven this last.*

BOARD OF TRUSTEES.

WM. H. CROCKER	Crocker-Woolworth National Bank
GEORGE CROCKER	Crocker Building
CHAS. E. GREEN	Crocker Building
CHAS. F. HANLON	Chronicle Building
DAVID HEWES	413 Kearny Street
JOSEPH KNOWLAND	22 California Street
J. C. KIRKPATRICK	Palace Hotel
CHARLES NELSON	6 California Street
S. B. PETERSON	32 California Street
A. W. SCOTT	615 Sixth Street
HENRY T. SCOTT	222 Market Street

The election of a Board of Managers was now in order.
The ballot was taken and the following named ladies were
unanimously elected to serve for the ensuing year.
Twenty seven votes were cast.

BOARD OF MANAGERS.

MRS. F. M. AMES	2500 Green Street	Palace Hotel
MRS. JOHN BARTON	1829 Pacific Avenue	
MRS. EUGENE BRESSE	2932 Clay Street	Occidental Hotel
MRS. F. BATES	California and Jones Streets	
MRS. C. T. DEANE	1217 Washington Street	
MRS. A. R. DUPERU	2056 Baker Street	
MRS. WM. H. DICK	123 Buena Vista Avenue	
MRS. WM. J. DUTTON	2507 Pacific Avenue	
MRS. D. E. FRIELE	Pierce and McAllister Streets	Palace Hotel
MRS. CHAS. GOODALL	941 Wood Street, Oakland	Hotel Pleasanton
MRS. GEO. KNIGHT	2613 Buchanan Street	
MRS. C. T. LAGERCRANTZ	Mills College, Alameda County	
MRS. J. L. MARTEL	1920 Van Ness Avenue	
MRS. C. T. MILLS	724 Guerrero Street	
MRS. F. G. NORMAN	Hotel Oliver	
MRS. M. R. ROBERTS	1920 Van Ness Avenue	
MRS. W. P. SHAW	305 Buchanan Street	
MRS. A. W. SCOTT	1501 Central Avenue, Alameda	
MRS. GEO. H. TYSON	1104 Van Ness Avenue	
MRS. C. C. WADSWORTH	Palace Hotel	
MRS. S. WENHAN	1920 Van Ness Avenue	
MRS. WM. WILLIS	1840 California Street	
MRS. K. S. YEMANS	2038 Baker Street	

There being no further business, it was moved by
Mrs. Bruce and by Mrs. Scott that the meeting
adjourn. Carried.

Signed,

W. E. FRIELE,
President
Secretary

At the close of the annual meeting, the Board of Managers
was called to order by the President Mrs. D. E. Friile
for the election of officers for the ensuing year.
Treasurer was appointed, and the following named
ladies were declared elected.

President	MRS. JOHN BARTON
First Vice-President	MRS. F. D. BATES
Second Vice-President	MRS. J. L. MARTEL
Third Vice-President	MRS. F. G. NORMAN
Treasurer	MRS. WM. H. DICK
Secretary	MRS. WM. J. DUTTON

Old People Home

San Francisco

July 7th

The regular quarterly meeting of the
Board of Trustees was held this day
Mr Hanlon ^{President in the Chair} - Munn - Nolan Scott, Hughes
" Pelton, Hanlon, Green.

The following were nominated and
elected to fill office for ensuing year

President - Wm H Crocker

1st Vice .. Chas F Hanlon

2 .. Joseph Knowland.

Treasurer - Crocker Woolworth N. Bank

Secretary Mr Wm J. Dutton.

Mr Dutton representing Ladies Board of
management of Old People Home requested
Trustees to change by Law in regard
to price of admission of inmates -
Home, motion made by Mr Scott
sec by Mr Hughes that request not
be granted - carried

There being no other business the
meeting adjourned

Wm G. Dutton
Sec.

Thursday September 11st

By 7th
ing of the
old this day
Mr. Solt.
ott. Strother
ot and
reasing year
on H. Crocker
F. Hanlon
Kinnard.
with Mr. Bank
Mr. J. Dutton.
by Board of
Some regulation
and in regard
matter -
, Mr. Solt
request most
respectfully
miss the

Dutton
Sec.

A special meeting of the trustees of the Old
People Home was held at the Crocker Worrell
Bank this day at noon. Present. Messrs Hanlon
Jellman, Scott, Nelson, Kinnard & Green
Mr. Hanlon explained to Board of Trustees the
action of the lady Managers in the Lord
case in regarding the money. Their action was
approved. Mr. Hanlon reported that the
Board of Managers had sent a request
to the Trustees and explained the necessity
a motion was made by Mr. Scott seconded
by Mr. Kinnard that the trustees be
authorised to pay said sum over to the
Home out of the Unrelated accumulated from
the second fund - carried
Meeting then adjourned. Mrs. Margaret Breeze
A. J. T. Sec.

January 12th 1903.

A meeting of the Board of Trustees of the
Old People Home was held this day
Present. - Messrs Scott, Hanlon, Kinnard,
Pellien, Crocker, Green
Mr. Crocker called the meeting to order
Sec. report of previous meeting read and
Approved -
The Kinnard moved, seconded by Capt.
Dutton that the following resolution be
adopted Crocker carried.

On motion made, duly seconded, put and carried it is
resolved that whereas in the estate of Annie Gorlech,
deceased, in Department 10, Superior Court of the City and
County of San Francisco, No. 22, 184, a decree was left in the
old peoples home of San Francisco, called in will of Annie
Gorlech, "King's Daughters' Old Peoples home", which after
certain contests and much litigation was sealed over by
agreement made by the said old peoples home through its
attorneys, and whereas it appears that the amount owing to
the said old peoples home is to be paid in certain
installments.

Now therefore, It is resolved that the trustees of the
1901 will and Testament of Annie Gorlech, deceased, do and
they are hereby authorized to pay all money, installments of
money and all amounts of distribution and paying
distributions of money now owing or hereafter to come to
said old peoples home, - or can provide, called in said will,
"King's Daughters' Old Peoples home", to Charles W. Benjen
of San Francisco, who is hereby authorized to receipt in the
name of "King's Daughters", old peoples home or in name of
old peoples home of San Francisco, called in said will or

witnssment made by the said old peoples home thereto.

Old Peoples Home is to be paid in certain instalments.

WHEREUPON, It is resolved that the Directors of the 1961 will or instrument for April 6, 1943, directed 25, to be and they are hereby authorized to pay all money, instruments of money and all amounts of distributions and meeting distributions of money now owing or hereafter to come to said old peoples home, to the said members, called in said will, "King's Daughters" Old Peoples home, to Charles W. Menlon or son pre-mentioned, who is hereby authorized to receipt in the name of "King's Daughters" Old Peoples home or in name of Old Peoples home of San Francisco, called in said will of Amie Gatch, deceased, "King's Daughters" old peoples home, and after paying said money or moneys to him to accept his receipt for the same; and a copy of this resolution will be the authority for the said executors in the premises and furthermore the receipt of said Charles W. Menlon shall discharge the said executors, the Estate and the heirs thereof to the same extent and with the same force and effect as if signed and executed by the said Old Peoples Home.

I, the undersigned Secretary of the said old peoples home, hereby certify that the foregoing is a full, true and correct copy of a resolution unanimously adopted at a regular meeting of the Board of Directors and Trustees of the said old peoples home, held at their place of business in San Francisco, California, on the 2^d day of January 1943, in that said resolution is in full force and effect.

Witness the hand of said secretary and the seal of said corporation, this 2^d day of January, 1943.

Mary G. Dalton
Secretary of said old peoples home.

Thursday April 9th 1903

A special meeting of the Board of
Trustees of the Old Peoples Home
was held Thursday April 9th at twelve
o'clock Mr. Crocker President was
in the chair. The meeting was held
Board-Rooms at the Crocker, Woburn
Bank. Present-Messrs. Crocker, Know-
lend Scott, Peter C. Helam & Hanlon.
The minutes of the last meeting
read and approved.

A motion made by Capt. Lovell sec. by
Mr. Hanlon that the sum of One
meeting of the Board of Trustees that
the Big-Laws be amended so that
in the future the applicant for
life insurance chip into the Old
Peoples Home shall pay in addi-
tion to the \$15.00 Fifteen hundred
dollars) initiation fee a sum based
upon the life insurance tables, this
rule not to be changed except
by $\frac{1}{4}$ vote at a joint-meeting of
Trustees and Lady Managers carried

A motion made by Mr. Lovell sec. by
Mr. Hanlon that the Trustees
recommend to the Lady Managers
that they admit Mr. Patrick J.
Bozans wife & inmates to the O.
P. Home at the regular \$15.00 fee (each)
and in addition \$25.00 extra to be
paid on their entrance \$12.00 each.
If they decide to withdraw at
the end of the three month probation
that they be charged only \$6.00 a
piece \$12.00 - carried

A motion was made by Mr. Know-
lend sec. by Capt. Lovell, that the

Board of Trustees recommend to
the Lady Managers the admittance
of Mr. J. Herman Lally as a life
tenant to the Old People's Home
upon paying the regular fee
\$5.00 fifties hundred dollars and
\$100 in addition - carried
The business being finished
the meeting adjourned.

Margaret H. Bresen
Ass't Sec.

I have looked into the matter of the amount required by the
Insurance Tables at different ages to purchase an annuity for the bal-
ance of life.

At the age of 75 years \$1500.00 will buy an annuity of \$238.00;

70	2000.00	240.00
65	2400.00	240.00
63	2600.00	240.00
60	2900.00	240.00

These amounts would simply buy \$240.00, or the amount that it
costs the Old People's Home to feed them, to say nothing about anything
else.

May 13 - 1903.

Member of the
The annual Meeting of the Trustees
and Lady Managers of the C.P.C.
was held this day, May 13th at the home
Dr. Pierce & Pine Sts.

M

Mr. Cocker, Pres. was in the chair. The meeting was opened by prayer by Mr. McKey
Those present were -

Madame Languerand, Horner, Roberts,
Hills, Gramont, Goodall, Hadeworth, Hillis,
Knight, Dean, Martel, Dick & Bresle.

Meiss - Haulou, Cocker, Knowland,
Kelon, and A. J. Scott.

The report of the last annual meeting
was read and approved and spread
on file.

The report of the President of the
Managers was dispensed with - on
account of the President being out of
town. Motion made by Mr. Hillis - seconded
by Mr. Dick - carried.

The report of the Sec. was accepted
to be spread on file.

Treasurer's report to be settled on
Tuesday -

The report of the supt. attorney and
committee were read and accepted -
and ordered filed.

A motion was made by Mr. Haulou seconded
by Capt. Kelon that the property cov. of
Lombard & Stockton Sts. be valued at
\$75.00 - Carried.

The minutes of the last special
meeting of the Board of Trustees were
read and approved.

A motion was made by Mr. Haulou
seconded by Mr. Knowland that Article II
Sec. 1, and Article 8. Sec. 1 be amended by
changing the word twenty one to twenty.

A motion was made by Capt. Below, seconded by Mr. Haulow, that the report of the committee be read at the convenience of the ladies
Carried-

A vote of thanks was extended to Mr. Stevenson for his kindness to the home in attending to our books.

Mr. Stevenson was called in to explain the finding of \$15,000 that the Managers know

The election of officers was held in the usual order. Seven were appointed and in the evening the following officers were elected for the ensuing year.

President, Mrs. Eugene Bresse,

1st Vice-Pres. Mrs. F. G. Norman,

2nd Vice-Pres. Mrs. J. L. Martel,

3rd Vice-Pres. Mrs. Chas. Goodall,

Secretary, Mrs. Jas. Alva Watt,

Treasurer, Mrs. Wm. H. Dick,

There being no further business
or motion the meeting adjourned.

Margaret H. Bresse, Secy.
Minutes taken by
by Mrs. Bresse - Margaret H. Bresse
written by Mrs. Watt.

agreed upon
taken, and the
the ensuing year.

T. Mills,
G. Norman,
R. Roberts,
W. Scott,
C. Wadsworth,
I. Wenban,
Mrs. Alva Watt,
I. Willis,
S. Yemans,

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Mr. Wm. H. Crocker,
Mr. George Crocker,
Mr. Chas. E. Green,
Mr. Chas. F. Hanlon,
Mr. David Hewes,
Mr. Joseph Knowland,
Mr. J. C. Kirkpatrick,
Mr. Chas. Nelson,
Mr. S. B. Peterson,
Mr. A. W. Scott,
Mr. Henry T. Scott.

The election of a Board of Managers was
held in order. The ballot was taken, and the
following ladies were elected for the ensuing year

Mrs. C. T. Mills,
. Mrs. F. G. Norman,
Mrs. M. R. Roberts,
Mrs. A. W. Scott,
Mrs. C. C. Wadsworth,
Mrs. S. Wenban,
Mrs. Jas. Alva Watt,
Willis,

May 22 - 1908

M.

A special meeting of the Trustee, and Lady Managers was held ~~May 22~~ at The O.P.H.
The President of the Board, Mr. Wm H. Coker,
called the meeting to order.

Mr. H. Kelby opened the meeting with prayer.
Present - Mr. H. Coker, Howland, A. W. Scott,
Peterson, and Capt. Nelson.

Marshall - Belize, Largrave, Norman, Matel,
Tuck, Jamison, Leon, Fowler, Fiske & Hatt.

The Minutes of the previous meeting were
read and approved.

The President read the report of the
treasurer of the Board of Trustees. On motion
by Capt. Nelson, seconded by Mr. Peterson, the
report was accepted, and ordered placed
on file.

A motion was made by Capt. Nelson, seconded
by Mr. Knowland that \$8000 out of \$5000 be
turned over to the Lady Managers. Carried.
The Lady Managers accepted with sincere
thanks.

There being no further business, resolution
the meeting adjourned.

Jennie J. Hatt.
Secy.

Immediately following the special greeting meeting of the Board of Trustees and Lady Managers, the Board of Trustees met to organize for the new year 1903-04.

The President called the meeting to order. Present Mrs. Coker, Knowland, Helen Peterson and A. M. Scott.

A motion was made by Mr. Knowland, seconded by Mr. Scott, that the same officers be re-elected to serve for the new year. Unanimously carried and the secretary was instructed to cast the ballot for the following officers:

<u>President</u> -	Mrs. W. Coker,
<u>1st Vice President</u> -	Chas. F. Hallow.
<u>2nd Vice Presidents</u> -	Joseph Knowland.
Treasurer -	Coker-Holworthy Bank.
Secretary -	Mrs. Jas. Alva Hatt.

There being no further business, adjourned the meeting adjourned.

Jennie J. Hatt.
Secy.

July 6th 1903

The regular quarterly meeting of the Trustees
of the C. P. H. was called for July 6th at
The Coker Woolnooth Banks.

Mrs. Crocker in the chair.

Present Trustees - Coker, Kelow, Hevesi,
A. H. Scott, and Mrs. Irene.

Not being a quorum the meeting
adjourned to meet Thursday, July 9th.

Jennie T. Gatt
Secy.
per Margaret D. Breson

July 9 - 1903.

The adjourned meeting of the Trustees of the
S.P.R. was held July 9th at the C.H. Bank.
The President, Mr. H. Crocker occupied the chair.
Present: Mrs. Green, Green, Hawlou, Helou,
A. H. Scott, H. Scott, Peterson & Hayes & Son,
Bresler, who acted as secretary.

Motion of previous meeting read and
approved - Motion having been made by
Mr. Hawlou, seconded by Mr. H. Scott.

A motion was made by Mr. H. Scott, seconded
by Mr. A. H. Scott, that the officers of the
Board of Trustees for the ensuing year
be the same as last year - Carried.

The advisability of running oil instead of
coal in the Home was thoroughly discussed.
Mr. Henry Scott made a motion that the
contract for building the ~~new~~ tanks etc
be referred to Mr. Hawlou, and upon his
approval, be executed by the officers. The
motion was seconded by Capt. Helou
Carried.

Motion by Mr. Hawlou, seconded by
Capt. Helou that the President of the
Board of Trustees sign the application
to go before the Supervisor - Carried.

A motion was made by Mr. Hawlou,
seconded by Mr. Green that the lot on
the corner of Lombard & Stockton Sts. be
sold for not less than \$7000, or put
on the market at once - Carried.

Mr. Hawlou made a report in the
matter of Mr. Stablin, whose case had
been before the Trustees at a previous
meeting. Mr. Stablin is willing to enter
the Home by paying \$15⁰⁰, the entrance
fee, and \$1000 in addition - as follows -
\$600 for the first five years, and \$500 more
for any time thereafter. The Board of Trustees
will consider this matter at their next meeting.

of Managers.

Mr. Marlowe made a final report
in the matter of the settlement of the
Guadalupe Lux Estate.

All business being concluded, on
 motion the meeting adjourned.

Jennie J. Watt,
 Secy.
 pres.

Regular Meeting-Monday Oct. 5-1903-
 No Business-

Regular Meeting-Monday Jan. 4-1904
 As there was not a quorum no
 meeting was held.

Special Meeting of Trustee, and
 Board of Managers called -

Thursday Jan. 14-1904

As there was not a quorum- meeting
 adjourned to meet at call of President
 of Managers, on Tuesday, Jan. 19-1904.

San Francisco, January 19, 1904.
12 M.

Special

A ~~REGULAR~~ MEETING of the Board of Trustees of the Old People's Home was held this day and time at the Directors Room of the Crocker-Woolworth National Bank, pursuant to notice given and received by each Trustee.

Charles F. Hanlon, the First Vice+President, and Jennie T. Watt, the Secretary, attended, and the following Trustees also attended, viz: S. B. Peterson, A. W. Scott, *Joseph Joseph* ~~Hewitt~~, ~~and~~ Chas. E. Green, and Charles Nelson.

On motion of A. W. Scott, seconded by Charles Nelson, the following Resolution was passed and adopted, viz:

"Resolved—that the Old People's Home, a corporation, does grant, bargain, sell and convey to Luigi Nunziata of San Francisco, California, for the sum of \$8,000.00, cash in United States Gold Coin, all that certain lot, piece and parcel of land situate, lying and being in the City and County of San Francisco, State of California, and more particularly described as follows, to wit:

Commencing at a point formed by the intersection of the Northerly line of Chestnut Street with the Westerly line of Stockton Street; thence running Northerly along the said line of Stockton Street One hundred and thirty seven and one-half (137 1/2) feet; thence running at a right angle Westerly Eighty (80) feet; thence running at right angles Southerly One hundred and thirty seven and a half (137 1/2) feet until it~~s~~ intersects with the said Northerly line of Chestnut Street; thence running at right angles Easterly along said line of Chestnut Street Eighty (80) feet to the point of commencement.

Being a portion of Fifty Vara Lot 694 originally in the Town of Yerba Buena and now in the said City and County of San Francisco, and now known as Block No. 126 of the Fifty Vara Survey of said City and County of San Francisco.

AND FURTHER RESOLVED that as Wm. H. Crocker, the President, is out of the State, that Charles F. Hanlon, the First Vice-President, and the Secretary of this Corporation, Jennie T. Watt, be, and they are hereby authorized for and on behalf of said corporation, and under its corporate seal, and as its corporate act and deed to make, sign, execute, acknowledge and deliver to said Luigi Nunziata a grant, bargain and sale deed, and also all other necessary deeds and conveyances of the said real estate as are necessary and convenient in the premises.

IT WAS FURTHER RESOLVED- that the said Old People's Home, a corporation, through its said First Vice President and Secretary obtain an order authorizing the sale of said real estate from the Superior Court of the City and County of San Francisco, State of California, being the City and County in which the said property is situated; and that notice of the application to sell be given by publication in such manner and for such time as the said Court or the Judge thereof may direct; and that the said Corporation, through its said First Vice-President and Secretary make, execute, acknowledge and deliver the said deed, and any other conveyances as the Court may direct, and also do everything necessary to carry out and obey the said order of Court in the premises.

Green
On motion of Trustee Knowland, seconded by Trustee
Scott
Peteræn, IT WAS RESOLVED-that Mrs. Eugene Bresse, be, and she is hereby given full power and authority to adjust and pay all the expenses and counsel fees of attorneys, outside of the regular counsel of the Home, and all commissions to agents and notary fees and Court expenses that may become necessary

to carry through the perfection of the title and the deed of the real estate belonging to the Home situate at the N. W. corner of Stockton and Chestnut Streets, San Francisco, California; and Mrs. Eugene Bresse was also authorized to receive the purchase price of said property, and on the conclusion of the transaction to turn the net residue over to the Treasurer of the Board of Trustees.

The reupon on motion of Trustee Green, seconded by *Scott* Trustee Knowland, the meeting adjourned subject to the call of the First Vice-President.

Lewis V. Hatt.
Secretary of the Old People's Home,
A corporation.

IN THE SUPERIOR COURT OF THE
City and County of San Francisco, State
of California—Department No. 3
Petition for the Apparition of the
OLD PEOPLE'S HOME, a Corporation.
to Sell Certain Real Estate.—No. 88667.

ORDER.

Upon reading and considering the verified petition of the Old People's Home, a corporation, asking for leave, and for an order permitting the sale of certain of its real estate in the City and County of San Francisco, State of California, situated on the northwest corner of Stockton and Chestnut streets, in said City and County of San Francisco, State of California;

Now, therefore, it is ordered, adjudged and decreed that notice of said application and petition be given by publication in "The Record," a daily newspaper in general circulation printed and published in the City and County of San Francisco, State of California, for three days before the hearing of the same.

It is further ordered that the 27th day of January, 1904, at 10 o'clock a. m., and the Courtroom of Department No. 3 of the Old Superior Court, in the City of San Francisco, California, and the same are hereby fixed as the time and place for the hearing of said petition and application, and of any opposition or objection thereto, and for the entry of the order prayed for in the petition filed herein, and for making such other and further orders as may be just in the premises.

Done in open Court this 22d day of January, 1904.

FRANK H. KERRIGAN,
Judge of the said Court and Department.
Endorsed: *John C. Greif*. Clerk. By A. J.
BRANDER, Deputy Clerk.
CHARLES F. HANLON, Attorney for
Petitioner, Chronicle building.

Jan 23, 25, 26

San Francisco, January 19, 1904.
12:30 P. M.

Pursuant to notice given to all of the Lady Managers, and of the Trustees of the Old People's Home, a joint meeting of the Board of Lady Managers and of the Board of Trustees was held at the Directors Office of the Crocker Wadsworth National Bank on this day, and at ~~one~~ this time.

The following Trustees were present, viz:

S. B. Peterson, A. W. Scott, Joseph Knowland, *Henry*

Charles E. Green, Charles Nelson and Charles F. Hanlon;

and the following Lady Managers were present, viz:

Mesdames: Breeze, Brown, Deane, Dick, Friele, Goodall,

Massachusetts Lagercrantz, Martel, Wenban, and Walter Roberts.

The joint meeting was called to order by Charles F. Hanlon, the First Vice-President, in the absence of the President, who is out of the State.

The following resolution was introduced by Mrs. Eugene Breeze, seconded by Charles W. Green, viz.

WHEREAS, Mrs. A. Wettermann was a Charter Member of the Old People's Home when it first started under a different name; and

WHEREAS, she then was and ever since has been, until very recently a member of the Board of Lady Managers; and

WHEREAS, she has for a period of twenty-five years devoted her time and services to the building up of the said Home and has displayed remarkable ability in so doing, and

has been instrumental in insuring the financial success of
the Home; and

WHEREAS, it is deemed that said services are worth at
least \$2000.00, now, therefore,

IT IS RESOLVED—that the By Law as to fees and dues be
suspended temporarily, and only in the case of Mr. and Mrs.
Wetterman; and

FURTHER RESOLVED—that Mr. and Mrs. A. Wetterman, be,
and they are hereby admitted as life inmates in the Home
without the payment of any further money or consideration
therefor; they to be subject, however, to all the rules and
By Laws, made or to be made, of the institution; and to ex-
ecute contracts respectively for the satisfaction of the coun-
sel of the Old People's Home before entering and taking
possession of their rooms; It being understood that at the
present time they are without financial means and are of the
age, respectively, as follows, viz:

Mr. A. Wetterman 79 years;

Mrs. A. Wetterman 70 years;

The above resolution was fully discussed and afterwards
adopted. *Trustee Chas. E. Green,*

On motion of Mrs. M. Gross, seconded by A. W. Scott,
it was unanimously RESOLVED that the matter of installing
new porcelain bath tubs in the Home, in place of the present
tin ones, be delegated to the Board of Lady Managers with
full power to act.

On motion of A.W. Scott, seconded by Charles E. Green,
the meeting adjourned.

Lorraine T. Hatt
Secretary.

Monday, April 11st / 1904 -

The Secy. called to certify location of the
second satellite - April 4th, Middle Pen.
Called a special meeting April 11th
President Hennic. Green, R. H. Fatt.
Henry J. Fatt - Mr. Newland & Son. C. A. Fatt.
The three men left a moment, Son. C. A.
Fatt made a motion to adjourn.
Hon. J. A. Fatt -
Secy.

Annual Meeting - May 11- 1904.

The annual meeting of the Society of the Old People's Home was held at the Home, corner of Prince & Pine Sts. on Wednesday, May 11th 1904
at 2 P.M.

Present - Managers - Mrs. Bress, Dick Hatt,
Gradwohl, Scott, Willis, Knight, Hartel, Fuile,
Langerantz, Hubert Roberts.

Members of the Society present, Mr. Kettman
Mrs. Matson & Miss. Hanlon.

Trustees present - Dr. C. F. Hanlon, Capt. Nelson,
A. H. Scott, Joseph Knowland, Capt. Peterson.

The meeting was called to order by Dr. Hanlon.
The 1st Vice President and the Asst. offered a
The prayer for our strength and guidance.
The minutes of the last annual meeting were
read and after a slight correction, they were
approved.

The annual report of the President was
read and approved, and ordered placed on
file.

The Secretary's annual report was read.
On motion by Capt. Knowland, seconded by
Trustee Scott, the report was accepted, ~~as read~~
and ordered filed.

The report of the Treasurer of the Trustees was
read, also the report of the Treasurer of the
Board of Managers.

The report of the expert, Mr. Stevenson was
also read, reciting the previous reports.

On motion by Trustee Nelson, seconded
by Trustee Scott, it was recommended that
the report of the expert be incorporated
in Mr. Green's report.

On motion by Mrs. Bress, seconded by
Mr. Fuile, the reports of the trustees were
ordered accepted and filed.

The report of the Asst. and Chaplain
was read, and accepted with thanks for
the courtesy with which it was presented.

Motion having been made by Trustee Kelow
and seconded; Gibson Scott, the motion was
ordered filed.

Reports were read from the general Com't
Finance Com'rs also from Mr. Russell
and Dr. Seale. On motion by Trustee Scott
recorded by Trustee Kelow, these reports were
accepted and ordered filed.

A motion was made by Trustee Kelow that in
recognition of the faithful services of Mr. Russell
a stated salary of \$150 a month be paid to
him, commencing June 1st 1904. The motion was
seconded by Mrs. Martel and unanimously adopted.

A motion was made by Mrs. Besse, seconded
by Mrs. Scott, that the salary of the Supt. be
increased \$15 a month, making the regular salary
\$100 per month. The motion was heartily carried.

A motion was made by Trustee Scott, seconded
by Trustee Kelow, that the printing of the annual
reports and the by-laws be left to the Board of
Managers and Mrs. Kaulou.

The Chair appointed Mrs. Bright and
Mrs. Scott tellers and the members proceeded to
ballot for members of the Board of Managers
for the ensuing year.

Twenty ballots were cast for the following
ladies.

Mrs. L. M. Anne. Mrs. Eugene Please. Mrs. H. H. Brown.
Mrs. Anna H. Croker. Mrs. C. J. Seale. Mrs. St. H. Dick.
Mrs. D. E. Truele. Mrs. Chas. Goodall. Mrs. G. R. Bright.
Mrs. C. J. Lagercrantz. Mrs. J. L. Martel. Mrs. Jim Mateou.
Mrs. F. L. Homann. Mrs. A. H. Scott. Mrs. S. Heubau.
Mrs. C. C. Haddowth. Mrs. J. A. Hatt. Mrs. Jim Willis.
Mrs. R. S. Yermain.

Mrs. Scott and Mrs. Bright were again appointed
tellers and the members proceeded to vote for
members of the Board of Trustees for the
ensuing year.

Twenty ballots were cast and the following

Mrs. Geo H. Crocker. Mr. Geo. Crocker.
Mr. Chas. C. Green. Mr. Chas. F. Knoblow.
Mr. David Hewes. Mr. Joseph Knowlton.
Mr. J. C. Kirkpatrick. Mr. Chas. below.
Mr. S. B. Peterson. Mr. Geo. H. Scott.
Mr. A. H. Scott.

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A motion was duly made and seconded
instructing the Secy. to communicate with
Mr. Stevenson and express the warm appreciation
of the Board of Trustee and the Board of Managers
for his kindness in accepting the books of the
Home.

A motion was made by Capt. Nelson
seconded by Mr. S. Knoblow that the sum
of \$5000 be appropriated ^{the} by the
Managers to make the necessary improv-
ements for the Home. The motion was
adopted.

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An motion by Mr. A. H. Scott, seconded
by Mr. Dan Hillis, a cordial note of thanks
was extended to the President of the
Board of Managers for her very efficient
services during the past year.

There being no further business, on
motion the meeting adjourned.

Mr. J. A. Watt.
Secy. C. P. R.

Monday, July 5th 1904.

The regular quarterly meeting of the Board
of Trustees of the Old People's Home was
held Tuesday, July 5th 1904 at 1 P.M. at the
Cockey-Woolworth National Bank.

The President, Mr. George H. Cockey called the
meeting to order. Present Trustees below,
Kirkpatrick, Howland, Green, G. H. Scott.

The secretary read the minutes of previous
meeting which were read and approved.

Trustee Howland offered the following
resolution, which was seconded by Trustee
Reland and unanimously adopted. viz.

San Francisco Cal January 6th 1902.
The regular quarterly meeting of the Board
of Trustees of the Old Peoples Home was
called for today at 12 m at the Crocker -
Woolworth Bank. There were present
Messrs. Joseph Knutland & A W Scott.
There not being a quorum the meeting
adjourned.

Ims Geo B Harrin see

San Francisco Cal April 7th 1902.
The regular quarterly meeting of the Board of
Trustees of the Old Peoples Home was called
for today at 12 m. at the Crocker Woolworth
Bank. There were present Messrs. Wm & Crocker
Charles Delam.
There not being a quorum the meeting adjourned.

Ims Geo B Harrin
see

San Francisco Cal June 5, 1901
A special meeting of the Board of Trustees ^{of the Old People's Home} was held this day
at 12. m. at the Crocker Woolworth Bank. The meeting was
called to order by the President Mr. Wm H. Crocker.

The members present were Wm H. Crocker, Charles F. Hanlon
Joseph Knowland S. B. Petersen Charles E. Green A. W. Scott
and J. C. Kirkpatrick. Minutes of April 1, to hand and on
motion were approved as read.

The following named gentlemen were unanimously elected
Officers of the Board of Trustees for the ensuing year.

W. H. Crocker. President

Charles F. Hanlon 1st Vice President

Joseph Knowland 2nd Vice President

Charles E. Green (C.N.W. Bank) Treasurer

Malvina B. Warren ~~Ex~~ Vice Secretary.

There being no further business meeting adjourned
Mrs. Geo B. Warren Sec.

San Francisco Cal July 8, 1901

The regular quarterly meeting of the Board of Trustees of the Old
People's Home was called for today at 12. m. at
the Crocker Woolworth Bank. There were present
Messrs Wm H. Crocker, Joseph Knowland A. W. Scott,
J. C. Kirkpatrick and S. B. Petersen. There not being
a quorum the meeting adjourned.

Mrs Geo B. Warren Sec

San Francisco Cal Oct 7th 1901.

The regular quarterly meeting of the Board of Trustees
of the Old People's Home was called for today at 12. m.
at The Crocker Woolworth Bank. There were present
Messrs Wm H. Crocker, Joseph Knowland, Ward Heres
J. C. Kirkpatrick and S. B. Petersen. There not being
a quorum the meeting adjourned

Mrs Geo B. Warren Sec

Resolved: That owing to the absence of Mr. Charles F. Hanlon, who at a meeting of the Board of Managers of the Old Peoples Home, held on the 28th day of May, 1904, was appointed to represent said Old Peoples Home in the adjustment and settlement of the loss by fire which occurred on May 27th, 1904, the said appointment and all authority of said Charles F. Hanlon in the premises is hereby revoked.

Resolved: That Charles E. Green be and he is hereby authorized and empowered to act as the agent of this corporation in the adjustment of any and all claims which have arisen or which may arise against any and all of the Insurance Companies in interest, by reason of the fire of May 27th, 1904, on the premises of this corporation at the corner of Pine and Pierce Streets, San Francisco, and that said Charles E. Green, shall have full power and authority to adjust, settle and compromise said claims, or any or all of them, and to make execute and deliver all documents and papers which may be required in the course of such adjustments settlements or compromises, or any of them; to receive and receipt for all moneys which may become due or payable to this corporation in consequence of such claims, or in the adjustment, settlement or compromise thereof, and to do everything necessary and proper to represent this corporation in the premises exactly as though it were itself acting.

I, Jennie T. Watt, Secretary of the Old Peoples Home, hereby certify that the foregoing is a full true and correct copy of resolutions unanimously adopted at a regular meeting of the Board of Directors or Trustees of the Old Peoples Home, duly called and convened on the 5th day of July, 1904, and that the same have not been altered or revoked but are now in full force and effect.

Dated July 5th, 1904.

Jennie T. Watt.

Secretary.

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Architect Mr. Culett through his representative submitted outline plans of proposed alterations and repairs to the Home. After examination and discussion of the plans it was on motion by Trustee G. H. Scott, seconded by Trustee Kirkpatrick resolved: that the alterations and repairs be made according to Mr. Culett's plans, and that the business of making the alterations and repairs be referred to a Building Committee of three to be appointed by the President and that said Committee shall have full power to act.

The President stated that he would appoint the Com. after careful consideration

The next order of business being the annual election of officers, the following were unanimously elected -

President - Mr. Wm H. Croker -

1st Vice Pres. Mr. Chas. F. Hawley.

2nd Vice Pres. Mr. Joseph Thoreland -

Treasurer - Mr. Chas. C. Green.

There being no further business, the meeting adjourned.

Jennie J. Watt
Secy.

Monday, Jan. 3rd 1905

The regular quarterly meeting of the Board of
Trustees of the O. P. H. was held Monday, Jan. 3rd
1905 at 12 M. at the Crocker-Woolworth Bank.

Present, Trustees Crocker, Howland, Kelcey,
H. A. H. L. T. & W. Scott. D. L. D. B. - .

OFFICE OF
SCOTT & VAN ARSDALE
CROCKER BUILDING
SAN FRANCISCO, CAL.

W. W. VAN ARSDALE
GEO. W. SCOTT

March 24, 1905.

Mrs. J. A. Watt,
126 Devisadero St., City.

Dear Madam:-

Answering your inquiry as to cost of repairs on the
"Old Peoples Home" building:

The contract to Robert Dewar was,	\$ 43,333.00
Architects fees,	2,169.65
A.J. McNicoll Elevator Co., repairs to elevator	500.00
California Gas Fixture Co., fixtures, &c., ..	542.20

In addition to these figures I find that checks were drawn for

Robinson & Gillespie,	\$ 200.00
C. F. Mullins,	1,211.05
Geo. J. Smith, <i>Plasterer</i>	150.00
H. Williamson & Co., <i>Plasterer</i>	253.10

I do not know whether these amounts were in connection with repairs
to building or not.

The insurance now upon the building and contents is in the "Commercial
Union Assurance Co." as follows:-

On Building,	\$ 70,000.00
Furniture, &c.,	15,000.00
Total,	<u>\$ 85,000.00</u>

Yours very truly,

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The Treasurer of the Board of Managers has informed the Socy. that the amount of Insurance collected on the Furniture, Carpets &c £18.10.00 This amount has been used in refitting the home.

The Treasurer of the Board of Trustees has informed the Socy. that the amount of insurance collected on the building was £23.58.3.

Resolutions passed in the Nov. meeting, seconded by Capt. Reid. That a vote of thanks be extended to the Building Com. & also to the Ladies for their efficient services so kindly given in the work of rebuilding the Home. The motion was unanimously adopted. The Chair appointed Mr. Kirkpatrick a com. of one to investigate the electric light rate, to see if a lower rate could be secured for the home.

There being no further business, resolution the meeting adjourned

J. J. Watt.
Secy.

Monday, April 3rd, 1905

Regular Meeting of Board of Directors
Crocker Woolworth Bank

Monday April 3rd 1905.
at 12 o'clock M.

There were present Capt. Charles Nelson
Charles E. Green, Joseph Kronlund
A. W. Scott and David Lewis.

Mrs. S. C. Mahaworth, chairman
of the Board of Managers made her
presence. Capt. Nelson called the
Meeting to order. Mr. Joseph
Kronlund moved seconded by
Mr. A. W. Scott, that the Chairman
Mr. Charles E. Green be authorized
to borrow from the Crocker Wool-
worth Bank such an amount
of money as may be required
for present use, not to exceed
\$5000. There being no further
business, on motion the meeting
adjourned. Charles M. Elsey
sec. Pro tem

O
A
C
G
The Annual Meeting of the Members of the
P. P. H. was held on Wednesday, May 18th 1905
at the P. S. at the Home, corner of Pine and
Prince Sts.

In the Present - Madam Presse, Langleyton,
Alice of Normandy, Jessie Muskworth, Goodall, Minto,
The President, Edmund Hartree, Gibon, Leane, Brown,
Hartree, Litchfield, Knight, Hartel, Hart, Lick,
President Fletcher and Miss Hamblin.
called to order - Mrs. Snowdon, A. G. Scott, Rev. H.
meeting to Scott, Capt. Delore and Chas. F. Hamblin.
order. The meeting opened with prayer by the
Chaplain, Rev. Chas. H. Colver.

The Secretary's Minutes of previous annual
Meeting were read, and after a slight correction,
were accepted.

The annual report of the President of the
Board of Managers was read and accepted.
The Secretary's Annual Report was read and
accepted.

The annual report of the Superintendent was read
and accepted.

The annual report of the Treasurer of the
Board of Managers was read and accepted.

The annual report of the Treasurer of the
Board of Trustees was read and accepted.

The balance sheet account, Mr. Steeves
was read. In view of the treasurer's report,
All the books were ordered filed with
the physician's report, the Board of Trustees.

It was with sincere regret that the
members were obliged to accept Mr. Louis
C. Leane's resignation. He has long and
faithfully served after the comfort of the
eyes of our household, and his services
have been highly appreciated.

A resolution was adopted recommending
that the Board of Trustees assume the

ate reduced.

A motion was duly made and seconded, that the legacy received from the Riley estate, be paid to the Board of Managers for their use. Carried.

A motion was made by Trustee Moulard, seconded by Mrs. Scott, that Mrs. M. Kelvey be given a leave of absence for sixty days with full pay for the entire time.

An amendment was offered by Mr. Scott that the leave of absence be granted by Mr. Kelvey with full pay for fifty days - His amendment being duly assented to was unanimously carried.

A motion was made by Trustee G. H. Scott, seconded by Mrs. Bright, that the matter of securing a suitable safe for the Home, be referred to a com. of three - Carried.

The chair appointed - Mr. G. H. Scott, Capt. Moulard & Mrs. Brice - a committee.

The next order of business was the annual election of Trustees to serve for the ensuing year. Mrs. Deane & Mrs. Brown were appointed tellers. Twenty six ballotts were cast for the following gentlemen -

Mr. H. C. Baker.	Mr. Gen. Croker.
A. B. Ford.	Chas. E. Green.
Chas. F. Rawlins	David Herter
Mr. Moulard	J. C. Kirkpatrick
Chas. Kelvey	A. H. Scott

G. H. Scott.
The chair appointed the same tellers to act in the election of the Managers for the ensuing year.

Twenty-six ballotts were cast and resulted in the election of the following ladies.

Mrs. L. A. Brice, Mrs. H. Brue,	
Miss J. A. Dale, Mrs. C. J. Deane,	
Mrs. H. Dick, Mrs. J. G. Edwards,	
Mrs. E. Friele, Mrs. C. A. Gibson,	
Mrs. J. G. and Mrs. A. Bright.	

Mr. George Mather - Mrs. F. G. Chapman.
Mrs. A. H. Scott - Mrs. S. J. Smith.
Mrs. C. C. Faddeworth - Mrs. J. A. Watt.
Mrs. Mrs. Hillis - Mrs. R. T. Gemmill.

The Chair appointed the same com. previous
a Committee, to act on a com. to consider the
advisability of fitting a room for the temporary
detention of inmates who become mentally
deranged.

Capt. Delam offered a resolution recommending
that the name of Capt. Veteran be placed on the
list of Honorary Members of this Socy -

Capt. Morland seconded the motion which
was very heartily carried.
There being no further business, on motion the
meeting adjourned.

Jennie J. Watt -
Secy.

Monday, July 3- 1900

The regular quarterly meeting
of Trustees of the C. P. H.
Monday, July 3-1900 - at 12
Clock - Woolworth Bank.

Present - W. H. Cook,
¹⁹ Mrs. Holdsworth, Capt. Rowland, Brewster, R.

Minutes of previous meet
April 8th 1900 were read over
and approved by Capt. Kel
by Mr. Green, the same officers
of Trustees were re-elected,
coming year - the Secy.

Voted for that effect -
President Mr. Wm H. Cook
1st Vice President - Mr. Charles
2nd Vice President - Mr. Joseph
Treasurer - Mr. Cook
Secretary - Mrs. Jan

A motion was made by Mr.
the Trustees ratify the ac-
annual meeting, that the
receive the \$100 per annum
estate. The motion was
Rowland - Carried.

In further view, Our motion by Mr. Hanks
Mr. Cooker the meeting adjoi

Mr. C.

Sunday, October 2nd 1900.

The regular quarterly meeting of the Board
of Directors of the C. P. R. L. was held on
Sunday, Oct. 2nd 1900 - at 12 M. at the
Corker-Browne's Bank.

Present - Messrs - Corker - Howland - G. H. Scott
A. H. Scott - Green - Ford and Capt. Delaney. These
and Capt. Hatt. The minutes of previous quarterly meeting
were waived, as the minutes book had been
misplaced.

The President of the Board of Managers
reported concerning the explosion of the boiler
in the Home.

A motion was made by Capt. Delaney, seconded
by Capt. Howland, that the plant be reconditioned,
and that Mr. J. J. Malony be instructed to put
the plant in perfect condition.

The President of the Board of Managers
reported the poor condition of the elevators in
the Home. The matter was referred to Mr.
Malony to act according to his best judgment
in the matter.

A motion was made by Capt. Delaney,
seconded by Capt. Howland, that Mr. H.
H. Corker, Rev. Chas. C. Green and Mr. G. H. Scott
be appointed a committee to invest the
money belonging to the C. P. R. L.
His motion was cordially carried -
There being further business, no motion the
meeting adjourned.

J. J. Hatt -
Secy.

Monday, January 8 - 1906.

The regular quarterly meeting of the Board of Trustees of the Old People's Home, was held Sunday, Jan. 8th at 12 M. in the Crocker-Hollister Bank.

Present Present. Hanley, Green, Capt. Nelson, Capt. Thurlow, Messrs. Ford and G. W. Scott. Mrs. Besse and Mrs. Hatt.

Minutes of previous quarterly meeting, read and no motion duly made and seconded, they were approved as read.

Mrs. Hanley presented the following resolution, authorizing the Treasurer of the A. P. H. to collect the money due annually from the Milley estate. The adoption of the resolution was proposed by Capt. Nelson, seconded by Capt. Thurlow - and unanimously adopted.

*C
A
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H*
Whereas, the people annual account of the Trustees of the
last will of David W. & Anna E. Willey, deceased, has
been set forth by the Court for the year 1905, and,

Whereas, the old Peoples home is entitled to an annuity
of \$110 per month for 1906, and also its share of any
surplus arising by reason of the death of older
inhabitants, or by increase in rents, and,

Whereas, the balance of said surplus is the sum of
\$69. Two hundred dollars and Forty five cents, and,

Whereas, in all probability said annuity and surplus
will continue for some time hereinafter, now,
Therefore, it is resolved, that the treasurer of the Board
of Trustees of the Old Peoples Home is hereby authorized
and directed, and for, ever, to collect said
annuity, etc., and all surpluses and annuities in the future
arising from said trustee in said estate and to give
to, or vouchers on, account for the same and to pay all
incurred costs and charges in securing the rights of the
Old Peoples Home in said annuity and surplus present
and future.

H

I, the undersigned, Secretary of the Old Peoples
Home certify that the foregoing is a true and correct
copy of the resolution passed and adopted at the regular
meeting of the trustees of the Old Peoples Home held at
San Francisco on Monday January 8th, 1906.

Witness my hand and the seal of said corporation
January 8th, 1906.

Samuel J. Watt.

The following resolution was proposed
Capt. Delahay, seconded by Capt. T. C.
and adopted - In the matter
refunding of Spring Valley Water Co.
and the matter of the proposition
syndicate in reference thereto,
the matter of re-investment of
proceeds, it is resolved that the
matter be left to the Finance
appointed Oct. 2nd 1900. (Mr. H. C.
Mr. Chas. E. Green and Mr. G. W. See

The acting President, Mr. Hale
the Secretary were appointed a com-
to draw appropriate resolutions
account of the death of Trustee
S. B. Peterson. The same to be
upon the minutes of this meeting.
There being no further business
arising, the meeting adjourned.

J. J. H.

April 2nd 1906.

The regular quarterly meeting of the Board of Trustees of the Old People's Home was held on Monday April 2nd, 1906, at 12 M. at the Crocker Woolworth Bank. Present C. F. Haulon, Messrs. Knowland Nelson, Ford, A. W. Scott, and Mr Charles L. Green.

In the absence of the President, Mr C. F. Haulon took the chair.

The minutes of the last meeting were read and approved.

Mrs Bresse reported that the steam laundry has been installed. The contract price being \$2300, and the amount of \$177.74 less an allowance of \$36.75 being made for extras, leaving a total of \$2440.99 due the Troy Laundry Machinery Co. Ltd.

Mrs Bresse stated that she had supervised the letting of the contract, the building of the plant, and the working of it for the last month, and that she approves of the plant as installed, and that it now works satisfactorily.

Thereupon Mr Knowland made a motion, seconded by Capt. Nelson, that our treasurer pay to the Troy Laundry Co. the contract price \$2300 and \$140.99 for extras, as these bills have been D. K. ed by Mrs Bresse. The motion was carried unanimously.

The following resolutions on the part of Captain S. B. Peterson were read, and it was thereupon moved by A. W. Scott, seconded by Mr Ford that these resolutions be adopted and spread upon the minutes and a copy sent to the family.

Whereas, since
this Board of Trustees of
has pleased Almighty
account our fellow Dr
and,

Whereas Captain
wife, nearly thirty years
further other philanthropic
community the foundation
as The Old Peoples' Home;

Whereas during all
Peterson has been an actor
in the benevolent causes
espoused by said Institution
continuous work and man
manner aided in the advo
expansion of the wealth of
the Old Peoples' Home;

Now Therefore Be it
remaining members of the
Peoples' Home in regular
appreciate fully that in
Peterson the Home has
lieutenant, his children
honored and beloved of a
San Francisco has lost her
great sorrow and profound
departed brother that in
minutes of the Board a
that also a copy thereof
to his bereaved family;
It was moved, carried
by vote of all pres
McKelvey the Superintendent
retire from his position &
resigns as such that he
be allowed be accorded the
free of charge for conve
services to the Home.

Mrs. Margaret
regard to the managers of the Home, p
who had purloined a large
of the managers in the matter
unanimous vote of all to

On motion the meet
Mrs. Wil
see.

Annual Meeting May 9th 1906.

Pursuant to the notice published in the S. F. Chronicle for two weeks daily, the annual meeting of the members of the Society of the Old People's Home was called to order at two o'clock, Wednesday May 9th 1906.

Mr. Chan. F. Hawley, 1st Vice President, called the meeting to order.

Present. Mr. Hawley, Mrs. Dene, Mrs. Cleane.
Our devotion by Mrs. Dene, seconded by Mrs. Cleane, the meeting adjourned ^{the adjournment to come} to meet the second Wed. in August 1906. at 8 P.M.

At this time full power was given to Mrs. Dene the President of the Board of Managers to make all necessary repair to the Building of the O.P.H.

With this authority Mrs. Dene entered into a contract with Russell J. Hunter to repair all the damage to the plaster throughout the House.

This notice was in the words and figures as appears in the following printed notice

NOTICE is hereby given that the annual meeting of the society and the board of trustees of the Old People's Home will be held in the office of the home, southwest corner of Pine and Pierce sts., San Francisco, on WEDNESDAY, May 9, 1906, at 2 o'clock P. M. for the purpose of electing a board of managers and a board of trustees to serve for the ensuing year, and for the transaction of such other business as may come before the meeting. MRS. JAS. ALVA WATT, Secretary.

This notice was published in the San Francisco Chronicle for two weeks next before May 9, 1906.

On motion unanimously carried the meeting adjourned to Aug 8, 1906.

an

Secretary

Adjourned Annual Meeting, Aug. 8-1906.

The adjourned annual meeting of the C. P. H. Society was called to order by the President of the Board of Managers at 3:50 P. M. Wed. Aug. 8th 1906.

There was not a quorum present and on motion by Trustee Ford, seconded by Trustee Scott the meeting adjourned to meet at the next regular annual meeting.

On motion the meeting adjourned.
Jennie J. Hart
Secy.

Monday, July 2nd 1906.

The regular quarterly meeting of the Board of Trustees of the C. P. H. was postponed at the request of the President of the Board of Trustees.

Jennie J. Hart
Secy.

Monday Oct. 1st 1906:

The regular quarterly meeting of the Trustees of the C. P. H. was held at the Carter National Bank - This day at 12 M. Chas. F. Hawley was appointed secy. portm and there being no quorum the meeting adjourned.

J. J. Hart
Secy.

San Francisco, November 15/906

On due and regular notice given,
a special meeting of the Board
of Trustees held Thursday
November 15/906 at 11³⁰ o'clock
A.M. at the Crocker National
Bank of San Francisco.

Present, Jessie J. Watt, Secretary;
also Mrs Margaret Bresce,
Charles Nelson, Charles E. Green,
A. B. Ford, Joseph Knowland
and A. W. Scott.

Mr Lousius on behalf of Charles
J. Haulon presented the following
proposition from the Doe Estate

On motion of Charles Nelson
seconded by Joseph Knowland
it is unanimously resolved
that the Old Peoples Home
accept the proposition of
"The Doe Estates Company"
to accept in lieu of the legacies
under the Will of Bartlett Doe,
deceased - 1/7^{1/4} Share of Capital
Stock of "The Doe Estates Company".

These shares of stock to
be taken in lieu of the interest
in the real estate of said Bartlett
Doe deceased, devised under his
said Will to "Old Peoples Home",
but not to release said Estate
from paying to Old Peoples Home
for cash the interest which
it is entitled to under said Will
in the personal property of said
Estate.

Charles J. Haulon is
requested to attend to the Home's

To prepare proper minute resolutions
to be submitted to this Board
hereafter and carry out the intent
of this Resolution.

In the matter of the Estate of Frank N.
Chapelle deceased, Mrs. Margaret Bruce
Special Administrator, suggests that
Mr. Charles T. Haulon write a letter
or call upon Miss Mental Hall
residing on Sacramento street
San Francisco in reference to this
estate.

The meeting then adjourned

Jennie J. Watt,
Secretary-

San Francisco, February 8/907

On due and regular notice given
to each and all of the Directors
a special meeting of the Board
of Trustees of The Old People's
Home was held this Friday
February 8/907 at 12 o'clock noon
at the Crocker National Bank of
San Francisco.

Present Jerome J. Watt, Secretary;
also present following Trustees
W. W. Crocker, Charles F. Hawley
G. W. Scott, Joseph Knowland, A. B. Ford
Capt. Charles Nelson. Mrs Bresenam also
present.

The minutes of the meeting of this
Board held November 15, 1906
were read and approved by
a unanimous vote.

On motion of Trustee Knowland
seconded by Trustee Nelson

it was unanimously
Resolved: That this Corporation,
The Old People's Home, sell,
transfer and grant to the Doe
Estates Company, all the right
title and interest in the land
now owned by it, and which were
formerly the property of Bartlett
Doe, in his life time for the
sum of One thousand seven
hundred and fourteen and $\frac{14}{100}$ (\$1714.14.)

Further resolved, That William F. Crozier, the President, and Jerome S. Watt, the Secretary of this Corporation, be and they are hereby authorized, empowered and directed to execute, acknowledge and deliver proper deed in accordance with this Resolution; ~~provided~~

On motion of Charles F. Heimlen, seconded by G.W. Scott, it was unanimously carried that this Corporation do not meet the \$1714.44 in stock of the "late" "Estates" Company, but that the money be paid in to the treasury of this Corporation the Old Peoples Home.

Said motion was carried after an exhaustive consideration of the subject by all present.

Mr. Heimlen reported that he had special letters issued to Mrs. Bresce or Etch of ~~Mendall Hall~~, Frank H. Chappelle, + has gone to all the safe deposit boxes in town and found that Mrs. Mendall Hall had taken all the contents of the box of deceased and that he was investigating the matter further.

He also reported that he had furnished the Court with his office copies of the records in Corporal Mullay and that with some from Marysville took the place of the original Court records burned in the fire of April 18, 1906 and that he was attending to the matters in Court in which money would soon be paid to the old Peoples Home.

On motion the meeting adjourned.

Jerome S. Watt.

Secretary

Sunday, April 1st 1907.

The regular monthly meeting of the Board of
Governors of the Old People's Home was held
Sunday, April 1st 1907, at 12 M^l. at the
Cochran National Bank.

Present: Messrs. Cochran, Green, C. H. Scott,
Dr. Scott, Dr. Hawley & Mr. Ford. Mr. Basler
Inatt. The reading of minutes of previous meeting
were not read as the secretary's book had not
been brought to the meeting.

The president, Dan. Price, was given full
permission to make all necessary additions on
the top floor of the home, to give more rooms
for inmates.

There being no further business, motion
the meeting adjourned.

J. J. Watt.

Annual Meeting, Wed. May 8th 1907.

The annual meeting of the Society of the Old Peoples Home was called for this date at two P.M.

Owing to the capture it was impossible to have a quorum.

By common consent, the meeting was postponed to meet at the call of the President.

J. J. Watt.

NOTICE is hereby given that the annual meeting of the society and board of trustees of the Old Peoples Home will be held at the office of the Board of Managers, 1111 Polk Street, San Francisco, on WEDNESDAY, May 8, 1907, at 2 p.m., for the purpose of electing a Board of Managers and a board of trustees for the ensuing year, and for transaction of such other business as may come before the meeting.
MRS. JAMES ALVA WATT, Secretary.

Annual Meeting, June 5th 1907. (Wednesday)

Present - Twiss, Hawley, Gleason & Howland.
Innes-Brown, Slick, Edwards, Hadsworth, of the Old
day, June 5th
Roberts, Leane, Watson, Gibbons, Yerrell,
Alexander, Maitel, Norman, Glutcomb,
Brown, Scott, Watt & his family.
The Cor. Price
in the Chair.
Meeting held
ed.
a Secretary will
read and adopted.

The annual report of the Treasurer was
read and on motion by Mrs. A. H. Scott, seconded
by Capt. Reuben it was approved as read.

The ^{annual} report of the Superintendent was
read and accepted.

The annual report of the Home Physician
was read and accepted.

A report was read from the expert account
ant, Mr. Stevenson, stating that he had
examined the books of the treasurer of the
Board of Trustees and also the books of the
treasurer of the Board of Managers and he
finds both accounts absolutely correct.

Capt. Reuben read a hearty note of thanks
to the Board of Managers and also to Mr.
Stevenson for the good and faithful work
performed for the benefit of the home.

This expressive language went with the

April 1st People's Home was held
1907, at 12 M. at the
Cochrane National Bank.
President Green, Cochrane, Green, A. G. Scott,
Dr. Scott, Dr. Mueller & Dr. Ford. Mr. Bauer
The reading of minutes of previous meeting
were introduced and the secretary's book had been
been brought to the meeting.

The President, Dr. Baird, was given full
permission to make all necessary additions on
the top floor of the Home, to give more room
for inmates.

There being,
the meeting adjourned.

Annual Meeting Wed. May 8th 1907.

The annual meeting of the Society of the
Old Peoples Home was called for this
date at two P.M.

Owing to the car strike it was impos-
sible to have a quorum.

By common consent, the meeting was
postponed to meet at the call of the
President.

J. J. Watt.

NOTICE is hereby given that the annual meet-
ing of the society and board of trustees of the
Old Peoples Home will be held at the office
of the home, SW. corner Pine and Pine Sts.
San Francisco, on WEDNESDAY, May 8,
1907, at 2 p. m., for the purpose of electing
a Board of Managers and a Board of trustees
to serve for the ensuing year and for transac-
tion of such other business as may come be-
fore the meeting.
MRS. JAMES ALVA WATT, Secretary.

Annual Meeting June 5th 1907. (Wednesday)

The annual meeting of the Society of the Old
Peoples Home was held Wednesday, June 5th
1907 at 2 P.M. at the Home, S. Th cor Pine
and Pine Sts. Dr. Hauls, ^{and} Vice Pres. in the Chair.

The minutes of the annual meeting, held
May 9, 1906 were read and approved.

The annual report of the President and Secretary were
read and adopted.

The annual report of the Treasurer was
read and on motion by Mrs. A. H. Scott, seconded
by Capt. Nelson it was approved as read.

The annual report of the Superintendent was
read and accepted.

The annual report of the house physician
was read and accepted.

A report was read from the expert account
st. Dr. Stevenson, stating that he had
examined the books of the treasurer of the
Board of Trustees and also the books of the
Board of Managers and he
found all accounts absolutely correct.

Capt. Nelson passed a hearty vote of
confidence in the Board of Managers.

In
Resignation was read from the
Administrator, Dr. W. Kirby.

The letter was referred to the Board
of Managers.

Left in order was the election of Trustees
and Managers for the ensuing year.

The Chairman appointed the Tellers - Mrs. A. W.
Scott and Mrs. Matson.

The Chairman of the nominating committee
submitted a ticket as prepared by her committee.
The number of votes cast was 21 - and was
unanimous in favor of the ticket as prepared
by the Chairman nominating committee.

The following gentlemen were elected Trustees.

BOARD OF TRUSTEES

Wm. H. Crocker
George Crocker
J. B. Ford
Chas. E. Green
Chas. F. Hanlon
David Hewes
Joseph Knowland
Charles Nelson
A. W. Scott
C. W. Scott
Sidney V. Smith

The Chairman appointed Mrs. Scott and Miss.
Matson, to act as tellers, in the election of a
Board of Managers.

The Chairman of the nominating com.
submitted a ticket as prepared by her com.

The number of votes cast was 21 - and was
unanimously in favor of the ticket as prepared
by the nominating committee.

The following ladies were elected Managers.

BOARD OF MANAGERS

Mrs. E. A. Bresse	Mrs. A. Gartenlaub
Mrs. W. H. Brown	Mrs. J. L. Martel
Mrs. John T. Dare	Mrs. Wm. Matson
Mrs. C. T. Deane	Mrs. F. G. Norman
Mrs. W. H. Dick	Mrs. A. W. Scott
Mrs. J. W. Edwards	Mrs. S. V. Smith
Mrs. D. E. Friole	Mrs. C. C. Wadsworth
	Mrs. J. A. Watt
	Mrs. C. L. Wadsworth

There being no further business, on motion the
meeting adjourned.

Jennie J. Watt -
Secy.

Immediately following the meeting the
Board of Managers met to elect officers for
the ensuing year.

The chairman of the nominating committee
submitted a ticket from her committee and
it was unanimously adopted.

The following officers were elected.

BOARD OF MANAGERS.

Mrs. E. A. Bresse
Mrs. W. H. Brown
Mrs. John T. Dare
Mrs. C. T. Deane
Mrs. W. H. Dick
Mrs. J. W. Edwards
Mrs. D. E. Friele
Mrs. C. A. Gibson
Mrs. Chas. Goodall
Mrs. W. Gregg
Mrs. A. Gartenlaub
Mrs. J. L. Martel
Mrs. Wm. Matson
Mrs. F. G. Norman
Mrs. A. W. Scott
Mrs. S. V. Smith
Mrs. C. C. Wadsworth
Mrs. J. A. Watt
Mrs. Chas. Warren
Mrs. B. F. Yemans

The Board of Managers
unanimously agreed to
place Mr. McElvey's
resignation upon the
table.

There being no further
business the meeting
adjourned -

J. J. Watt -
Secy.

The regular quarterly meeting of the Board of
Trustees of the C. P. H. was called for Monday,
July 1st 1907. As there was not a quorum
present - The meeting adjourned -

J. J. Watt -
Secy.

Monday, October 1907.

The regular quarterly meeting of the Board of
Trustees of the C. P. H. was held Monday,
October 5 1907 at the Cunard National Bank
12 M. Present - Messrs. Gorke, Green, A. H.
Scott, G. W. Scott, Thordson, Ford & Miss. Watt,
On behalf of the Board of Managers, the
Secy. asked the consent of the Trustees to
be permitted to partition the large space
on the top floor of the Home thus making
additional bed rooms.

On motion by Mr. A. H. Scott, seconded by
Capt. Macmillan, this permission was granted.
There being no further business, the meeting
adjourned -

J. J. Watt -
Secy.

Monday, Jan. 6 - 1908.

The regular quarterly meeting of the
Board of Trustees of the C. P. H. was called
for Saturday Jan. 6 1908 -

No quorum - Adjourned -

J. J. Watt -
Secy.

Monday, April 6 1908.

The regular quarterly meeting of the Board of
Trustees of the C. P. H. was called for this
date.

In the Cunard National Bank Room -

O

Wednesday, April 10- 1908-

A special meeting of the Board
the Board of Managers or an ca
of the Board of Managers to meet
April 10- 1908 at 12 M. at the of
Ovalen Delam, 112 Market St.

Present - Trustees, Delam, Dr.
A. H. Scott, G. H. Scott, Chas. H.
Managers ^{Inter} Prese, Kirk, Had
Gartenlaub, Brown, Sleane, Mc
and Watt.

In the absence of the President
Mr. Howland, called the meeting.

On motion by Dr. G. H. Scott
Capt. Knowland, a resolution, o
the corporation, in this instance
of the present members of the
Home for Incurables, to our
sum of \$4000 for the said fund,
provided they all sign the
and go through the usual eyes
are acceptable to the Board.
except the regular life com
there being no further business
the meeting adjourned.

NOTICE is hereby given that the annual meeting of the society and board of trustees of the Old Peoples' Home will be held in the offices of the home, NW corner Pine and Pierce sts., San Francisco, on WEDNESDAY, May 13, 1898, at 2 p. m., for the purpose of electing a president, treasurer, and other officers to serve for the ensuing year and for transaction of such other business as may come before the meeting.
MRS. JAMES ALVA WATT, Secretary.

The annual meeting of the Society of the Old Peoples' Home was held on Wednesday, May 13th, 1908 at two P. M. at the Home corner of Pine and Pierce sts.

Present Trustees Hanlon, G. H. Scott, G. H. Scott and Mrs. Knowland - Manager Gross, Bresse, Dick, Evans, Fuile, Goodall, Horwau, Hargrove, Lane, Yerans, Watt & Mrs. Fedge. Also Mr. Chas. The meeting opened with prayer by the F. Hanlon, Capt. Mr. Chas. H. Kelby.

1st Recd. The minutes of the last annual meeting called were read - as these were for omission or meeting correction, the report was approved as read. 2nd Recd. The President's annual report was read. The Secy's annual report was read - on motion by Mrs. Fuile, seconded by Mrs. Judson. The reports were accepted.

The report of the Treasurer of the Board of Managers was read. (Mrs. Dick, treasurer) The report of the Treasurer of the Board of Trustees was read (Mr. Chas. E. Gregg, treasurer) The report of the expert accountant, Mr. Stevenson, was read, showing that the books of both treasurers were absolutely correct.

On motion by Mr. Gen. H. Scott, seconded by Mr. A. H. Scott the reports of both treasurers and the report of the expert were approved and adopted - motion unanimously carried.

The report of the Superintendent was read - on motion by Mrs. Lane, seconded by Mrs. Fuile - it was accepted as read. The next order of business was the election of Managers for the ensuing year.

monthly elected by the members present.

BOARD OF MANAGERS
OF THE
OLD PEOPLE'S HOME.

Mrs. Eugene A. Bresse
Mrs. Wm. H. Brown
Mrs. John T. Dare
Mrs. C. T. Deahe
Mrs. Wm. H. Dick
Mrs. C. C. Judson
Mrs. A. E. Krielle
Mrs. C. A. Gibson
Mrs. Charles Goodall
Mrs. W. Gregg
Mrs. Adolph Gartenlaub
Mrs. J. L. Martel
Mrs. Fred McWilliams
Mrs. F. G. Norman
Mrs. A. W. Scott
Mrs. Sydney V. Smith
Mrs. C. C. Wadsworth
Mrs. James A. Watt
Mrs. Charles Warren
Mrs. B. F. Yemans

Next followed the election of a Board of Trustees.
The following names were presented and man-
sually elected by the members present.
The name of Mr. Ger. H. Tyson was omitted
by Mr. G. W. Scott in place of Mr. Ger. Crocker, resigns.

Wm. Crocker
Mr. Ger. H. Tyson
~~George Crocker~~

A. B. Ford

Charles E. Green

Charles F. Hanlon

David Hewes

Joseph Krowland

Charles Nelson

A. W. Scott

B. W. Scott

Sidney V. Smith

The Secy. was instructed to write to Mr. Stevenson
the expert accountant, expressing the sincere thanks
of the Society for his kindness in preparing the
books. There being no further business, on motion
the meeting adjourned.

J. J. Hatt -
Secy.

The Board of Managers of the O. P. H. met at
the conclusion of the annual meeting to elect
officers for the ensuing year.
The following names were presented and
unanimously elected -

OFFICERS OF THE BOARD OF MANAGERS

OF THE
OLD PEOPLE'S HOME.

President	Mrs. Eugene A. Bresse,
1st Vice-President	Mrs. C. C. Wadsworth,
2nd " "	Mrs. F. C. Norman,
3rd " "	Mrs. C. T. Deane,
Secretary	Mrs. James Alva Watt
Treasurer	Mrs. Wm. H. Dick

The President appointed Mrs. Fred M. Williams
assistant Secretary.

Mrs. Fred M. Williams presented a vote of thanks
to the President and officers & Board of Managers
for services rendered during the past year -.

There being no further business, on
motion, the meeting adjourned.

J. J. Hatt -
Secy.

San Francisco, June 10, 1908.

of the Managers and Trustees

A special meeting duly called and noticed was held
this day June 10, 1908, at 12 M. noon of that day at the
Director's room of the Crocker National Bank on the corner of
Market and Montgomery Streets, in San Francisco.

There attended the following members of the Board of
Trustees, Messrs. Crocker, Hanlon, Tyson, Ford, Knowland and
A. W. Scott and there attended the following members of the
Board of lady managers, Mrs. Bresse, Gibson, Yemans, Brown,
Goodall, Deane, Dick, Triele, Martel, Wadsworth and Watson.

The meeting was called to order by William H. Crocker
the President of the Corporation and on motion of Mr. Knowland
seconded by Mr. Hanlon the reading of the minutes of the previous
meeting was postponed till the next meeting; Mr. Hanlon stated
that the object of the meeting was to consider the action of the
Board of lady managers who had voted a return of the money paid
into the Corporation by Mrs. Rohde one of the inmates, and also
to consider her present request that this money be paid back to
her, the contract between her and the Home cancelled and she be
allowed to leave the Home. The opinion of Charles P. Hanlon the
attorney was asked with regard to the effect of the by-laws in a
matter of that kind and he stated that the power to revoke the
contract and to return the money did not lie with the Board of
Lady Managers, but on the contrary was a matter that was within
the jurisdiction of the Board of Trustees and that the Society or
the Corporation was not obliged to return any of the money to
Mrs. Rohde and that the action of the Board of *Lady Managers* should be
rescinded *at* this joint meeting. Thereupon Mr. Hanlon read from
the By-laws and the *prior* minutes and his opinion was agreed in by
Mr. Smith who was present at the meeting.

Thereupon on motion duly made, seconded and unanimously carried it was resolved that the action of the Board of Lady Managers in authorizing the return of the money to Mrs. Rohde be and the same is hereby cancelled and the Superintendent Rev. Charles McKelvey, it was resolved should be notified of the action of this joint meeting and that he should notify Mrs. Rohde that the contract must be lived up to and would not be cancelled and no money returned.

Thereupon on motion duly made, seconded and unanimously carried it was resolved that the attorney Charles F. Hanlon be instructed to write to Mrs. Rohde giving her the effect of the action of this joint meeting.

There being no further business, on motion of Mrs. Watt seconded by Mr. Crocker the meeting adjourned.

Secretary

San Francisco, October 5, 1908.

The regular quarterly meeting of the trustees of the Old People's Home was held at the Director's room of the Crocker National Bank on the corner of Market and Montgomery Streets in San Francisco, on this Monday, 5th day of October 1908, at 12 M.

There attended the following trustees:-

Mr. William H. Crocker, Mr. Charles E. Green, Capt. Charles Nelson, Mr. George H. Tyson, Mr. W. W. Scott, Mr. Joseph Knowland, Mr. A. B. Ford and Mr. Charles F. Hanlon. Mr. William H. Crocker called the meeting to order and thereupon there was read to the meeting the minutes of the Board of Trustees of April 15, 1908, which were duly approved by vote then and there unanimously made, seconded and carried. Thereupon on motion of Mr. Knowland seconded by ^{the reading of} Mr. Tyson, the minutes of the joint meeting of the trustees and the Board of Lady Managers held on June 10, 1908, were postponed till some future meeting for consideration.

Thereupon on motion duly made, seconded and ~~and~~ unanimously carried it was ordered that William H. Crocker be and he is hereby elected President of the Corporation and Board of Trustees for the current year *and until his successor be elected*.

Thereupon on motion duly made, seconded and unanimously carried it was resolved that Charles F. Hanlon be elected the first Vice-President and attorney of the corporation and Board of Trustees for the current year *and until his successor be elected*.

Thereupon on motion duly made, seconded and unanimously carried it was resolved that Mr. Joseph Knowland be elected second Vice-President of the Corporation for the current year *and until his successor be elected*.

Thereupon on motion duly made, seconded and unanimously carried it was resolved that W. W. Scott, Charles E. Green and William H. Crocker be appointed as the financial committee for the current year *and until their successors be appointed*.

Thereupon on motion duly made, seconded and unanimously carried it was resolved that Mrs. J. T. Watt be appointed Secretary of the Board of Trustees for the current and present year *and until her successor be appointed.*

Thereupon on motion duly made, seconded and unanimously carried it was resolved that Charles E. Green be and he is hereby appointed Treasurer of the Corporation to act during the current year *and until his successor be appointed.*

Thereupon Charles F. Hanlon the attorney reported that one of the inmates Edward A. Colson had developed signs of insanity quite recently and ~~on the hints of~~ that he was taken away from the Home by one P.W.W. Murthlin and wife on a promise to return him to the Home the next day.

That these people had kept Mr. Colson away and refused to return him and that he had certain money in Bank which should be protected.

Thereupon Mrs. Margaret Bresse the President of the Board of Judy ~~MEMPHIS~~ Managers made application through Charles F. Hanlon her attorney to be appointed guardian of his person and estate and citations were served upon Colson and Murthlin last Saturday, October 8, 1908, and the matter will be heard by Judge Coffey on next Friday, October 13, 1908, at 10 A.M. and the attorney reported that he had notified all the Savings Banks in town to withhold payment of any money to Mr. Colson in the interim.

Upon motion of Mr. Tyson seconded by Mr. Knowland it was decided that the action of Mrs. Bresse and the corporation's attorney be and the same is hereby ratified and approved.

Mrs. Margaret Bresse who was present at the meeting stated to the meeting that Mr. Charles McKelvey the Superintendent was becoming

old and sick and would soon have to be replaced by
and more active Superintendent.

Thereupon Charles F. Hanlon stated to
that Mr. McKelvey had been a good servant to the Ho
a great portion of his life for the benefit of the
found good and trustworthy and that he and his wife
stopping at the Home and that at some meeting in hi
resolved that both of them should be admitted to th

Thereupon on motion of G. W. Scott sec
Captain Charles Nelson it was moved, seconded and u
carried that *it* is the *sense* of this meeting that
McKelvey and wife have been offered the Home for th
their natural life according to our written contrac
and that they should be notified thereto by the Sec

Thereupon Mrs. Margaret Bresce stated
meeting the necessity for the putting down of corner
dining room floor over the furnace.

Upon motion of trustee Tyson seconded
G. W. Scott it was moved and unanimously carried th
be left to the Building Committee with full power t

There being no further business, upon
Captain Charles Nelson seconded by Trustee Tyson it
adjourned.

Margaret Bresce
Rev. J. G. Scott
Secretary

Thereupon on motion duly made, seconded and unanimously carried it was resolved that Mrs. J. T. Watt be appointed Secretary of the Board of Trustees for the current and present year *and until her successor be appointed.*

Thereupon on motion duly made, seconded and unanimously carried it was resolved that Charles E. Green be and he is hereby appointed Treasurer of the Corporation to act during the current year *and until his successor be appointed.*

Thereupon Charles F. Hanlon the attorney reported that one of the inmates Edward A. Colson had developed signs of insanity quite recently and ~~on the basis of~~ that he was taken away from the Home by one P.W.W. Murthlin and wife on a promise to return him to the Home the next day.

That those people had kept Mr. Colson away and refused to return him and that he had certain money in Bank which should be protected.

Thereupon Mrs. Margaret Bresse the President of the Board of Lady MACKENZIE Managers made application through Charles F. Hanlon her attorney to be appointed guardian of his person and estate and citations were served upon Colson and Murthlin last Thursday, October 8, 1908, and the matter will be heard by Judge Coffey on next Friday, October 9, 1908, at 10 A.M. and the attorney reported that he had notified all the Savings Banks in town to withhold payment of any money to Mr. Colson in the interim.

Upon motion of Mr. Tyson seconded by Mr. Knowland it was resolved that the motion of Mrs. Bresse and the corporation's attorney be and the same is hereby ratified and approved.
Mrs. Margaret Bresse who was present at the meeting stated to the meeting that Mr. Charles McKelvey the Superintendent was becoming

old and sick and would soon have to be replaced by a young and more active Superintendent.

Thereupon Charles F. Hanlon stated to the meeting that Mr. McKelvey had been a good servant to the Home and a great portion of his life for the benefit of the Home was found good and trustworthy and that he and his wife were stopping at the Home and that at some meeting in times past resolved that both of them should be admitted to the Home.

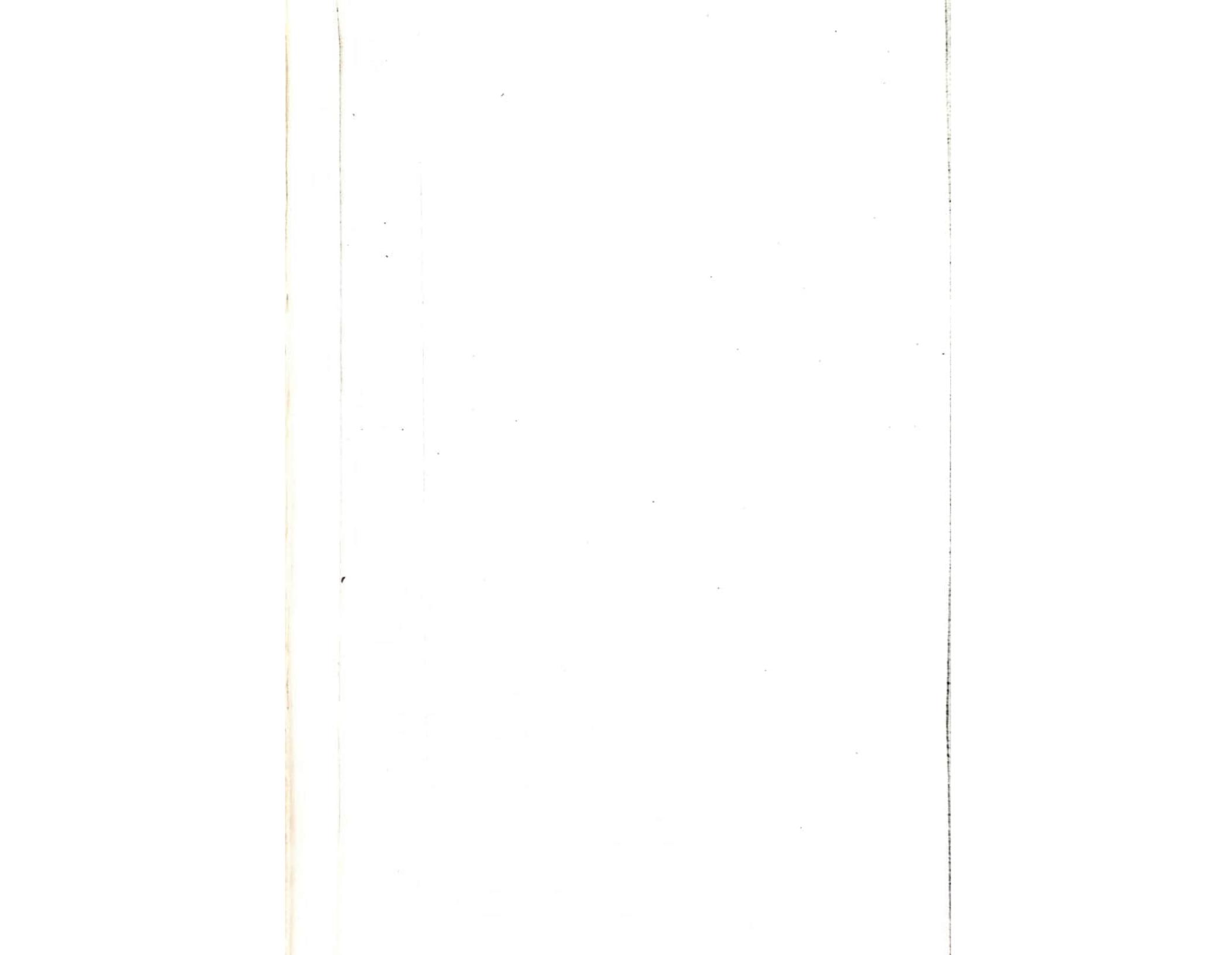
Thereupon on motion of G. W. Scott seconded Captain Charles Nelson it was moved, seconded and unanimously carried that it is the sense of this meeting that said G. McKelvey and wife have been offered the Home for the balance of their natural life according to our written contract, free and that they should be notified thereof by the Secretary.

Thereupon Mrs. Margaret Bresse stated to the meeting the necessity for the putting down of cement on the dining room floor over the furnace.

Upon motion of trustee Tyson seconded by Trustee G. W. Scott it was moved and unanimously carried that this be left to the Building Committee with full power to act.

There being no further business, upon motion Captain Charles Nelson seconded by Trustee Tyson the meeting adjourned.

*Margaret Bresse
Rev. J. Batt, Secretary.*



Monday, January 4- 1909.

The regular quarterly meeting
Board of Trustee of the Old Pe-
war called Monday, January
12 M. at the Becker National.
Present - Mr. Char. E. Green, Mr.
Mr. E. A. Pease - Mr. J. A. Hatt.
Not being a quorum - on so
by Mr. Green, recorded by Mr. Hatt.
Meeting was adjourned -

J. T.

Adjourned Annual Meeting, Wednesday, May 19, 1909

The adjourned Annual Meeting of the Society of the Old Perpétue Home was held on Wed. May 19, 1909 at 12 M. at the Crocker National Bank.

Present - Messrs. Cocker, Haulow and Thowland, and Misses. Breeze, Hackworth, Dick, Sommar, Martel, Leane, Gatenlamb, Grdall & Williams, and Capt.

The report of the Secretary of the Annual meeting held Wed. May 13-1908, also the report of the annual meeting called for May 12-1909, were read and accepted after an amendment was inserted as recommended by Mr. Haulow. The amendment to record that the notice of the annual meeting was duly published in the S. F. Morning Call, for the prescribed length of time, was set forth in the by-laws of the O.P.H.

The Vice-annual report was read and was motioned by Capt. Thowland, seconded by Mr. Breeze, it was accepted and ordered filed.

At the request of the Pres. Mrs. A. E. Breeze, the reading of her annual report was waived.

The annual report of the treasurer of the Board of Managers was read. On motion by Mr. Thowland, seconded by Mr. Haulow, it was accepted and ordered filed.

The annual report of the treasurer of the Board of Trustees was read. On motion of Mrs. Breeze, seconded by Mr. Thowland, it was accepted and ordered filed.

Mr. Thowland read the report of the expert accountant, which verified the reports of the two treasurers.

On motion by Mr. Thowland, seconded by Mr. Haulow his report was accepted, and a unanimous vote of thanks offered to Mr. Stephenow for his kind and efficient

Mr. Hanlon gave a verbal record of the many legal services rendered gratis to the C. P. R. during the past year and for the same years since the beginning of the work of this worthy institution.

A unanimous vote of sincere thanks and appreciation of the innumerable favors given so freely by Mr. Hanlon for so many years, was presented by Mr. Bresne, seconded by Mr. Knowland and heartily approved by all members present.

A motion was made by Mr. Knowland, seconded by Mrs. Bresne, that all expenses incurred in the conduct of any legal business conducted by Mr. Hanlon, be paid by the C. P. R. if carried.

Mr. Hanlon gave an outline of a new contract prepared by him. This contract is for the mutual protection of the C. P. R. and the inmates of the Institution. On the recommendation of Mr. Hanlon, seconded by Mr. Knowland, it was accepted.

The next order of business was the election of a Board of Trustees to serve for the ensuing year.

Mrs. H. Williams presented the ticket prepared by the Committee appointed by the Board of Managers.

On motion by Mrs. Goddall, seconded by Mrs. Gendron, the Secy. was instructed to cast the ballot as follows.

BOARD OF TRUSTEES

Mr. Wm. H. Crocker

" A. B. Ford

" Chas. E. Green

" Chas. F. Hanlon

" David Hayes

" Joseph Knowland

" G. W. Scott

" Sidney V. Smith

" George H. Tyson

Capt. M. W. Watson

" Charles Neilson

Mrs. M. Williams presented a ticket for the Board of Managers to serve for the ensuing year.

On motion by Mrs. Dick, seconded by Mr. Knowland, the secretary was instructed to cast the ballot for the Board of Managers as follows:

<u>BOARD OF MANAGERS</u>	
Mrs. Eugene A. Bresse	" C. H. Huffman
" Wm. H. Brown	" Chas. C. Judson
" John T. Dare	" J. L. Martel
" G. T. Deane	" Fred McWilliams
" Wm. H. Dick	" F. G. Norman
" Bush Finnell	" A. W. Scott
" D. E. Friole	" Sidney V. Smith
" G. A. Gibson	" C. C. Wadsworth
" Chas. Goodall	" James Alva Watt
" A. Gartenlaub	" B. F. Yemans

There being no further business, on motion by Mr. Knowland, seconded by Mrs. M. Williams, the meeting adjourned.

James T. Watt.

Secy.

At the conclusion of the annual meeting the Board of Managers voted to elect officers of the ensuing year.

The following ladies were unanimously elected to fill the respective offices.

James T. Watt - Secy.

Regular Quarterly Meeting
Monday, July, 1909.

Motion was waived at the request of the President of the Board of Managers.

The request was made as the regular meeting day fell on the 4th of July, very close to the Holiday of July 4th, and the majority of the Trustees were out of town.

Jennie J. Hatt.
Secy.

Monday, October, 4th 1909.

The regular quarterly meeting of the Board of Trustees of the C. P. R. was held on Monday, Oct. 4th 1909 - 12 M. at the Crocker-National Bank.

Present Mrs. E. A. Beebe, Capt. Burland, Capt. Matson, C. E. Green, Mr. Food and Mrs. Hatt.

A motion was made by Capt. Matson, seconded by Capt. Burland that the Secy. be instructed to write to Mr. Ed. Hartfield and ask him to serve on the Board of Trustees of the C. P. R.

A motion was made by Capt. Matson, seconded by Mrs. Beebe that the officers of the B. of Trustees remain the same as elected in 1908-9.

Pres. Mrs. Ann Crocker - 1st Vice-Chair. F. Howland
2nd Vice Mrs. Burland
Treasurer C. E. Green
Secy. Mrs. J. A. Hatt.

There being no further business, on motion the meeting adjourned.

J. J. Hatt -
Secy.

Mr. Cousens, presented a telegram from Mr. Hawlow stating that his absence from the annual meeting was the first absence in ... years. Mr. Cousens presented a brief verbal report of the legal work of the past year.

The nominating committee presented the following names for the Board of Trustees for the ensuing year.

Mr. John H. Crocker.	Mr. A. B. Ford.
Mr. Chas. E. Green.	Mr. G. H. Scott
Mr. Chas. F. Hawlow.	Mr. Sidney T. Smith
Mr. Gen. H. Tyson.	Capt. John Matan.
Mr. E. C. Kentfield.	Mr. Joseph Knowland.

On this was no other ticket presented, on motion by Mrs. Jackson, seconded by Mrs. Oliver, the Secy. was instructed to cast the ballot, and declare the above named gentlemen the Trustees of the Old People's Home for 1910-11.

On there was no opposition to the ticket presented, by the nominating committee, the Secy. was instructed to cast the ballot for the following named ladies to act as Managers of the O. P. H. for 1910-11.

Mr. A. E. Bresne.	Mr. John H. Brown
Mrs. J. J. Dow.	Mrs. C. J. Gleane
Mrs. John H. Slink.	Mrs. C. C. Judson
Mrs. D. C. Friole.	Mrs. C. A. Gibow.
Mrs. Chas. Goodall.	Mrs. A. Gartenthaler
Mrs. J. L. Hartel.	Mrs. F. G. Roman.
Mrs. A. H. Scott.	Mrs. Sidney T. Smith
Mrs. C. C. Padewski.	Mrs. J. A. Hart.
Mrs. Fred. M. Williams.	Mrs. E. C. Kentfield
Mrs. Bush Finell.	Mrs. C. H. Huffman

On motion by Mrs. Judson, seconded by Mrs. Brown, the Secy. was instructed to cast the ballot for the officers of the

1st Vice President Mrs. F
2nd Vice President Mrs. E
3rd Vice President Mrs. C
Secretary - Mrs. James Alv
Treasurer - Mrs. Mrs H. Da
There being no further
business the meeting adjourned
J.

The quarterly meeting of the Board of Trustees
of the Old People's Home was held at the
Corker-National Bank, on Tuesday, Oct. 3-1910.
at 12 o'clock M.

President - Mrs. Joseph Knowland -
C. C. Kentfield, Gen. H. Tyson, Capt. Makow, &
Chas. E. Green, Mrs. C. C. Hadsworth, Mr. J. A. Hatt

In the absence of the President, the 2nd
vice President, Mr. Joseph Knowland called
the meeting to order.

The Secy. read the minutes of the meetings
April 4-1910 and July-1910. On motion they
were approved as read.

On motion the Secy. was instructed
to cast the ballot for the following officers
of the Board of Trustees for 1910-11 -

for President - Mr. John H. Corker -

1st Vice Pres. Mr. Chas. F. Hanlow

2nd Vice Pres. Mr. Joseph Knowland

Treasurer - Mr. Chas. E. Green

Secretary - Mrs. James Aha Hatt.

Mrs. Ferdinand G. Peterson was unani-
mously named to fill the vacancy on
the Board of Trustees. Secy. instructed
to ascertain his willingness to serve, and
notify him of the duties of this Board.

A motion was made by Capt. Makow
seconded by Mr. Gen. H. Tyson, that the
Treasurer of the Board of Trustees be instructed
to pay the bills for the tiling - lately installed
in the home, motion carried.

There being no further business, on motion
the meeting adjourned.

Mr. J. A. Hatt -
Secy.

The regular quarterly meeting
Trustees of the C. P. H. was held
January 9, 1911 - 12 M. Present-
Present- Messrs. Croker &
Matson, Peterson, Force, Mrs.
and Matt.

See Minutes of previous
held Oct. 3, 1910 - read & approved.
A motion was made by Mr.
Peterson that Mr. Ha.
Matt be appointed to look in
Cobow estate matter, to his
matter of correspondence w/
Capt. Matson and there
enjoined to act for the
the C. P. H. after consulting
Captain Matson and Mr.
Fenton carried.

An motion by Capt. Ma.
by Mr. Peterson, the Presid.
Board of Managers was
repair the fire-escapes & to
replace the old ones whe-

A motion was made by Mr.
Peterson, that it is
this meeting, that from the
amount to be paid during
of probation, by applicants
to the Home, shall be
\$20 a month for three months
for three months. And the
shall be presented an amount
the present by law at the
annual meeting in May 1911.

There being no further business
the meeting adjourned

I.C.

Annual meeting of the
Society of the C. P. R. was held Monday,
June 1911 - 11 A. M. at the Old Peoples
Home, cor. Pine and Pierce Sts.

The 1st vice president of the Board of
Trustees, Mr. Chas. F. Hawdon, called the
meeting to order.

Present - Trustees, Snowland, Mateou,
Hawdon, Tyron & Kentfield.

Wardens - Messrs. Haskeworth, Collier,
Judson, Huffam, Toman, Lee, Kentfield,
Williams, Palache, Dick and Hatt.

The Minutes of the annual meeting of
1910 were read. On motion they were
accepted as read.

Capt. annual report read - on motion
the report was accepted and ordered filed.
Trustee Leggeman's Annual report read - On
motion of Tyron, seconded by Trustee Mateou,
it was accepted and ordered filed.

Annual report of the treasurer of the
Board of Managers read, on motion of
Trustee Mateou seconded by Trustee Tyron
it was accepted and ordered filed.

Trustee Capt. Snowland presented the report
of the expert accountant, Mr. Stevenson, which
showed that the reports of both treasurers
were correct and harmonious. Report accepted.

The Secy. read part of her annual
report - On motion by Trustee Snowland,
seconded by Trustee Mateou, the Secy. annual
report was ordered filed.

The President's Annual report was read in
part - On motion by Trustee Mateou, seconded
by Trustee Tyron, the report was ordered
filed.

A resolution was presented by Trustee
Tyron, seconded by Trustee Snowland and
unanimously passed, that a note

10

of thanks he tendered Mrs. A. E. Bresne from
the Society of the C. P. H. for the presentation
of the beautiful window placed in the
Chapel in memory of Capt. and Metha Hobson,
the window becoming a permanent part of
the Old Peoples Home.

A motion was made by Trustee Tyson,
seconded by Trustee Matson, that the Secy.
be instructed to have the by-laws printed
and to incorporate in the same the
suggestions made by the acting president
to cover some changes for the benefit of the
Home - Motion carried.

The ticket for trustees to ask for the
evening year was presented by the nominating
Committee.

A motion was made by Trustee
Kentfield, seconded by Trustee Matson that
the Secy. be instructed to cast the Ballot -
Motion carried - The following ticket
was read -

TRUSTEES:

Mr. William H. Crocker, Pres.

Mr. Charles E. Green

Mr. Charles F. Hanlon

Mr. Joseph Knowland

S W
Mr. S. M. Scott

Mr. Sidney Smith

Mr. George H. Tyson

Mr. Fred. C. Peterson

Mr. A. B. Ford

Mr. E. Kentfield

Mr. William Matson

The ticket for a Board of Managers to act for
the ensuing year was presented by the
Nominating Committee - On motion by Trustee
Kentfield, seconded by Trustee Mation, the
Secretary was instructed to cast the ballot for
a Board of Managers for 1911-12 as follows

Mrs. Eugene Bresse ✓
Mrs. Charles G. Wadsworth ✓
Mrs. John T. Dare ✓
Mrs. C. T. Deane ✓
Mrs. William H. Dick ✓
Mrs. Charles Judson ✓
Mrs. D. E. ~~Weller~~ Trille ✓
Mrs. C. A. Gibbons
Mrs. Charles Goodall
Mrs. Fred McWilliams ✓
Mrs. J. L. Martel ✓
Mrs. Bush Finnell ✓
Mrs. F. G. Norman ✓
Mrs. James A. Watt ✓
Mrs. N. Kentfield *Offing*
Mrs. Howell Bellired
Mrs. A. J. Rainach
Mrs. Thomas Melache ✓
Mrs. J. C. Jordan ✓
Mrs. C. H. Buffman ✓

On motion by Trustee Mation, seconded
by Trustee Kentfield, the chair appointed
the following committee to act with
Mr. Rauh to revise the present by-laws.
Mrs. Haworth, Capt. Howland & Mrs. Watt.

Trustees' Meeting

San Francisco Cal. Oct. 2-1911

Pursuant to notice, the regular quarterly meeting of the Board of Trustees of the Old People's Home was held this day at 2 o'clock p.m. at the office of the Crocker National Bank, San Francisco.

Mrs. Heath, Secretary, announced to the meeting that the following had been elected Trustees of the Corporation at the annual meeting held June 17th, 1911, to serve for the ensuing year, and until their successors were elected and qualified, viz:

Wm H. Crocker	C. C. Green
Charles F. Hanlon	Joseph Knowland
Geo. W. Scott	Sidney Smith
George L. Dyson	Ford L. Peterson
Wm. Matisse	A. J. B. Ford
C. Kentfield	

On motion, duly seconded, Mr. Wm. H. Crocker was unanimously elected Chairman of the meeting.

The Chairman announced that the election of Officers, was next in order. Thereupon, on motion of Geo. W. Scott, seconded by Charles F. Hanlon, Mr. Wm. Hobrook was unanimously elected President of the Board of Trustees, and of the Corporation, to serve for the ensuing year, and until his successor was elected and qualified.

On motion, made and seconded Charles F. Hanlon was unanimously elected Trust Vice-President and Attorney of the Board of Trustees and of the Corporation.

On motion made and seconded, Joseph R. Knowland, was unanimously elected Second Vice-President of the Board of Trustees and of the Corporation.

On motion made and seconded, Charles E. Green was unanimously elected Treasurer and of the Board of Trustees.

Resolved: That said amended Contract
as drawn by Mr. Kaukon, be approved, and
that the Attorney be authorized to have the same
printed for use at the Room.

Mr. Kaukon in reported that he
had, as Chairman of the Committee on By-Laws
appointed at the Annual Meeting of June 7, 1911,
prepared a typewritten copy of the By-Laws
as they existed today, with a notation
under each By-Law showing the successive
changes it had undergone during the last
thirty years, and recommended that, when
the By-Laws were again printed, these changes
be noted in small type under each existing
By-Law, so that a person can readily see
what By-Law was in force at the time at which
any particular item entered the Room.

On motion, duly seconded, the report
of Mr. Kaukon was unanimously approved.

On motion, duly seconded, it was
ordered that the Board's Attorney investigate
into the estate of the late Daniel Meyer, to see
what rights, if any, the Old Peoples Home has
in such estate.

There being no further business, on motion,
duly seconded, the meeting adjourned.

Note.

Mr. Watt, Secretary, having died before writing
up the foregoing minutes, they were afterwards
taken from notes of another member left lying
beside the minute book.

N. M. Murphy
Secretary

Trustees' Meeting

San Francisco, Cal., Dec. 12-14-11.

Aurient to notice duly given by the President,
on the written request of three other Trustees, a
Special meeting of the Board of Trustees of
the Old Peoples Home, was held this day at
the office of The Crocker National Bank of San
Francisco at 2-30 p.m. to transact any business
that could be transacted at a regular meeting.

The following Trustees were present,
viz: Wm. H. Crocker, President, presiding, L. G.
Green, Geo. W. Scott, Charles F. Carlson, J. B. Ford,
Joseph R. Knowland, Fred C. Peterson and C.
Kentfield

The President stated that owing to the
resignation of Capt. Wm. Watson, which was accepted
at the meeting held on October 2nd last - a vacancy
existed in the Board of Trustees. Thereupon, a
motion of George W. Scott, seconded by C. Kentfield
D. J. Murphy, a member of the Corporation, was
unanimously elected Trustee to fill the vacancy
caused by the resignation of Capt. Wm. Watson,
and took his seat in the meeting.

The President further stated that,
owing to the death of Mrs. James Alva Scott since
our last meeting, a vacancy existed in the
office of Secretary of the Board of Trustees and
of the Corporation. Thereupon, a motion of George
W. Scott, seconded by Joseph Knowland, D. J. Murphy
was unanimously elected Secretary of the Board
of Trustees, and of the Corporation, with the under-
standing that he hereby becomes ex-officio Secretary
of the Board of Lady Managers.

Question, duly seconded, it was unan-
imously -

Resolved: That the President be, and
he is hereby authorized to appoint a committee to
draft resolutions of respect to the memory of
the late A. C. [unclear]

of the Board of Trustees, as well as Mrs. James Alva Mott, late Secretary, and member of the Board of Lady Managers.

The President then appointed George, W. Scott and Charles T. Hanlon on such Committee to draft and present the necessary resolutions.

On motion of Mr. Hanlon, seconded by Mr. Scott, it was unanimously

Resolved: That the Board of Trustees of the Old People's Home fully appreciated the long service of thirty years during unselfishly devoted to the betterment of the Old People's Home by Trustee Jacob R. Knowland, and also desire to extend the hearty and sincere thanks of the Board, as well as the thanks of the old people who are inmates of the Home, and all the officers of the Association, to Mr. Knowland for his generous donation of One Thousand Dollars recently made by him to the Old People's Home. - and further -

Resolved: That an engrossed copy of this resolution be forwarded to Mr. Knowland by the Secretary of the Corporation.

The President further stated that at the last annual meeting, a resolution was adopted calling for a revision of the By-Laws of the Old People's Home, and appointing a committee to revise and report, and that it would be necessary for this Board to take some joint action with the Board of Lady Managers in said matter.

Whereupon motion duly seconded, it was unanimously

Resolved: That the President be, and he is hereby authorized and empowered, to appoint a committee of three to act in conjunction with a committee from the Board of Lady Managers for the purpose of revising, changing and amending said By-Laws, as they thought proper, or to

Peoples Home, to be submitted to the members
of the Corporation for action thereon.

The President then appointed Directors
Hawley, Scott and Green to act on said com-
mittee.

There being no further business,
on motion, duly seconded, the meeting ad-
journed.

D J Murphy
Secretary

SPECIAL JOINT MEETING OF THE

BOARD OF TRUSTEES

AND THE

BOARD OF LADY MANAGERS.

San Francisco, Cal. Dec. 12th, 1911.

Pursuant to notice duly given, a special joint meeting of the Board of Trustees and the Board of Lady Managers of the Old People's Home was held this day at the office of the Crocker National Bank, at 3.30 P.M.

The following were present:-

BOARD OF TRUSTEES:- Wm. H. Crocker; C. E. Green; Charles F. Hanlon; Joseph R. Knowland; Ferd C. Peterson; E. Kentfield; A.B. Ford; Geo. W. Scott and Daniel J. Murphy.

BOARD OF LADY MANAGERS:- Mrs. Bresse; Mrs. Wadsworth; Mrs. Tare; Mrs. Dean; Mrs. Dick; Mrs. Judson; Mrs. Freer; Mrs. Gibson; Mrs. Goodall; Mrs. McWilliams; Mrs. Martell; Mrs. Fennell; Mrs. Norman; Mrs. Kentfield; Mrs. Huffman; and Mrs. Sewell.

Mr. Wm. H. Crocker, the President of the Corporation, presided at the meeting.

The Chairman stated that this joint meeting of the Board of Trustees and Lady Managers had been called to consider matters pertaining to the best interests of the Old People's Home. Some months ago at a meeting of these Boards, the subject of By-Laws was discussed, Vice President Hanlon stating that the By-Laws had been amended from time to time until they were unintelligible and confusing, and thereupon a resolution was passed authorizing Mr. Hanlon to revise the By-Laws as he would deem advisable. Since that time matters have come up making it necessary to discuss and determine some things before a revision of the By-Laws, to the end that they may be properly drawn for the best interest of the Home, and to avoid any conflict of authority in the future.

At the present time, this Corporation is represented by its Board of Trustees, who are each and all of them personally and financially responsible for the proper application of the funds of the Corporation, and the members of the Board of Trustees feel that this financial responsibility should not rest upon this Board if they have no say in the management of the Home.

The Trustees recognize the faithful and efficient services of the Board of Lady Managers in the past, and desire their co-operation in the future, and now suggest a friendly exchange of ideas in order that some plan may be devised whereby the duties of the Boards may be defined, and a set of By-Laws adopted that shall clearly set forth the object of the institution and the ultimate authority, which, as a matter of course in all business transactions, must rest with those who are responsible financially and otherwise.

The Chairman then read the minutes of the meeting held by the Board of Trustees this day at 2.30 P.M., and called attention to the fact that the Board had appointed Trustees, Hanlon, Green and Scott as a Committee to act jointly with a Committee of the Board of Lady Managers for the purpose of revising, changing and amending such By-Laws as they thought proper, or drawing up a new code of By-Laws for the Old People Home, at the same time referring to the fact that a Committee had already been appointed by the Corporation.

Thereupon, upon motion of Mr. Hanlon, seconded Mr. Petersen, it was,-

RESOLVED; that it be the sense of this meeting that the suggestion of our worthy President of the Board of Trustees in regard to the appointment of a Committee from each body to revise, change and amend the present By-Laws, or to draw up and submit a new code of By-Laws for the Old People's Home, be, and the same is hereby approved, and that the roll be called so that each present may vote thereon.

The roll being called, each and every member present voted, Aye, and the resolution was carried unanimously.

Mrs. Bresse, with the consent of the Board of Managers present then appointed Mrs. Huffman, to act as the Corporation's Committee in lieu of Mrs. Watt deceased in conjunction with the Committee of the Board of Lady Managers in the said matter of By-Laws.

The Board of Lady Managers then brought up the matter of the resignation of the Superintendent and explained the causes leading thereto, and their action thereon in accepting such resignations, Mr. Hanlon explained the powers of each respective Board as the By-Laws now stand, and the matter of such resignations came under the jurisdiction of the Board of Lady Managers alone.

After a general discussion of the affairs of the Home the meeting adjourned.



General Meeting

San Francisco, Cal., Jan'y. 3-1912

Pursuant to notice, duly given, the regular quarterly meeting of the Board of Trustees of the Old People's Home was held this day at the office of the First National Bank of San Francisco at 12 o'clock noon, at which there were -

Present: Wm. H. Crocker, President,
Presid. L. C. Green, Chas. T. Coulom and D. J. Murphy
There being no quorum present, the meeting was adjourned sine die.

D. Murphy
Secretary

Trustees

Sect 2

Pursuant to notice,
quarterly meeting of the Board
of Old Peoples Home, was held
at the Crocker National Bank
12 o'clock noon.

Present: Wm. H. C.
Charles J. Hanlon, G. C. Peter-
smith, C. E. Green, A. D. Ford.

Absent: George H.
and George H. Lyons.

The minutes of the
December 12, 1911, and of the
the Board of Trustees and
agents, held on said day,

On motion of Mr.

Mrs. Green, the following
was unanimously adopted:

+ Whereas, Mr.

Beloved Secretary, defective
day in November, 1911 -

Now, Therefore, Be It Resolved

the Old Peoples Home be
and its Board of Trustees
worthy Secretary, and
at all and loving wife

Be It Further
of Mrs. Hall, and her love
in the interests of the Old
inmates, that this all be
spread upon her mind, &
copy thereof be sent to

On motion of Mr.

Mrs. Green, the following
was unanimously adopted:

obliged at once to leave the service of the
East, irrespective of nationality and race; and
at the door of the Golden Gate, entrusted it
with the destinies of the greatest Commonwealth
on the shore of the Pacific Ocean; and

Whereas, among the foremost of those
who it was Captain Charles Nelson, who, with
bravery, intrepidity, history of the Western
metropolis, laid the foundation stones of the
institution now known as the Old People's Home;

Whereas, from that time on, his noble
wife, Mrs. Metho Nelson, labored for the maintenance
and enlargement of that institution, - and in
a most maternal sense by the efforts of her
noble husband, Captain Charles Nelson, who un-
selfishly gave his time and best efforts as a
Trustee of that institution, in guarding, en-
larging and perpetuating it; and

Whereas, during the discharge of his
duties as said Trustee, he, on the sixth day of
June, 1890, laid down the implements of his
labor, and fell into that long sleep which
he found in the bosom of his Creator, and

Whereas, this institution has felt
the loss of her mentality, his activity, his help and
his cheering words; and constant encouragement;

Now Therefore, be it Resolved, - That the
Board of Trustees of the Old People's Home, in meet-
ing assembled, do this day by resolution record
their congratulation on his acquisition and long
continuance of life, of our lamented brother, and
at the same time record our great sorrow at his
departure. We record our gratitude for the
giant strength he exerted in our support, and we
at the same time express our confidence to the
worthy institution of which he was a member,
and to the members of his family who surviv-
e him, and especially to Mrs. Margaret Bass,

celebrations of the Board of Lady Managers
of the Old People's Home, and

Be It Further Resolved. That engrossed copies
of these resolutions be sent to his worthy widow,
and daughter by the Secretary of this Board,
as an expression of our appreciation in view
of his memory and his services rendered by the
Board of Directors of the Old People's Home.

On motion, duly seconded, it was un-
animously -

Resolved. That a committee, composed
of Trustees Green, Scott and Hawley meet with
a committee from the Board of Lady Managers
at Mr. Hawley's office, on April 3rd for the purpose
of conferring on a new form of contract for
the admission of inmates, and also a new
Code of By-Laws.

There being no further business, on
motion, duly seconded, the meeting adjourned.

(Signed)
Secretary

Annual Meeting

San Francisco, Cal., May 8th, 1912.

In accordance with the By-Laws, and pursuant to notice given by publication in the "Daily Journal of Commerce," the annual meeting of the Corporation, known as the Old Peoples Home, was held this day at the Home, at Soberon Point

ANNUAL MEETING

NOTICE IS HEREBY GIVEN THAT THE annual meeting of the members of the Corporation known as THE OLD PEOPLES HOME will be held at the offices of the Home, 1000 corner of 17th and Green Streets, San Francisco, Calif., on WEDNESDAY, May 8th, 1912, at 3 p. m. of that day, for the purpose of electing a Board of Trustees and a Board of Lady Managers to serve for the ensuing year, and until their successors are qualified, and for the transaction of such other business as may come before the meeting, and which may be taken up according to law. D. J. MURPHY, Secretary.

On motion, duly seconded, Charles J. Hanlon and D. J. Murphy were unanimously elected Chairman and Secretary of the meeting respectively.

The following members were present:

Charles J. Hanlon	C. E. Green
Sewell Solliver	D. J. Murphy
Mrs Eugene A. Rose	Mrs Wolff-Dick
Mrs J. McWilliams	Mrs F. F. Halesworth
Mrs J. H. Palack	Mrs C. C. Judson
Mrs C. R. Hoffmann	Mrs E. E. Kentfield
Mrs Jno J. Davis	Mrs C. J. Deane
Mrs D. E. Irrie	Mrs Bushnell
Mrs J. C. Petersen	Mrs J. G. Norman
Mrs J. L. Martel	Mrs Chas. A. Goodall
Mrs Jno. McNear	Mrs J. M. Litchfield

The minutes of Annual meeting held on June 7-1911 were read, and on motion of Mr. Green, seconded by Mrs. Halesworth, were approved.

The Secretary then read the resolutions passed by the Board of Trustees at a meeting held a short time previous and now late.

beloved Doctor, Captain Charles Nelson, and our late beloved Secretary, Mrs. James Alva Watt; on motion, duly seconded, they were ordered up on the minutes of this Annual Meeting. Said Resolutions are as follows:

Mrs James Alva Watt

WHEREAS, Mrs. James Alva Watt, our beloved Secretary, departed this life on the eleventh day of November, 1911, -

NOW, THEREFORE, BE IT RESOLVED: That in her death the Old Peoples Home lost an efficient officer, and its Board of Trustees a capable and most worthy Secretary, and her husband and children a true and loving wife and mother, and -

BE IT FURTHER RESOLVED: That in memory of Mrs. Watt, and her long and faithful service in the interests of the Old Peoples Home, and its inmates, that this resolution of condolence be spread upon our minutes, and that an engrossed copy thereof be sent to her family.

Captain Charles Nelson

WHEREAS: The hand of Almighty God guided to the great West that splendid band of Argonauts composed of the picked men of the East, irrespective of nationality and creed; and at the doors of the Golden Gate, entrusted it with the destinies of the greatest commonwealth on the shores of the Pacific Ocean; and

WHEREAS: Among the foremost of those Argonauts was Captain Charles Nelson, who with his wife in the early history of this Western metropolis, laid the foundation timbers of the institution now known as the Old Peoples Home; and

WHEREAS: From that time on, his noble wife, Mrs. Metha Nelson, labored for the maintenance and enlargement of said institution, - aided in a most material degree by the efforts of her noble husband, Captain Charles Nelson, who unselfishly gave his time and best efforts as a Trustee of that institution, in guiding, enlarging and perpetuating it; and

WHEREAS: during the discharge of his duties as such Trustee, he, on the Sixth day of June, 1909, laid down the implements of his labor, and fell into that long sleep which he found in the bosom of his Creator, and

WHEREAS: This institution has felt the loss of his mentality, his activity, his help and his cheering nature and constant encouragement;

NOW, THEREFORE, BE IT RESOLVED: - That the Board of Trustees of the Old Peoples Home, in meeting assembled, do this day by resolution record their congratulation on the acquisition and long continuance in office, of our lamented brother, and at the same time record our great sorrow at his departure. We record our gratitude for the giant strength he exerted in our support, and we at the same time express our condolence to the worthy institutions of which he was a member, and to the members of his family who survive him, and especially to Mrs. Margaret Bresse, his good daughter, who now guides the deliberations of the Board of Lady Managers of the Old Peoples Home, and

BE IT FURTHER RESOLVED: That engrossed copies of these resolutions be sent to his worthy widow and daughter by the Secretary of this Board, as an expression of our appreciation in which his memory and his services are held by the Board of Trustees of the Old Peoples Home.

Mr. Green stated on behalf of the Committee appointed to revise the By-Laws of the Home, that owing to the absence of Mr. Scott who is a member of said committee, that a report was not yet ready, and suggested that this meeting be postponed to June 29th, after the regular business had been acted upon, and on that date, he expected his Committee would be able to make a full report.

Mr. Green then presented and read his report as Treasurer of the Board of Trustees for the year ending April 30th, 1912, and on motion of Mrs. Palack, seconded by Mrs. Bresce, the same was approved and ordered filed.

Mrs. Wm. F. Dick presented and read her report as Treasurer of the Board of Lady Managers for the year ending April 30th, 1912, and on motion, duly seconded, the same was approved, and ordered filed.

The Superintendent's report for the year ending April 30th was presented and read, as well as the report of Mrs. F. McWilliams as Secretary of the Board of Lady Managers, both of which were approved and ordered filed.

Mrs. Bresce, President of the Board of Lady Managers presented and read her annual report, which upon motion, duly seconded, was unanimously approved, and ordered filed.

Mr. Harlow then received the legal work in connection with the Home for the past year and upon motion, duly seconded, a vote of thanks was tendered to Mr. Harlow for his noble efforts in the interests of the Old Peoples Home.

The Chairman then announced that the next order of business was the election of a Board of Lady Managers for the ensuing year, and until their successors are elected and qualified.

or said Board of Lady Managers

Mrs. Eugene Bresse	Mrs. Chas. C.
Mrs. Charles C. Wadsworth	Mrs. J. C. J.
Mrs. William H. Dick	Mrs. E. E.
Mrs. C. T. Deane	Mrs. J. L. P.
Mrs. John T. Dare	Mrs. Fred J.
Mrs. Sewall Dolliver	Mrs. F. J. P.
Mrs. Bush Finnell	Mrs. Thomas
Mrs. D. E. Friile	Mrs. William
Mrs. Chas. Goodall	Mrs. Geo. S.
Mrs. C. H. Hoffmann	Mrs. John N.

Mrs. Wm H. Brown

There being no other nomination
Secretary was ordered the cast the ballot
upon the Chairman reading from I
declared the following named as the
Board of Lady Managers for the
and until their successors are elected as follows:

Mrs. Eugene Bresse	Mrs.
Mrs. Charles C. Wadsworth	Mrs.
Mrs. William H. Dick	Mrs.
Mrs. C. T. Deane	Mrs.
Mrs. John T. Dare	Mrs.
Mrs. Sewall Dolliver	Mrs.
Mrs. Bush Finnell	Mrs.
Mrs. D. E. Friile	Mrs.
Mrs. Chas. Goodall	Mrs.
Mrs. C. H. Hoffmann	Mrs.

Mrs. Wm H. Brown

Upon motion of Mr. Green, the meeting
was adjourned to June 1st at which time
a Board of Trustees was to take the
report of the Committee on By-Laws and
any other business that would
be brought up.

S. J. M.

Adjourned Annual Meeting

San Francisco, Cal. Sept. 6th. 1917

The adjourned annual meeting of the members of The Old People's Home, a Corporation, was called to order this day at The Crocker National Bank at 2 o'clock p.m.

M. Charles J. Rawlin, Vice-President, presided, and there were also present the following members, viz - O'Leary, M.D. Ford and D.J. Murphy.

There being no quorum present, on motion duly seconded, it was

Resolved: That this annual meeting be, and the same is hereby postponed to Oct 14th at 1 o'clock p.m. to be held at The Old Peoples Home San Francisco.

Whereupon, the meeting was adjourned to October 14-1917

D Murphy
Secretary

<u>Salaries of help</u> , which appear at fair rates	\$1,500.00
<u>Provisions</u> : The average cost for meat per month for the past six months, has been	569.90
(which, per capita for inmates and employees, amounts to about 10¢ per day)	
The average cost per month for the past six months for groceries, fruit, vegetables, milk, flour, etc. etc. has been	1,202.00
(which, per capita for inmates and employees, amounts to about 25¢ per day)	
<u>Furnishings</u> : Such as linens, cooking and dining utensils, dry goods, carpets, etc. - average per month for the past six months	279.00
(which, per capita for inmates and employees, amounts to about 6¢ per day)	
<u>Light and Fuel</u> : average for six months	298.00
<u>Clothing</u> -- " " "	30.00
<u>Drugs</u> -- " " "	69.00
<u>Incidental Expenses</u> (such as telephone, water, funeral, donations, organist, etc.	285.00
	\$4,232.90

(This does not include items: Taxes \$868.00
Insurance . \$1200.00

Outside of the actual running expenses of the Home, as above enumerated, there is also the item of repairs, which have averaged monthly for the past six months \$492.50, and while there may not be anything needed in this line for some months, yet in the near future expenditures will have to be made for new plumbing and some other repairs which can be postponed for the present.

With an average monthly operating expense of say \$4500. thus far, the rate per capita for the present number of inmates, viz: 169, would amount to a little over \$25. per month. These inmates have been admitted to the Home upon payment of from \$1500. to \$2000., according to the quarters desired. The average age of admission is 63, and their average life (as stated by one of the Lady Managers) at the Home is about 20 years. So at a cost of \$25 per month for their maintenance, the amount paid by them would cover only about six years of their maintenance, leaving fourteen years during which time the Home would keep them free, particularly as the moneys received from inmates has been applied to the operating expenses and not invested, except a small portion now and then.

Thus far, with plenty of rooms vacant, the operating expenses have been met by the receipts from the admission of inmates, together with \$600. per month from the Mary A. Crocker Trust. The income from securities held by the Trustees has been allowed to accumulate and to be re-invested, and at the present time the monthly income from such securities is \$800.

Special Trustees Meeting

San Francisco, Cal., Sept. 24th, 1912

Pursuant to notice, duly given, a special meeting of the Board of Trustees of the Old Peoples Home was held this day at the offices of the Crocker National Bank of San Francisco at No. 110, Market, A.M.

Present. Wm. H. Crocker, President, presiding,
Charles F. Harlow, George W. Scott, C. E. Green,
J. B. Peterson, E. E. Kentfield, Geo. H. Lyman,
Sidney V. Smith, A. B. Ford and D. J. Murphy.

Absent. Joseph Knowland.

The minutes of Trustees' meeting held
July 1st, 1912, were read and approved.

Messrs. C. E. Green, Geo. W. Scott, and J. C. Peterson, a committee appointed at the meeting
of July 1st to investigate the financial conditions
of the Home, in reference to the request of
the Board of Lady Managers that the sum of
\$10,000. be placed to their credit to cover
overdraft which they had incurred in their commercial
account at the Bank in meeting the expenses of
the Home. - then presented the following report
which was read to the meeting:-

San Francisco, Cal., August 31, 1912.

To the Board of Trustees of
THE OLD PEOPLES' HOME.

Gentlemen:

The undersigned having been appointed by your Board at its meeting of
July 1st, 1912, as a committee to investigate the financial affairs of the Home,
beg to submit the following report:

As shown by attached detailed statements from the Board of Lady Managers,
it appears that the average monthly expense for maintaining the Home with the
present number of inmates, viz: 169, amounts to about \$4500., which may be summarized
as follows:

Now, however, the number of rooms will bring in \$11,000, and which, will temporarily cover the monthly expenses; in fact that with the Home full, and the income of Trustees, the donation from the Mary A. Crocker one room - figuring on an average death rate of all to \$2900, and the average monthly running begin to show in the near future a monthly deficiency will have to be made.

It is evident that the rate charged enough, and this matter should receive the attention of all commodities and general expenses of running seven or eight years ago, and with the average time on it would necessitate charging new inmates would be as follows:

RECEIPTS - 12 inmates per year @ \$6100 -
Income from securities - - -
" " Mary A. Crocker Tru

thus giving the estimated expense.

In addition to this, the suggestion Mr. Hanlon, that in addition to a charge for money in excess of their wants, arrangements portion of their estate to the Home at death, the regular operation of the Home as a charity

Purely as a matter of illustration to enough, supposing it were contemplated to estimate and an average of \$1800 was received from each amounting to - - - - -

This amount could be invested at, say 5% annually - - - - - Add to this amount to be received from ad based on the average death rate of c And from Mary A. Crocker Trust - - -

As against an expense of - - -

Leaving a deficit of - - -

The conditions, however, are not in the Home has not the \$304,200 to invest, that running the Home during the period of its fill

is only \$9600. instead of \$15,210. as in the above illustration, and we are now called upon to sell a portion of the securities to meet expenses, which will then further reduce the income.

Respectfully submitted,

Geo W. Cox

COMMITTEE

Charles E. Green

Ferd. C. Peterson

D. M. Dyer
Secretary

NOTE: It is suggested that the size of this institution compares in number of people housed and fed daily, with hotels or clubs where purchases are made at wholesale rather than retail. The appointment of a competent Purchasing Agent would probably result in the saving of many times the salary of such an employee.

Geo W. Cox
Charles E. Green
Ferd. C. Peterson

On motion of Mr. Dyer, seconded by Mr. Kentfield, it was unanimously -

Resolved: That the report of the Committee be approved, and that the same be used as a basis for the charge for administration incurred in the formation of the new code of By-Laws, and that further -

Resolved: That the President and Treasurer of this Board be and they are hereby authorized and empowered to transfer to the credit of the Board of Lady Managers and not exceeding \$1000, and up the balance to the Trustees credit be not sufficient to make up this amount. - That said President and Treasurer be and they are hereby empowered to sell sufficient of the securities belonging to the House to make

committee who prepared the foregoing financial report, - in the spaces left blank in Section 7, Page 5 of said draft of By-Laws, of the amount of all different initiation fees to be paid by inmates according to their respective ages, ranging from 63 years up, said rates of initiation to be determined when by said committee.

There being no further business, on motion duly seconded the meeting adjourned.

D Murphy
Secretary

that the Secretary be instructing the Board of Lady Managers that it of this meeting that, in future, incurs no overdraft in their account without first consulting Board of Justice.

Mr. Crocker, having been called from the meeting.
Hawley, Vice-President, T.

The Committee of the Laws, composed of Mrs. Scott, - and Charles F. Hawley, their place meeting a draft of the By-Law them, which was read, and submitted to the Board for its adoption, copies thereof, which had been given the members, were readily discussed, - and Mr. Sidney T. Green the following changes be made in the

That there be added to Section III and to Section IV of Article V the following

"* * * But such nominations as any other nominations made by a member."

and that the words - "in the order be struck out, and the words - "in be substituted in Section III and a VII.

The motion was seconded by and unanimously carried. - after a motion of Mr. Taylor, seconded by Dr. Irving Melville, was unanimously carried.

Resolved: That the draft submitted by the said Committee on the Board this day, be, and the same recommended for adoption at the adj meeting of the members of the Old Colony Club to be held on the 1st of November.

Adjourned Annual Meeting

San Francisco, Cal., Oct. 14-1912

Pursuant to adjournment, the adjourned Annual Meeting of the members of the Old Peoples Home, a corporation, was held this day at the Home, corner of Pine and Pierce Streets, San Francisco, at one o'clock p.m.

Present: Charles J. Hanlon, Vice-President, presiding - C. E. Green, George W. Scott, F. C. Peterson, E. E. Kentfield, Sidney V. Smith, S. J. Murphy - Mrs. Eugene A. Bress, Mrs. Wm. F. Dick, Mrs. D. E. Frick, Mrs. Bush Finell, Mrs. Chas K. Goodall, Mrs. C. H. Hoffmann, Mrs. C. C. Judson, Mrs. E. E. Kentfield, Mrs. J. H. Matal, Mrs. Fred McWilliams, Mrs. John McNeer, Mrs. F. J. Norman, Mrs. F. L. Peterson, Mrs. J. H. Palachy, Mrs. W. F. Robinson, Mrs. Sidney V. Smith, Mrs. Jas. Sperry, Mrs. Jas. F. Taylor.

The minutes of Annual Meeting held on May 8th, 1912, which was adjourned to June 29th, 1912, and which was adjourned to June 29-1912, and further adjourned to Sept. 6th 1912, ^{and of all the said adjourned meetings} from September 6th, 1912 to this date, were read, and unanimously approved.

The Chairman stated that the next order of business was the election of a Board of Trustees, which action had not been taken prior to adjournment of meeting of May 8-1912. Whereupon Mr. George W. Scott placed the following nomination for Trustees, to serve until their successors are elected and qualified, viz:

William H. Crocker	J. C. Peterson
Charles J. Hanlon	Sidney V. Smith
Geo. W. Scott	E. E. Kentfield
C. E. Green	Jas. H. Sperry
A. B. Frick	Joseph R. Knobland
S. J. Murphy	

1. All names on record there

Being no other nominations, the Secretary was ordered to cast the ballot, ^{which was done} and the Chairman reading from the ballot declared the following the duly elected Board of Trustees of the Old Peoples Home to succeed their successors elected and qualified, viz:-

William H. Crocker	J. C. Peterson
Charles F. Hanlon	Ledney T. Smith
George W. Scott	GEO. H. Tyson
Charles Elgreen	E. Kentfield
O. D. Ford	Joseph Knowland
D. J. Murphy	

Mr. G. W. Scott, Chairman of the Committee on By-Laws then stated that the Committee appointed by the Board of Trustees, consisting of Mr. Hanlon, Mr. Elgreen and himself, had met with the Committee of the Board of Lady Managers, consisting of Mrs. Breen, Mrs. Huffmann and Mrs. Beck, on October 7, 1901 at the Director Room of the Crocker National Bank, and had unanimously agreed upon a new code of By-Laws, a draft of which he therewith handed to the Chairman to be presented to the meeting.

Mr. Smith also presented to the Chairman a copy of letter written by Mr. Hanlon to Mrs. Warren, Secretary, dated May 17, 1902, reading as follows:

"Mrs. Warren,
Palace Hotel, City.

San Francisco, May 17, 1902

Dear Friend:-

"I understand that the following is about the statement that
"can be made, viz:
"The total inmateship capacity of the Home is 138. We have
120 filled; with room for only 18 more.
"Of those at the Home 20 were admitted free, 18 for less than
"\$500. 22 for from \$500. to \$1,000. and 55 from \$1,000 to \$1500.
"The average payment of our present inmate list is \$120. per
"inmate; for which \$120, we must support each inmate for life.
"If it had not been for the \$1500 by-law in force for the last
"12 months the average would have been less, because if you
"omit the \$1500. inmates, the average of the balance is \$90. per
"inmate for a life maintainance. Now this institution must
"prepare itself for the near approaching time, when our inmateship
"quote will be completely filled; thus cutting off for good
"our yearly revenue for initiation fees.
"To give an example. The printed annual report for 1901 shows
"the Board of Lady Managers received from probations and

his lifetime and which expense would cease at his death.

The available expectancy tables are based upon insured lives and are naturally less than that which will be experienced on lives of the inmates of a home such as yours. These lives are practically of the same class as annuitants. It has been the experience of life insurance companies that while there is little or no difference in the mortality of insured lives on the whole, between males and females, that in the case of annuitants females live longer than males. In life insurance we can decline a risk if an examination reveals that he is under the required standard but in the case of an annuitant, any one who applies must be taken and it naturally follows that only the very best lives apply. In either case there is always a selection against the company or institution but it is obvious that this selection is greater in the case of annuitants than in the case of insurants.

As I understand your situation the annual expenses of your institution is approximately \$54,000 - that you have 170 inmates and therefore figure the cost of keeping each inmate at \$300 per annum or \$25. per month.

One of the difficulties in this situation is the impossibility of calculating in advance average duration of life of any of your members at a given age because the number is small and an average is therefore not obtainable. Out of 56,000 persons at age 61, three will live to be 95. The average length of life of these 56,000 is 13:5 years. However, you may take in but three members of age 61 in a given year and it may be your misfortune that these are the very three who are going to live to be 95 years of age.

Of course, it is true on the other hand that these three members may all die within the first year, but by reason of the selection against you which I mentioned previously, this is less probable than that they will live beyond their expectancy based upon a large number of lives.

However, for the sake of illustration and assuming that the expectancy at age 61 is, say, 14: years and the cost of each person's keep is \$300 per annum, you will pay out the sum of \$4200.00 during the lifetime of a member taken in at that age. The present value of this sum at 5% is \$2969.00. In other words, if you were to invest \$2969.00 for each member at age 61 at 5% interest compounded annually and

"(Receipts from boarders are not included in this) an
"of the year showed a monthly deficit of \$648.59 per
(see page 17 Report 1901). The same printed Report
shows the Board of Lady Managers received from proba
and initiation fees \$480, and \$9,887.63 or total \$10
(Receipts from Boarders are not included in this) an
"of the year showed a deficit of \$311.44 per month.(s
Report).

" It was never the purpose of this Corporation to sup
all its inmates entirely on charity; It was incorpo
under the law pertaining to benevolent corporation,
a certain per cent of its funds must come from the
benefited and the balance needed comes entirely fro
fund purely charitable:-

" Art: 1 of our By-laws, mentions among our objects of
increase as far as practicable the x x x x funds and
forcharitable and beneficial purposes. &
Accordingly we must provide against the time when o
from initiation fees will stop and when the burden
supporting 138 human beings for life will bear down
with an increased expense account, greater than any
yet known, accompanied by a decrease of an income t
extent of about \$10,000 per annum.

" Yours respectfully,

" CHARLES F. HANLON.

Mr. Scott further presented to the
a report read by Mr. Donnell, of the Equita
Insurance Society, at the joint Committee
above referred to. The Secretary was so
read and to the meeting, afterwards, on
seconded, it was resolved that said be
upon the minutes, viz -

A reserve for fixed overhead expenses should be kept
separate from reserve for upkeep of inmates.

The cost of these fixed expenses should be as
fixed expenses is meant expenses that are not immediately
the up-keep expenses of a member as an individual. For i
expenses as would not be influenced one way or the other
or decrease of the number of inmates.

These expenses should be provided for by a re
sinking fund yielding a sufficient income to meet them.

The remaining expenses incurred by the up-keer
mates should be ascertained exactly and provision made for
the basis pf the probable expectancy of each individual

This would represent the present value at a se
interest of the amount of money that would have to be ex
for the purpose of adequately providing for the individua

use \$300 of this sum every year you would have suf
of those members as long as he lived.

You cannot continue to conduct this ins
of replacing deceased members by new members and u
realized from such new members to pay current expe

A new member is a new liability. You s
a sufficient sum to enable you to provide for him
your agreement when you take him in. It is a grea
use the money he has paid for his future keep, to
old members that you have on your hands and for wh
ample provision.

It is also an injustice to old members
upon taking care of them with money you expect to

With an expense of \$54,000 and an incom
you are experiencing a shortage of \$37,000 per ann
absolutely sure of having 18½ deaths each year and
18½ new members at \$2000 each, things would progre
year to year as long as ^{this} continued, but you must un
there is such a thing as an average death rate wher
are concerned, with a few individuals such as you t
exist to any dependable extent and on the other han
people to join your institution and pay \$2000 for t

With an average of only 12 deaths a year
replace same with 10 new members, at say \$3100 each
your difficulties as long as you kept this up, but
existing only on the "hand to mouth" principle/

To put this thing on a scientific basis
raise an additional \$461,000 and invest it at 5% p^c

\$264,000 of this should be permanently
This would yield an income of \$13,200 This with
\$16,800 would give you the necessary \$30,000 to tak
expenses The fluctuating expenses - i.e., the exp
influenced by the loss or addition of a member, su
medicines, etc., etc., are \$24,000 or, roughly, \$1
member.

The average age of your present members^{is}

expectancy at age 70 is 8½ years - but let us put it at 10 years.
Roughly, you must provide for an income of \$150.00 per annum for each
of your 170 present inmates, the present value of which, at 5% compound
discount is \$197,060.00

This sum invested at 5% could be decreased annually to the
extent of \$150. per annum for each of your present inmates.

New inmates should be charged according to their expect-
ancy.

It is only right that new members should pay their proportion
of the fixed expenses, if the institution is to be put on a money making
basis. In this case he would have to be charged on the basis of \$300
per annum, or \$2969 at age 61, but inasmuch as such member would re-
place an old member and the fixed portion of his expenses are taken
care of, it would be necessary to add only \$1484 to the sinking fund
for his future care. The remaining \$1484 could be used as a dividend to
subscribers or as a contingent reserve fund.

These figures and suggestions are, of course, only in the
rough. It will need the services of an accountant ^{and actuary} to give you accur-
details.

The Chairman then took up the
draft of new By-Laws presented by Mr. Scott,
and read the same, and as each section was read,
it was adopted as read by motion duly made,
seconded and unanimously carried, for each and
every one of said sections, respectively, except
as follows:

Motion of Mrs. Judson, seconded by
Mrs. Trull, it was unanimously resolved the Section
I, Article II, reading as follows:

"Section I. This corporation has heretofore consisted and shall
hereafter consist of honorary, life and regular members, all
of whom shall be recommended for election by the Board of Trustees
and thereafter elected by the Board of Lady Managers.

be amended to read as follows:

Section I - This Corporation has heretofore consisted of

Section V: Any regular member may withdraw from the corporation by presenting to it a written resignation, attached to a certificate from the treasurer, showing that all dues, fines and assessments are paid; and any regular member may be expelled or suspended fro non-payment of dues, fines or assessments, or for cause which shall be considered sufficient by the Board of Trustees of this corporation duly assembled at any meeting thereof, provided always that the Secretary of the corporation shall serve the member thirty days before the time fixed for the hearing, with a written copy of the charges made against the member and with written notice of the time and place of the hearing, and no member shall be expelled unless written charges be made, signed and filed with the secretary and served as aforesaid, and unless a trial be accorded, and after such trial the member be found guilty of the charges made and filed. The Board of Trustees at such or any meeting may prescribe rules for the conduct of the trial and shall decide on the admission of testimony and on the facts presented, and its decision shall be final and conclusive.

Baramended to read -

Section V. Any regular member may withdraw from the corporation by presenting to it a written resignation, attached to a certificate from the treasurer, showing that all dues, fines and assessments are paid

On motion of Mrs. Judson, seconded by Mrs. Gull, it was unanimously resolved that Section VII of Article V of said draft of By-Law be amended to read as follows:

This Board shall have power to admit life inmates and boarders at the Home of the corporation on such terms and conditions as it may decide upon, subject to the provisions hereinafter set forth, but no person shall be admitted upon probation, except upon the payment in advance of Thirty (\$30.00) Dollars per month for two (2) months, and no person shall be admitted as a life inmate, except upon the payment in advance of the initiation fee, which is hereby fixed at the minimum sum of Three Thousand Dollars, for persons

regular members, all of whom shall be
the Board of Lady Managers

On motion of Mrs. Jude
Mrs. Martel, it was unanimously
Section IV of Article II of said dra,
reading as follows:

REGULAR MEMBERS: Regular members shall consist of the present Board of Trustees and Board persons whose names appear on the present membership roll, and any other persons who may be elected. Each regular member shall at the time of election pay the corporation the sum of \$5.00 and the same on the second day of January of each year thereafter. Should any member fail to pay said dues for the period and after ten days written notification from the secretary, such member may be expelled by the Board.

at (be amended to read)

~~to be amended so as to read as follows:-~~
~~Section IV: REGULAR MEMBERS. Regular members shall consist of the members of the present Board of Trustees and Lady Managers and persons whose names appear on the present membership roll, and any other persons who may be elected. Each regular member shall at the time of election pay the corporation the sum of \$5.00 as dues on the second day of January of each year. Should any such member fail to pay said dues within thirty days and after ten days written notice from the secretary, such member will thereupon cease to be a member.~~

On motion of Mrs. McH
Mrs. Shaw, it was unanimously
Section V of Article II of said dra,
reading as follows:-

66 years of age and upwards occupying ordinary room accommodations, and such further sum as may be prescribed by the Board of Lady Managers for extra ordinary accommodations; it being understood that if the applicant has sufficient means to justify it the Board of Lady Managers may increase the said fee from the minimum to such higher sum as the Board sees fit, provided always that the terms of admission of any particular applicant may for good cause be changed to such terms and conditions, different to the provisions, as may be prescribed at a joint meeting of the Board of Lady Managers and the Board of Trustees, called for the purpose, which changes shall be evidenced and made only on a vote representing three-fourths of the members of each Board as constituted by the By-Laws.

On motion, duly seconded, it was unanimously resolved that Section X of Article V, of said draft of By-Laws, be amended to read as follows:

SECTION X: The Board of Lady Managers shall have full power to hear and decide upon all grievances by or against inmates or employees of the Home; and its decision on the question of any ~~grievous~~ grievance, and also its decision on the question, time and manner of the expulsion of the offending party, shall be final conclusive and exclusive."

On motion, duly seconded, it was unanimously resolved that Section III, of Article VI, of said draft of By-Laws, reading -

"The Assistant Secretary, and also the Superintendent and Matron of the Home may be recommended by the Board of Lady Managers, and if approved by the Board of Trustees, may be elected by it."

be and the same is hereby stricken out.

On motion, duly seconded, it was unanimously resolved that Section I, Article XI, of said draft of By-Laws, be amended to read as follows:

" SECTION I: The Superintendent and Matron, respectively, shall
" perform such duties as may be recommended by the Board of
" Lady Managers."

On motion of J.C. Peterson, seconded
by Elsener, it was unanimously -

Resolved - That all By-Laws
of this Corporation now in force, be, and they
same are hereby repealed, and that said
draft of a new Code of By-Laws today read
by said preceding officer Charles J. Hanlon
and amended today by the Corporation, be
adopted as they now stand amended, as the
new Code of By-Laws of this Corporation,
and that the Secretary be, and he is hereby
ordered to put in our book of By-Laws the
repeal of all By-Laws now appearing therein
and to copy the new Code of By-Laws in the
said book of By-Laws at once, and to have
the new Code of By-Laws duly certified to by
the Trustee and proper officers, and he is
further authorized to write in red ink at
the end of each present By-Law in the
original book of By-Laws of the Corporation,
the following statement: -

The foregoing By-Laws of the Old
People's Home were repealed by unanimous
vote at the adjourned annual meeting
of the Corporation, held at its office in the
City and County of San Francisco on
October 14, 1911 at one o'clock p.m.

and -

The following By-Laws were adopted by
unanimous vote as and for the By-Laws
of the Old People's Home at the adjourned
annual meeting of the Corporation held
October 14, 1911 at one o'clock p.m., at its
office in the City and County of San Fran-

Special Trustee's Meeting

San Francisco, Cal., Nov. 12-1911.

Pursuant to notice, duly given, a special meeting of the Board of Trustees of the Old People's Home was held this day at 10 o'clock a.m.

Present: Wm. H. Crocker, President, presiding,
Cha. F. Hanlon, Mrs. H. Smith, F. C. Peterson, G. C.
Green, H. D. Ross and D. J. Murphy.

A Letter from the Board of Lady Managers was read by the Secretary, stating that they were in need of funds to cover the running expenses of the Home, and requesting the Board of Trustees to transfer the sum of \$5000. to their credit.

The Chairman stated that as there was not sufficient money at present to the credit of the Board of Trustees, it would be necessary to sell some of the securities belonging to the Home to make up said amount of \$5000.

Motion, or motion of Mr. Smith, seconded by Mr. Peterson, it was unanimously -

Resolved: That the Treasurer be, and he is hereby authorized to transfer to the credit of the Board of Lady Managers with the Crocker National Trust, the sum of \$5000., and to sell sufficient of United Gas & Electric Co. 1st Mtg. 5% Bonds from the pecuniaries of the corporation, as he may deem necessary to make up said amount in conjunction with the funds at present to the credit of the Board of Trustees.

It was the sense of the meeting that the steps should be taken by the Board of Lady Managers to do so for the benefit of the Home.

D. J. Murphy
Secretary

There being no further bus
motion, duly seconded, the meeting

D. J. Murr

TRUSTEES MEETING

San Francisco, Cal. Dec. 4, 1912.

Pursuant to the order of the President of the Corporation, and of this Board ordering the holding of this special meeting, and pursuant to notice thereof duly given, a special meeting of the Board of Trustees of the Old Peoples' Home was held this day at The Crocker National Bank at 10 o'clock A.M.

Present William H. Crocker, President presiding, Charles F. Hanlon, George W. Scott, Sidney V. Smith, F.C. Peterson, E.E. Kentfield, C.E. Green, A.B. Ford, and D.J. Murphy.

The Rev. G.E. Weagant, Superintendent of the Home was also present at the meeting.

The Chairman stated that the meeting was called for the purpose among others of passing a resolution to the memory of our late Brother Trustee, Joseph Knowland, who passed away on Nov. 13th - 1912.

Thereupon on motion of Trustee, Mr. Hanlon, seconded Trustee, Mr. Scott, the following resolution was adopted by a unanimous rising vote, and the Secretary was ordered to forward an engrossed copy of same to Mr. Knowland's family, viz:-

WHEREAS; it has pleased Almighty God, to enrich His chosen circle, by setting therein the bright spirit of JOSEPH KNOWLAND, -yep!- JOSEPH KNOWLAND, a man in whom were blended the qualities of a successful Captain of Industry, with the virtues of a true Soldier of the Cross; a California Pioneer, who was at once a man of affairs and a man of philanthropy; a foremost citizen who was a moving spirit in the workshop of the world, and at the same time a champion of the poor, the weak and the aged, and

WHEREAS, JOSEPH KNOWLAND, has, as a Trustee and one of the Vice-Presidents of the OLD PEOPLE'S HOME, served on its Board of Trustees from 1903 up to the time of his death on November 13th, 1912, during which time he has, by continual attendance, constant attention, industrious effort, and applied wisdom, added more than his share, in importing a properly directed impetus to the affairs of the Old People's Home, calling ever to his aid and our aid, his expert employees and adding to our funds donation on donation, all redounding to the prosperity of the Old People's Home and the now almost

national glory of its Cause, and

WHEREAS: JOSEPH KNOWLAND, has at all times, by his urbanity of manners, gentleness of disposition, kindness of heart, and concert in action, made the work of the Board of Trustees pleasant and harmonious, as well as effective, thus ever endearing himself to the officers and members of this Board,

NOW THEREFORE:-

BE IT RESOLVED; that in the death of JOSEPH KNOWLAND this Board of Trustees has lost an able executive officer, the Old People's Home have lost one of their most resourceful and generous benefactors, his family have lost their prop and staff of life; and the community at large, have lost one of their skilled engineers in the upbuilding of a clean and healthy empire on the shores of the great Pacific, and

BE IT FURTHER RESOLVED; that a certified copy of this resolution passed by a rising vote, at a meeting of the Board of Trustees of the Old People's Home especially called for the purpose, be engrossed and sent to the surviving members of his family, with the heartfelt condolence of each and every surviving member of this Board of Trustees.

The Rev. Sweagant, Superintendent, then stated that numerous applications were being made at the Home for inmateship: that some of the applications were from persons whose ages range from 70 to 80 years of age, but that these persons would not pay as high as \$3000 for admission. He stated one woman aged 65 would pay more than \$3000.

After some discussion, on motion of Trustee Hanlon, seconded by Trustee Smith it was unanimously

RESOLVED: That the President appoint a committee of three to prepare tentative admission fees for persons whose ages were less than 68 years, and for persons of 68 years of age and over, who could not pay the full admission fee but offered substantial amounts different from this schedule, and other than stipulated in the By-Laws, and to submit the same to the Board for its information and consideration, and further

RESOLVED: That said committee be, and they are hereby also authorized to receive, investigate and give its recommendations upon the applications not

Board for action.

The Chair thereupon appointed Messrs. George W. Scott, Charles F. Hanlon, and C.E. Green to serve on said Committee.

The Rev. ~~W~~ Sweagant again called attention particularly to one applicant by the name of Miss J.C. Tuft whose age was 65 which was three years less than that required by the By-Laws but who was willing to pay more than the amount required by the By-Laws, as her admission fee.

Therefore, on motion of Trustee Scott, seconded by Trustee Green, it was unanimously

RESOLVED: That it be the sense of this meeting that the application of Miss J.C. Tuft for inmateship be recommended for favorable action at a joint meeting, as provided for by the By-Laws, upon the payment by her of a minimum admission fee of \$4000, and that a copy of this resolution be forwarded to the Board of Lady Managers.

Trustee Hanlon then presented to the Board a new form of contract for inmateship which he had prepared, and which had been examined and approved by Trustee Smith, and on motion, duly seconded, and unanimously carried, the same was approved and accepted, and the Secretary was ordered to have it printed in book form, as the duly authorized application contract to be executed by all future incoming inmates of the Home.

On motion duly seconded and unanimously carried, the meeting adjourned.

*D. M. O. Kelly
Secretary*

Committee Meeting

See Resolves, Feb., Dec. 7-1912

In pursuance with the resolution adopted at the meeting of the Board of Trustees held on December 8th, 1911, Messrs. G. H. Scott, Charles T. Hanlow and C. E. Green, the Committee appointed at that meeting for the purpose of recommending a schedule of admission fees for applicants, based upon conditions different from those in the By-Laws, met this day at 3 o'clock p.m. in The Crocker National Bank.

After some discussion, it was unanimously

Resolved. That this Committee recommend to the Board of Trustees for adoption the following schedule of admission rates, in addition to such other requirements that may be imposed by the Board of Lady Managers under Section 7, Article 5 of the By-Laws,

Applicants of 65 years to pay an admission fee of \$4000.					
do	68	"	"	"	3000
"	71	"	"	"	2750.
"	74	"	"	"	2300.
"	77	"	"	"	2200.
"	80	"	"	"	2000.

D. M. McMurtry
Secretary

Special Joint Meeting
of the
Board of Trustees
and The
Board of Lady Managers

Savannah

Pursuant to notice, duly given
Joint meeting of the Boards of The
Lady Managers was called this day
and, for the purpose of ratifying
Schedule of admission rates etc
the joint Committee of the Board
and Board of Lady Managers.

When the roll was called
was found that there were not the
three-fourths of the Board of Ladies
present as prescribed by the By-Laws.
The meeting was therefore adjourned
until at 9 o'clock, next.

D. J. M.

Special Joint Meeting
of the
Board of Trustees
and the
Board of Lady Managers

Savannah, Ga., Feb. 25-1913.

Pursuant to adjournment, a joint meeting of the Boards of Trustees and Lady Managers was held this day at the Franklin National Bank at 11 o'clock, a.m.

Wm. H. Crooker, President, occupied the chair. There were present nine members of the Board of Trustees and nineteen members of the Board of Lady Managers.

The Chairman stated that the meeting had been called for the purpose of ratifying an amended set of rates for the admission of inmates to the home, which had been recommended by the joint committee from both Boards appointed for the purpose of considering such likelihood, which was based upon conditions different from those in the By-Laws.

Whereupon motion of Mrs. Pearce, seconded by Mrs. Tolack, the following preamble and resolution was unanimously adopted:

"WHEREAS the By-Laws provide for the payment of three thousand (\$3000) dollars for a life inmateship for persons of sixty-eight (68) years of age and upwards occupying ordinary room accommodations, but also provides that the terms of admission of any particular applicant may for good cause be changed to such terms and conditions as may be prescribed at a joint meeting of the Board of Lady Managers and the Board of Trustees called for that purpose,

Now, BE IT RESOLVED a committee of the Board of Trustees met with the committee of the Board of Lady Managers and took up

inmateship who desire to enter on different terms than the same so fixed by the By-Laws.

MOVED, CARRIED, AND IT RESOLVED: That for six months commencing this day, the Board of Lady Managers of the Old People's Home may use the following schedule of fees for life inmateship in the cases in which they deem the applicants are worthy of admission on such terms, to-wit:

The sum of \$500 for persons 65 years of age up to 68 years;
The sum of \$3700 for persons 68 years of age up to 71 years;
The sum of \$3450 for persons 71 years of age up to 74 years;
The sum of \$2000 for persons 74 years of age up to 77 years;
The sum of \$1900 for persons 77 years of age up to 80 years;
The sum of \$1700 for persons 80 years of age and upwards;
All of the above occupying ordinary room accommodations,
and such further sum as may be prescribed in each case by the
Board of Lady Managers for extraordinary accommodations, said
rates to continue for six months ~~from date of the passage of~~
~~this resolution, and thereafter the foregoing~~ ^{the foregoing} provisions shall then and ~~thereupon~~ ^{at 12th inst} thereupon without further notice cease.

Mrs. Breen, President of the Board of Lady Managers, called the attention of the meeting to the application of a Mrs. Helleman, who had made application previous to the time the rates had been raised, according to the new By-Law, and who had been told by the Lady Managers at the time of making said application that she could come in for the sum of \$1590.

Thereupon motion of Geo. H. Scott, seconded by J. D. Peterson, it was unanimously -

Resolved: That it is the sense of this meeting that Mrs. Helleman be admitted to the Home upon payment of \$1590.

There being no further business, or motion, duly seconded, the meeting adjourned.

D. M. O. B. Secretary

Joint Meeting
of Committees to
Board of Trustees
and
Board of Lady Managers
on
Terms of Admission to the Home.

San Francisco, March 17-1913

A meeting of the above committees was held this day at the office of Charles F. Holland at No. 1125 Grant.

Present: Charles F. Holland, C.E.
Geo. W. Scott, Mrs. Hoffmann, Mrs. Brown
and Rev. G. E. Meagant, Superintendent.

A communication from G. H. Huber was read on behalf of Mary Holland, widow, aged 68 years, who offered a promissory note, payable one year henceforth, with interest at 6% per annum, payable monthly - for \$2700, same to be endorsed by G. H. Huber.

On motion of Geo. W. Scott, seconded by Mrs. Hoffman it was unanimously -

Resolved: That this joint Committee unanimously recommends the acceptance of Mrs. Holland's application on the foregoing Terms, provided that in addition she bequeath by will one-third of her remaining Estate to the Home, and that all papers in connection therewith be drawn up by the Attorney for the Home -.

The application of Charles Mentor Goettl, aged 65, was then taken up, in which he offered \$1000 out of \$2000 of his total est. Dr. Meagant presented a Certificate from Dr. Anderson to the effect that Goettl would likely not survive longer than two or three years owing to a complication of disease.

On motion of Geo. W. Scott, seconded by Mr. R. _____ it was unanimously -

Gaither be referred back to the Superintendent to ask Gaither if he will pay \$1500. cash, and give his note for \$1000. to make up the \$3500. required as prescribed at the joint meeting of February 25-1913 for a person of his age.

The application of Elizabeth Christine Stafford, aged 69, was also taken up, in which she offers \$1000. only for admission, and on motion of Oeljens, seconded by Mrs. Brown, it was unanimously resolved to report against her admission.

D. Murphy
Secretary

Special Trustees Meeting

Lawrance, Sat May 6th, 1913

In accordance with the written request of Trustees Hawley, Kentfield and Peterson, a special meeting of the Board of Trustees of the Old Peoples Home was held this day at the Crocker National Bank at 1700 hours.

Present: Chas. J. Hawley Vice-President, Green, Cleopha, George W. Scott, H.C. Peterson, C.E. Kentfield, A.B. Ford and S. J. Murphy.

Absent: Geo. H. Green, Mrs. Crocker,
Sidney V. Smith and J.P. Knowland.

The minutes of Trustees' meetings held on Nov. 17, 1912, December 4, 1912 - Committee Meeting held Dec. 7-1912 and Joint Meetings of Board of Trustees and Board of Lady Managers held on February 25-1913 and March 17-1913 - were all read and approved.

The chairman stated that there was a vacancy in the Board, owing to the death of Joseph Knowland. Whereupon motion of George W. Scott, seconded by H.C. Peterson, Mr. Chas. J. Crocker, was unanimously elected as Trustee to fill the vacancy. Mr. Crocker then took his seat in the meeting.

On motion of Mr. Kentfield, seconded by Mr. Green, it was unanimously -

Resolved: That the following gentlemen be nominated as Trustees to be voted upon as such at the Annual Meeting of the Home to be held on the 2nd day, May 14-1913 (See below)

There being no further business, motion duly seconded, the meeting adjourned.

H.M. Crocker
Charles F. Green
Cleopha J. Crocker
H.C. Peterson
A.B. Ford

Cleopha Scott
H.C. Kentfield
George W. Green
S.J. Murphy

D. McMurtry
Secretary

The Treasurer's report of the Board of Trustees for the past year was read and on motion of Mrs. Bresse, seconded by Mrs. Palache and unanimously carried it was accepted and ordered filed.

The report of Mr. Stevens of his examination of the accounts of the Board of Trustees and the Board of Lady Managers was read, and on motion of Mrs. Goodall, seconded by Mrs. Martel and unanimously carried a vote of thanks was tendered to him for his attentive services, and the

Secretary instructed to so advise him.

Report of Treasurer Board of Lady Managers read approved

The report of the Secretary of the Board of Lady Managers was read, and on motion of Mrs. Judson, seconded by Mrs. Wadsworth and unanimously carried, was accepted and ordered filed.

Mr. Charles F. Hanlon then read a report reviewing a vast amount of legal services rendered by him as attorney for the Home during the past seven years in a great number of estates and lawsuits, out of which he secured and turned over to the Home over fifty sums of money aggregating \$23404.83, and in which estates and litigations he gave his time and professional services without any charge to the Home therefor.

Whereupon, on motion of Mrs. Bresse, seconded by Mrs. Judson, it was unanimously resolved: that a rising vote of thanks be tendered to Mr. Hanlon for his courteous, successful management of the litigations and estates in which the Old People's Home was interested, and that the

Home appreciates the benefits derived through his untiring efforts therein.

Mr. Peterson presented the following resolution, and moved its adoption and the transmission of a copy thereof to the board of trustees, to-wit:

WHEREAS Charles F. Hanlon has acted as the attorney for the Old People's Home for over thirty years, during which time he has annually performed all the work and given all the advice to the Home, its officers, trustees and lady managers, required of him, and each year appeared and represented the Home in various Courts of this State and in the Supreme Court, in estates and law suits in which various sums of money, large and small, but running into many thousands of dollars, were bequeathed to the Home, and

WHEREAS he has until up to the time of the earthquake and fire of 1906, paid out of his own pocket, all the Court costs, witness fees and advertising bills necessary to properly

Annual Meeting

San Francisco, Cal. May 14, '13

In accordance with the By-Laws, and pursuant to notice published in the Daily Journal of Commerce for two weeks immediately prior to this day of which notice the following is a printed copy

NOTICE IS HEREBY GIVEN THAT the annual meeting of the members of the corporation known as The Old People's Home will be held at the office of the Home, southwest corner of Pine and Pierce streets, San Francisco, Cal., on Wednesday, May 14, 1913, at 11 o'clock a.m. of this day, for the purpose of electing a Board of Trustees, and a Board of Lady Managers to serve for the ensuing year, and until their successors are qualified, and for the transaction of such other business as may come before the meeting, and which may be taken up according to law.

D. J. MURPHY
Secretary.

the annual meeting of the Corporation, known as the Old People's Home was held this 14th day of May 1913, at the Home at 2 o'clock P.M.

The President W. H. Crocker being absent the 1st. Vice President Charles F. Hanlon presided and called the meeting to order and the secretary D. J. Murphy acted as such.

On Roll Call the following members were found to be present:

Mrs. E. A. Breese	Mrs. J. Martel
Mrs. Wm. H. Brown	D. J. Murphy
Mrs. Sewall Doliver	Mrs. Fred McWilliams
Mrs. Chas. A. Goodhall	Mrs. F. G. Norman
Mrs. C. H. Huffman	Mrs. T. H. Palache
Charles F. Hanlon	Mrs. W. F. Perkins
Mrs. J. C. Jordan	F. C. Peterson
Mrs. C. C. Judson	Mrs. George Sperry
Mrs. E. E. Kentfield	Mrs. C. C. Wadsworth
E. E. Kentfield	Mrs. E. M. North Whitcomb

The meeting of the members took a recess for five minutes and the Board of Lady Managers met, presided over by their president Mrs. E. A. Bresse, on motion duly seconded and unanimously carried. William D. Pringle and C. F. Lagercrantz were elected regular members of the Corporation, and the former election of C. Templeton Crocker as such member at a former meeting was ratified, the meeting of the board of Lady Managers was adjourned and the annual meeting was resumed, and again called to order by Charles F. Hanlon, vice president. The same members were again present.

The Secretary then read the minutes of our Annual Meeting held on May 11th, 1912, and the postponement thereof held on June 29th, Sept. 6th and October 14th, 1912, and on motion of Mrs. Judson, seconded by Mrs. Sperry and unanimously carried, the same were approved.

The report of the Superintendent of the Home for the past year was then read, and on motion of Mrs. Brown, seconded by Mrs. Judson and

bring the Home's rights before the Courts, which advances he has donated to the home, and

THUS it was our custom to present him the sum of one hundred (\$100.00) Dollars at Christmas time, more as a honorarium than as a compensation;-- which custom has been recently overlooked.

NOW, THEREFORE,

BE IT RESOLVED, that it is the sense of this meeting that the Board of Trustees take up this matter and make some payment by way of gift to our said attorney in the near future, according to their discretion, and that hereafter the custom be renewed by them each Christmas that he continues to serve the Home as attorney.

The resolution was seconded by Mr. Kentfield and was unanimously adopted. Mrs. E. A. Bresse addressed the meeting stating that she was to a great extend familiar with the professional services rendered by Mr. Hanlon, to the Home, during the past seven years included in his report and that the Home had at Christmas time in former years made him a present of \$100. at each Christmas, and that the gift should be doubled each Christmas during the time included in the attorney's report, not as compensation, but as a token of appreciation of the large sums of money he helped to gather into the Home, as well as for advising the Home at all times of trouble and difficulty.

Copied
On motion of Mrs. Bresse, seconded by Mrs. Palache and unanimously carried it was resolved; that the Board of Lady Managers present in this meeting, recommend to the Board of Trustees, that they take action upon the Peterson resolution and send him by way of gift a check in lieu of the checks that were intended to have been sent him during the Christmas holidays, during those years and which by inadvertence were forgotten, same to be sent him, in recognition of his gratuitous services.

The Chairman then announced that the election of a Board of Lady Managers and a Board of Trustees for the ensuing year was in order.

Mrs. McWilliams then placed in nomination the names of the following ladies to serve as the Board of Lady Managers, for the ensuing year, viz:

Mrs. Eugene Bresse.
Mrs. W. H. Brown
Mrs. John T. Dure
Mrs. C. T. Deane
Mrs. Wm. H. Dick

Mrs. Sewall Dolliver
Mrs. D. E. Friede
Mrs. Chas. Goodall
Mrs. C. H. Hoffman
Mrs. J. G. Jordan

Mrs. Chas. C. Judson
Mrs. E. E. Kentfield
Mrs. J. L. Mattel
Mrs. John McNear
Mrs. Fred C. McWilliams.

Mrs. E. W. Wilson

Mrs. F. G. Norman
Mrs. Thomas Palache
Mrs. William Perkins
Mrs. George Sperry
Mrs. Chas. C. Wadsworth

The nominations were duly seconded, and there being no further nominations, the chairman ordered the election to proceed thereupon all the members present cast their ballots for the election of said ladies as members of said Board of Lady Managers.

Whereupon the Chairman reading from the Ballot declared that the ladies whose names were placed in nomination were duly elected as the Board of Lady Managers for the ensuing year, and until their successors are elected and qualified.

Mr. Peterson then placed in nomination the names of the following gentlemen to serve as the Board of Trustees for the ensuing year, viz:

Wm. H. Crocker,
Charles F. Marlon
Charles T. Crocker
F. C. Peterson
A. B. Ford

D. J. Murphy.

Charles E. Green
George W. Scott
E. E. Kentfield
William B. Pringle
C. Th. Lagercrantz.

The nominations were duly seconded, and there being no further nominations the Chairman ordered the election to proceed, thereupon all the members present cast their ballots for the election of said gentlemen as members of said Board of Trustees.

Whereupon the Chairman reading from the ballot declared that the gentlemen whose names were placed in the nomination were duly elected as the Board of Trustees for the ensuing year, and until their successors are elected and qualified.

Mrs. Bresce then stated that owing to the increase in the Superintendent's family it was not practicable to have them living at the Home, and suggested the advisability of the Corporation purchasing one or two lots fronting on Bush Street and abutting on the property of the Home in the rear, for the purpose of providing a residence for the Superintendent.

On motion of Mrs. Wadsworth, seconded by Mrs. Huffman and unanimously carried it was resolved that it was the sense of the meeting that this matter be referred to a committee of three trustees and three lady managers to look into the advisability thereof and report on same.

Whereupon the Chairman appointed the following to serve on said committee, they to act with the president.

George W. Scott
E. E. Kentfield
F. C. Peterson

Mrs. Palache
Mrs. Perkins
Mrs. Huffman

Mrs. Bresce further states that it would be necessary to purchase a new cemetery plot, as the present plot was filled. Whereupon, on motion of Mrs. Judson, seconded by Mrs. Brown, and unanimously carried, it was resolved that the matter be also referred to the fore-named committee for advice and report.

There being no further business, on motion duly seconded, the committee adjourned.

D. Murphy
Secretary

Trustees Meeting

San Francisco, June 2-1913

Pursuant to notice, duly given, a meeting of the Board of Trustees of the Old Peoples Home, elected at the Annual Meeting held on May 14th, 1913, was held this day at the Crocker National Bank at 12 o'clock noon.

Present: Charles F. Carlson, Wm H. Pringle, C. C. Green, J. C. Peterson, E. C. Kentfield, Geo. W. Scott, C. H. Lagercrantz, M. D. Ford and S. J. Murphy

Absent: Wm H. Crocker and Chas. I. Crocker

On motion, duly seconded, Mr. Charles F. Carlson and A. J. Murphy were elected ^{Temporary} Chairman and Secretary of the meeting respectively.

The minutes of Trustees meeting held on May 6th, 1913 were then read, and on motion of Mr. Kentfield, seconded by Mr. Peterson, were approved.

The Chairman stated that the next order of business was the election of officers for the ensuing year.

Whereupon, Mr. Pringle nominated Mr. William H. Crocker for President of the Corporation, and the nomination being duly seconded, Mr. Crocker was unanimously elected President to serve for the ensuing year and until his successor is elected and qualified.

On motion of Mr. Kentfield, seconded by Mr. Green, Mr. Charles F. Carlson was unanimously elected First Vice-President.

On motion of Mr. Kentfield, seconded by Mr. Scott, Mr. J. C. Peterson was unanimously elected Second Vice-President.

On motion of Mr. Peterson, seconded by Mr. Pringle, Mr. C. C. Green was unanimously elected Treasurer.

by Mr. Peterson, M. S. J. Murphy was unanimously elected Secretary

On motion, duly seconded, Mrs. F. McWilliams was unanimously elected Assistant Secretary

On motion of George W. Scott, seconded by F. C. Peterson, the following preamble and resolution was unanimously adopted:

WHEREAS at the Annual Meeting of the Old People's Home held on May 14th, 1913, a resolution was made and unanimously carried reciting that Charles F. Hanlon had acted as Attorney for the Home for over thirty years during which he has performed annually all the work given him and rendered all the advice sought by the Home's officers, and represented the Home in the various Courts of this state including the Supreme Court, and obtained in said litigations a large number of sums of money amounting to many thousands of dollars, and

WHEREAS he has rendered a report showing his services for the last seven years, which report was approved at said annual meeting, and which showed that during said time he had turned in over fifty sums of money to the Old People's Home or a total sum aggregating \$23,484.83, and that all his services have been rendered gratuitously, and

WHEREAS the Home had been in the habit of donating to him One Hundred (\$100.00) each Christmas, not as a compensation, but as a token of appreciation, and whereas the custom has been overlooked during later years.

NOW, THEREFORE,

BE IT RESOLVED, That, pursuant to the resolution and request made at the said annual meeting that this Board of Trustees do now endorse the action of the Corporation at its said annual meeting and that One Hundred (\$100.00) dollars, per year for the last seven years be paid to him in appreciation of his said services, and that each Christmas hereafter the Home donate to him the sum of One Hundred (\$100.00) dollars until further resolution of this Board.

There being no further business, on motion duly seconded, the meeting adjourned

S. Murphy
Secretary

Trustees Meeting

San Francisco, Cal. June 7-1914

A Special Meeting of the Board of Trustees of The Old Peoples' Home was held at the Directors' room of the Crocker National Bank on this Saturday, June 7th 1913 at 11.30 of that day. Present:-

William H. Crocker, President.	Charles E. Green
Charles F. Hanlon, Vice President who presided	D.J. Murphy
G.W. Scott,	Ford C. Petersen
	A.B. Ford.

The minutes of the last Trustee's meeting were read and unanimously carried, and approved.

The Secretary reported that the Board of Lady Managers sent the communication to him as Secretary, to the effect that the said Board had overdrawn their account with the Crocker National Bank, to the extent of \$3100.00, and desired to still further overdraw, and also desired to draw upon the funds of the Corporation to make good the \$3100.00 overdraft. Upon inquiry of the Secretary it was found that to make good said overdraft resort must be made not only to the current income of the Corporation, but also to part of the capital thereof.

It was moved by George W. Scott, seconded by F.C. Petersen that the Treasurer be authorized to draw upon the income and capital of the Corporation sufficient funds to pay off said and future overdrafts up to \$5000.00, and that the Board of Lady Managers be notified of this action, so that they may guide themselves accordingly in the future. Said Motion was thereupon unanimously carried.

The Secretary reported that Mrs. _____ Clancy had the sum of \$7462.17 in her name in the Hibernia Savings and Loan Society of San Francisco, and that sometime before her death, on or about August 3rd, 1909, she desired to make a gift of the same to the Corporation, and under advice of Charles F. Hanlon, the Attorney for the Corporation, and under his supervision she made a written transfer of the same to Margaret Breese, the President of the Board of Lady Managers, absolutely, but in trust to Mrs. Breese to turn the same over to this Corporation, as soon as said Mrs. _____ Clancy should die. That Mrs. Clancy recently died, and on August 3rd, 1913 the Clancy account was accordingly transferred to Margaret Breese in the amount of \$7462.17, and Pass Book No. 350028 was issued by said Bank to Mrs. Breese for that amount, but that since the time of said death Mrs. Breese has drawn therefrom the sum of \$3000.00 and upwards, leaving on April 31st, 1913, in said account, the sum of \$4358.62. Thereupon on Motion of George W. Scott, seconded by Charles E. Green, it was unanimously carried that the Treasurer draw, or cause to be drawn from said account, the said balance, and use what can be saved of same in such investments as the

Committee on Finance sees fit.

It was further ordered that a copy of this Resolution be sent to the Board of Lady Managers of the Old Peoples' Home. Thereupon, the Meeting adjourned subject to the call of the Chair.

The Secretary reported that the Board of Lady Managers recommended the admission as life inmates into the Home of Mrs. M. P. Hedges, and Mrs. A. Bushnell aged seventy-one and sixty-eight years respectively, at the present current rates of \$2700.00 and \$2450.00 respectively, to be paid as follows:- Each to pay \$2200.00 in cash and to give their notes respectively for the respective balances due by them, to make up the regular rate. On motion of George W. Scott, seconded by Charles E. Green and unanimously carried, it was RESOLVED that it was the sense of this Meeting that a Joint Meeting be called of both Boards, and that a Resolution be passed at said Joint Meeting of the Board of Lady Managers, that they should be authorized to accept as life inmates both of said Applicants on said terms, and that the departure from the rule to take only cash, be permitted in this particular case, but not to serve as a precedent for future cases.

IT WAS FURTHER RESOLVED that the Secretary send to the Board of Lady Managers a copy of this Resolution.

No further business appearing.
The meeting adjourned.

*S. Murphy
Secretary*

San Francisco, Cal. Oct. 23rd, 1913.

Pursuant to notice, a special meeting of the Board of Trustees of the Old Peoples' Home was held this day at The Crocker National Bank at 11 o'clock A.M.

PRESENT: Charles P. Hanlon, Vice President, presiding, Charles T. Crocker, George W. Scott, C.E. Green, E.E. Kentfield, A.B. Ford and D.J. Murphy.

ABSENT: Wm. H. Crocker, F.C. Peterson, Wm. B. Pringle and Ch. T. Lagercrantz.

The minutes of Trustees' meeting held on June 7th were read and approved.

The Chairman stated that the meeting was called for the purpose of considering a change in the rates for inmateship to the Home, the Board of Lady Managers having advised this Board that the present rates, adopted at Trustees' meeting held on February 25th last were too high, and requested that they be reduced.

The Chairman further stated that the Committee of this Board, consisting of Messrs. Green, Scott and Hanlon, had already discussed the matter at several conferences, and had enlisted the services of Mr. E.H. Commins, an expert accountant to go over the different accounts and report fully his opinion as to the advisability of reducing the rates at present in vogue, based upon the expenses and financial condition of the Home.

That Mr. Commins had submitted his report, and that the above Committee had gone over same, and had it, in conjunction with the report of H.C. Daniels of the Equitable Life Insurance Company (made October 7th, 1912, when the subject of new rates was then discussed) put into printed form, and said Committee submitted both reports to this meeting.

The reports were then read and discussed:-

WHEREUPON on Motion of C.E. Green, seconded by George W. Scott, it was unanimously

RESOLVED: That a Committee of this Board meet with a Committee of the Board of Lady Managers on Monday, October 27th, at The Crocker National Bank at 11 o'clock and discuss jointly the question of bringing above reduction of the present rates of inmateship, and that the Secretary be instructed to notify the Committee of the Board of Lady Managers to this effect, and to send each member of said Committee a copy of the Commins and Daniels printed reports with instructions to keep same confidential.

WHEREUPON the Chairman named the following Committee from this Board:-

Geo. W. Scott	F.C. Peterson
C.E. Green	And on Motion duly seconded, the Chair-
E.E. Kentfield	man, Mr. Hanlon, was also added to this committee.

Mr. Green, Treasurer of the Corporation called the attention of the Board to the fact that the Clancy bequest funds in the hands of the Board of Lady Managers had not been turned over to him as yet in accordance with the Resolution adopted at meeting of this Board held on June 7th.

THEREUPON on Motion of Geo.W.Scott, seconded by E.E.Kentfield, it was unanimously,-

RESOLVED: That Mr. Hanlon, as Attorney of the Corporation communicate with the Board of Lady Managers, calling attention to the fact that terms of resolution of this Board adopted at meeting held on June 7th, requiring the transfer of the sum of \$7462.17, representing bequest of Mrs.Clancy to the Home, over to the Treasurer of the Corporation, had not been complied with, and that they be again requested to transfer said funds, amounting to \$7462.17, in order that the gift may take the usual course of record on this Corporation's books.

The Secretary called attention to the fact that the account of the Board of Lady Managers with the Crocker National Bank was overdrawn in the sum of \$3164.19 and that they had no funds to meet same.

WHEREUPON, on Motion of Geo.W.Scott, seconded by E.E.Kentfield, it was unanimously,-

RESOLVED, that C.E.Green, Treasurer, be, and he is hereby authorized and empowered to transfer to the Board of Lady Managers' account, the sum of \$3200.00, and that the Secretary notify the Board of Lady Managers that such action has been taken.

No further business appearing, the
meeting adjourned.

Signed by Secretary

JOINT MEETING OF COMMITTEES

F R O M

BOARD OF LADY MANAGERS

A N D

BOARD OF TRUSTEES RESPECTIVELY

San Francisco, Cal. Oct. 27th, 1913.

A Joint Meeting of the Committee on the matter of rates for life inmates appointed by the Board of Trustees, and of the Committee appointed by the Board of Lady Managers, for the same purpose, was held this day at The Crocker National Bank at 11 o'clock A.M., pursuant to notice duly given.

PRESENT OF THE TRUSTEES' COMMITTEE :- PRESENT OF THE BOARD OF LADY MANAGERS' COMMITTEE

Charles F. Hanlon	Mrs. Bresce
C.E. Green	Mrs. Jordan
Geo.W. Scott	Mrs. Brown
E.H. Kentfield	Mrs. Huffman
	Mrs. Wadsworth
	Mrs. McWilliams
	Mrs. Judson

ABSENT:-

P.C. Peterson

Mr. Hanlon the Vice President presided.

Mr. Hanlon stated that the meeting was called for the purpose of acting on the written request of the Board of Lady Managers for a reduction in the present rates charged for inmateship, which rates were adopted last February at a joint meeting of the two Boards.

Mr. Hanlon further stated that Messrs. Kentfield, Peterson, Green, Scott and Hanlon had, as a Committee of the Board of Trustees, been working on the question of the rates for the inmates, since receipt of the Board of Lady Managers' request, and had employed the services of E.H. Commins, Expert Accountant to furnish a report of the expenses of the Home, length of life of inmates, etc., as well as the statistics gathered by him, and his conclusion therefrom, as to the rates necessary to be charged inmates in accordance with the present financial and working condition of the Home; Mr. Commins made a report, which with the report of *R.L.D.* Daniels was printed in pamphlet form, and then printed copies had been mailed to each member of the said Committee.

A general discussion participated in by the Rev. George Weagant ~~to that,~~
was then entered into on the merits of different rates,

WHEREUPON on Motion of George W.Scott, seconded by Mrs.Bresse the following
Resolution was unanimously adopted, viz:-

RESOLVED: That it is the sense of this meeting that we recommend a resolution
being passed at a meeting of both Boards, that for a period of one year from this
date, inmates to the Home be admitted between the age of 65 and upwards at a flat
rate of \$2000. plus the "insurance" scale previously in force in connection with
entrance rates, as found in the old By-Laws of the Corporation.

On Motion of George W. Scott, seconded by Mrs.Judson, the following resolution
was unanimously adopted:-

RESOLVED That we recommend the further passage at the joint meeting of the two
Boards of a Resolution that in the event of an applicant owning property who might
want to pay only part cash, and the balance by note and mortgage for the life in-
mateship fee, that all such applications be referred to a committee of three Trustees
to be appointed by the President, whose duty it shall be to examine into the financial
worth of applicant and to then advise the Board of Lady Managers as to what position
the Board of Trustees will take on the question at a joint meeting of the two Boards.

Mrs.Jordan then moved that the Treasurer of the Board of Trustees be requested
to turn over to the Board of Lady Managers each month, the interest earned from the
securities held in the capital account by the Trustees which motion was seconded by
Mrs.Brown.

Mr. G.W.Scott then moved that Mrs.Jordan's resolution be amended to read as follows:-

RESOLVED: That semi-annually on or about January 1st, and July 1st of each year
the Board of Lady Managers transmit to the Board of Trustees an account of their
current expenses and their current account generally, accompanied in case of necessity
with a requisition upon the Board of Trustees for such amount of the rents, issues,
and profits earned on the capital account as may be needed to make up any deficit in-
curred in the upkeep of the Home for such period, and if the Board deem that the re-
quisition, or some part thereof is necessary, then the rents, issues and profits shall
be drawn upon to meet such requisition, and if no such requisition be made by the Board
of Lady Managers for such interest in any one six months, then such rents, issues and
profits are to remain with the Trustees, and to be added to the capital account, and
as such to be invested by them.

FURTHER RESOLVED that the Secretary send a copy of this resolution to both Boards for
passage by them.

The amendment was seconded by Mrs.McWilliams, and by a unanimous vote carried.

Mrs.Bresse brought up the matter of a gift to the corporation by Mrs.Clancy
of \$7462.17, held by her in Trust for this Corporation, and out of which certain

sums had been expended by her for account of the Home.

Mr. Charles P. Munlon then stated:-

That he was called by Mrs. Clancy who asked him to draw a Will giving all her Estate to the Old Peoples' Home; that he told her in the presence of Mrs. Bresse that under the law she could will only one-third to a Benevolent Institution and advised her to make a transfer of the Bank Book on the Hibernia Bank to Mrs. Bresse in Trust, for Mrs. Bresse, to turn the account over to the Corporation as soon as she, Mrs. Clancy, died. Mrs. Clancy accordingly did so.

WHEREUPON on Motion of Mrs. Geo. W. Scott, seconded by Mrs. McWilliams, the following resolution unanimously carried, viz:-

RESOLVED: That Mrs. Margaret Bresse be, and she is hereby directed to make a report of the moneys expended from said gift of \$7462.17 by her for account of the Home, and that she be also directed to turn over such account together with the balance of said \$7462.17 to the Treasurer of the Corporation.

Mrs. Margaret Bresse then said she would transfer the balance of the cash immediately and would in a few days send her account with vouchers to the Secretary.

On motion of Mrs. Margaret Bresse seconded by E. B. Kentfield, the following resolution was unanimously carried:-

RESOLVED That the Board of Trustees be requested to take steps to purchase four additional burial plots in Cypress Lawn Cemetery, for the sum of \$2700.00.
No further business appearing, the meeting adjourned.

J. Murphy SECRETARY

Trustees Meeting

San Francisco, Cal., Jan'y 29-1914

A special meeting of the Board of Trustees of the Old Peoples Home, was held this day at the Crocker National Bank at 12 o'clock noon.

Present: Wm H. Cascher, President, presiding.
Charles J. Hawley, Chlgreen, E. Kentfield, J. C. Peterson
C. D. Lagercrantz, A. D. Ford and S. J. Murphy.

Mrs. Bruce, President of the Board of Lady Managers was also present in the meeting.

The Minutes of Trustees meeting held October 23rd, 1913 were read and approved.

The Chairman stated that the meeting was called for the purpose of discussing a proposition of Compromise in the matter of the Estate of Ch. Morgan, and called upon Mr. Hawley our Trust Vice President and Attorney who explained to the meeting that he had filed a petition for final distribution to the Old Peoples Home of the residue of the estate, which is worth about \$14000, and which is to be given to us after the death of the widow, consisting of Bonds and 160 acres of land in Fresno County; That Mrs. Morgan had set up a claim that the Trust in favor of the Home was evaded under decisions rendered in the Fais Preckels' estates, and that it was a matter for the Trustees to decide as to whether we should surrender the Fresno land to Mrs. Morgan and the balance of the Trust, consisting of securities to come to us upon her death, nor keep the land and surrender the land securities.

On motion of G. W. Scott, seconded by J. C. Peterson, it was unanimously -

Resolved. That Mr. Green and Mr. Hawley be appointed a Committee to determine the value of the Fresno County land to make such compromise with Mrs. Morgan, as in their judgment will be fair.

Mr Keatfield, who was unanimously
Resolved. That the Secretary have
charge and custody of the Seal of the Corporation,
and that he keep the same locked up in a
safe place whenever in use by him; and that
all contracts made by the Corporation which
bear the signatures of the President and
Secretary, or either of them, shall have affixed
thereto by the said Secretary of the Corporation
the said Corporate seal.

No further business appearing, the
meeting adjourned.

Approved by
Secretary

Trustees Meeting

San Francisco Cal., May 6th, 1914

A special meeting of the Board of Trustees was held this day at the Crocker National Bank at 1 P.M. o'clock noon, the same being called upon the written request of three trustees, viz Messrs. Hawley, Green & Scott.

Present Charles F. Hawley, Vice President, proceeding, Charles E. Green, Jas. W. Scott, Chas J. Crocker, AB Ford and D. J. Murphy.

The Chairman stated that the meeting was called for the purpose of nominating a Board of Trustees to be elected at the Annual meeting of the Corporation to be held on May 13th, to serve for the ensuing year.

Whereupon, on motion of Mr. Jas. W. Scott, seconded by Chas. J. Crocker, the following were unanimously placed in nomination to serve as Trustees, and to be balloted on at the Annual Meeting of the Corporation to be held on May 13th next, viz -

Wm. Crocker

Chas. H. Crocker

Charles F. Hawley

Charles E. Green

George W. Scott

D. J. Murphy

J. L. Peterson

E. E. Kentfield

Wm. B. Pringle

C. Hagerman

AB Ford

No further business appearing, the meeting adjourned.

D. J. Murphy
Secretary

- Annual Meeting -

San Francisco, Cal., May 13-1913

In accordance with the By-Laws, and pursuant to notice published in the Daily Journal of Commerce, for two weeks immediately prior to this day of which notice the following is a printed copy:-

The annual meeting of the Corporation known as the Old People's Home was held this day at the Home at 2 O'Clock P.M.

Charles F. Hanlon, 1st Vice President, presided, in the absence of Mr. Crocker, President, and the Secretary D.J. Murphy, acted as such.

On Roll Call the following numbers were found to be present:-

Mrs. E.A. Bresse	Mrs. J.C. Jordan
Mrs. C.T. Deane	Mrs. E.E. Kentfield
Mrs. Wm. H. Dick	Mrs. C.T. Lagercrantz
Mrs. D.E. Friole	Mr. D.J. Murphy
Mrs. A.B. Ford	Mrs. Fred McWilliams
Mrs. Chas. A. Goodall	Mrs. Wm. F. Perkins
Mr. Charles F. Hanlon	Mr. F.G. Peterson
Mrs. George Sperry	Mrs. E.N. Whitcomb

Minutes of the annual meeting held on May 14th, 1913 were read. Mrs. Bresse asked that in the report of her statement at the last annual meeting with reference to the Christmas gift made to Mr. Hanlon that the words "doubled each Christmas" be changed to "remained each Christmas" whereupon, on motion of Mrs. Bresse, seconded by Mr. Ford, the minutes were approved.

Mrs. Bresse then presented and read her report as President of the Board of Lady Managers, which, on motion of Mrs. Friole, seconded by Mr. Ford was unanimously accepted and ordered filed.

The report of the Superintendent as well as the reports of:-

Treasurer Board of Trustees
Treasurer Board of Lady Managers
Secretary of the Board of Lady Managers

were also read, and on motion duly seconded, were unanimously accepted and ordered filed.

The reports of Mr. C.C. Stevenson on his examination of the accounts of the Boards of Trustees and Lady Managers were then read, and on motion of Mrs. Bresse, seconded by Mrs. Sperry, a vote of thanks was unanimously tendered to him for his kindness on behalf of the Home.

Charles F. Hanlon then presented and read a report on the legal work attended to by him during the past year, and giving a detailed account of the valuable services rendered in connection with various estates and which netted to the Home properties and moneys between \$20,000 and \$30,000. WHEREUPON, on motion of Mrs. Bresse seconded by Mrs. Friole, a vote of thanks was tendered to Mr. Hanlon for his faithful work, on behalf of the Institution, and ~~such~~ report was unanimously approved and ordered filed.

The Chairman then announced that the next order of business was the election

~~of Treasurer and Board of Lady Managers for the ensuing year.~~

Mr. Murphy placed in nomination the names of the following gentlemen to serve as the Board of Trustees of the Old People's Home for the ensuing year, and until their successors are elected and qualified, and stating that they were also the nominees selected at a meeting of the Board of Trustees held on May 6th, 1914:-

William H. Crocker	F.C. Peterson
Charles T. Crocker	E.E. Kentfield
Charles F. Hanlon	Wm. E. Pringle
Charles E. Green	G.T. Lagercrantz
George W. Scott	A.B. Ford
D.J. Murphy	

The nominations were duly seconded, and there being no further nominations ballots were cast by the members present, and Mrs. Jordan and Mrs. Friole were appointed a committee to take up same, WHEREUPON the Chairman reading from the ballots declared that the foregoing were the duly elected Board of Trustees for the ensuing year, and until their successors were elected and qualified.

Mrs. McWilliams then placed in nomination the names of the following ladies to serve as the Board of Lady Managers, for the ensuing year, viz:-

Mrs. Eugene A. Bresse
Mrs. William H. Browne
Mrs. Charles C. Wadsworth
Mrs. C. T. Deane
Mrs. William H. Dick
Mrs. Sewell Dolliver
Mrs. D. E. Friole
Mrs. Charles Goodall
Mrs. C. H. Huffman
Mrs. Charles C. Judson
Mrs. Jas. C. Jordan
Mrs. E. E. Kentfield
Mrs. J. L. Martel
Mrs. Fred J. McWilliams
Mrs. F. J. Norman
Mrs. William H. Palache
Mrs. William Perkins
Mrs. George Sperry
Mrs. Edward Van Bergen
Mrs. E. W. Wilson

The nominations were duly seconded, and there being no further nominations ballots were cast by the members present, and the Chairman announced that the foregoing were the duly elected Board of Lady Managers for the ensuing year, and until their successors were elected and qualified.

Mrs. Brosse stated that the outside of the Home, as well as the halls were very much in need of paint, and stated that the same would cost about \$4,000., and moved that it be the sense of this meeting that the Secretary bring up the matter of appropriating such a sum from the capital of the Home to defray the cost of this improvement at the next meeting of the Board of Trustees. The motion was seconded by Mrs. Friole, and unanimously carried.

There being no further business, the meeting adjourned.

*D. Murphy
Secretary*

Trustees' Meeting

San Francisco, Cal., May 20-1914

Pursuant to notice duly given, a meeting of the Board of Trustees elected at the annual meeting of the Corporation, May 15, 1914, was held this day at The Crocker National Bank at 12 noon.

Present - Charles F. Hanlon, George W. Scott, E. E. Kentfield, F. C. Peterson, W. B. Pringle, C. T. Lagercrantz and D. J. Murphy.

Absent - Wm. H. Crocker, Chas. T. Crocker, C. E. Green and A. B. Ford.

On motion, duly seconded, Messrs. Charles F. Hanlon and D. J. Murphy, were unanimously elected Chairman and Secretary of the meeting, respectively.

The minutes of Trustees Meeting held on May 6th, were read and approved.

The Chairman stated that under the will of the late Edward Coleman, the Home had been bequeathed the sum of \$10,000; that owing to court proceedings, and delays incident to settling the Estate, it would probably be over a year before the Home would receive the money, and that the estate had offered to turn over in immediate settlement of the legacy, certain securities equivalent to \$10,000.

Thereupon, after some discussion of the matter, on motion of Mr. Peterson, seconded by Mr. Pringle, it was unanimously

RESOLVED - That the offer of the Estate of Edward Coleman, deceased, to assign to the Old People's Home, in settlement of legacy of \$10,000, due from said Estate, the following:

5 California Gas & Electric Corporation \$1,000 Unifying & Refunding Mtg. 5% Bonds @ 96	\$4800.
3 Coast Counties Light & Power Co. \$1,000 5% Bonds @ 94	2620.
2 Standard Electric Co. \$1,000 First Mortgage 5% Bonds @ 95	<u>1900.</u> \$9520.
With adjustment of accrued interest and cash to make	480.
Total -	<u>\$10000.</u>

be, and the same is hereby accepted, and that Geo. W. Scott and C. E. Green be, and they are hereby appointed a Committee to advise the Estate of Edward Coleman of our acceptance, and to arrange for the transfer of the securities to the Home, and that they or either of them, are hereby authorized to purchase the said bonds at the prices named and to receipt to the Estate of Edward Coleman in full for the legacy of \$10,000.

The Chairman stated that under the terms of the will of Mary A. Cotton, the Home would receive about \$7,000., and that in order to avoid the expense of partition suit in connection with certain realty holdings, he stated that he had recommended to the Finance Committee of this Board, that the Home sell its interest in the realty and other holdings of the Estate to the other legatees, and receive in full its share of the legacy, amounting to over \$7,000., and that the Finance Committee had approved of this action.

Thereupon, on motion of Geo. W. Scott, seconded by F. C. Peterson,

it was unanimously - - - - -

RESOLVED that Charles F. Hanlon, the Vice-President of Old People's Home, in the absence of William H. Crook President who is now in Europe, and E.J. Murphy the Secretary of the Old Peoples' Home, be and they are ! by authorized and empowered, on behalf of the said Old Peoples' Home, a corporation duly organized and exist under the laws of the State of California, to sign, write and file a petition in the Superior Court of this City and County for an order permitting this corporation to sell its interests in the real estate hereinbefore described, and do everything necessary to obtain said permission; also to file or record the articles of incorporation of said corporation, and the decree changing its name; also to execute, acknowledge, and deliver unto Carrie M. Davis, S.P. Davis and Louisa Davis, his wife, of the city and county of San Francisco, in the State of California, a grant deed of all the right, title and interest of said corporation of, in and to that lot of land situate in said city and county and described as follows, to-wit:

COMMENCING at a point on the northerly line of Sutter Street, distant thereon one hundred sixty-four (164) feet, nine (9) inches easterly from the easterly line of Webster Street; running thence easterly along line of Sutter Street forty-one (41) feet and six (6) inches; thence at a right angle northerly one hundred and thirteen (137) feet and six (6) inches; thence at a right angle westerly forty-one (41) feet and six (6) inches; thence at a right angle southerly one hundred and thirteen (137) feet and six (6) inches to said northerly line of Sutter Street and point of commencement.

Subject to any liens or incumbrances now thereon.

IT IS FURTHER RESOLVED that said deed so executed acknowledged be delivered by said Vice-President and Secretary of the Old Peoples' Home upon the payment to

Old Peoples' Home by said Carrie M. Davis, S.P. Davis and Louisa Davis, his wife, of the sum of two thousand five hundred and fifty (\$2550.00) Dollars in United States Gold Coin.

On motion of Geo. W. Scott, seconded by F.C. Peterson
it was unanimously -

RESOLVED that Charles F. Hanlon, the Vice-President of the Old People's Home, in the absence of William H. Crocker the President who is now in Europe, and D.J. Murphy the Secretary of the Old Peoples' Home, be and they are hereby authorized and empowered, on behalf of the said Old Peoples' Home, a corporation duly organized and existing under the laws of the State of California, to sign, verify and file a petition in the Superior Court of this City and County for an order permitting this corporation to sell its interests in the real estate hereinafter described, and do everything necessary to obtain said permission, also to file or record the articles of incorporation of said corporation, and the decree changing its name; also to execute, acknowledge, and deliver unto Dr. Oscar Mansfeldt, _____ of the city and county of San Francisco, in the State of California, a grant deed of all the right, title and interest of said corporation of, in and to that lot of land situate in said city and county and described as follows, to-wit:

COMMENCING at a point on the westerly line of Webster Street, distant thereon one hundred and thirty-seven (137) feet and six (6) inches northerly from the northerly line of Post Street; running thence Northerly and along said westerly line of Webster Street twenty-seven (27) feet and six (6) inches; running thence at a right angle westerly ninety-three (93) feet; running thence at a right angle southerly twenty-seven (27) feet and six (6) inches; and running thence at a right angle easterly ninety-three (93) feet to said westerly line of Webster Street and point of commencement.

Subject to any liens or encumbrances now thereon.

IT IS FURTHER RESOLVED that said deed so executed and acknowledged be delivered by said Vice-President and Secretary of the Old Peoples' Home upon the payment to the Old Peoples' Home by said Dr. Oscar Mansfeldt of the sum of one thousand one hundred and four and 16/100 (\$1104.16) Dollars in United States Gold Coin.

On motion of F. C. Peterson, seconded by W. B. Pringle, the action of the President and Secretary in executing an agreement with Elizabeth Wainwright Morgan, Executrix of the Estate of C. A. Morgan, Deceased, in adjustment of dispute relative to matters in connection with the legacy of the Home from said Estate, and which was referred to a committee at Trustees Meeting of January 29, 1914, be and the same is hereby ratified, approved and confirmed.

A communication from Anna G. Norman, one of the Lady Managers of the Old People's Home, was presented to the meeting, in which she set forth that she was the Guardian of the person and estate of Margaret M. Robb, An Insane Person, and that she had turned the entire amount of money (\$407.) that she had found in the bank account of Margaret M. Robb, over to the Old People's Home to pay for caring and nursing the said Margaret M. Robb, and that she had filed an account in the Probate Court in as much as since the payment of said money said Robb was committed to the Hospital for the Insane at Agnews, Santa Clara County, California, and now is under the jurisdiction of the State Board of Commissioners in Lunacy, and that they were under the law to be kept informed and apprised of all proceedings, and that she had closed up the matter and was short in the account by reason of paying the entire amount of money to the Old People's Home, - in the sum of \$14.07.

Thereupon on motion of Director Scott, seconded by Director Peterson and unanimously carried, It was Resolved that the ^{Treasurer} pay to said Anna G. Norman, the sum of \$14.07, and the same to be in full for all claims of the Estate of Margaret M. Robb and her guardian against the Old People's Home.

A request from the Board of Lady Managers, asking for an appropriation to cover the painting of the halls and the exterior of the Home, was read, and on motion of F. C. Peterson, seconded by Mr. Kentfield, it was unanimously resolved that the matter be referred to a committee consisting of C. E. Green and Geo. W. Scott, and upon their recommendation that C. E. Green, the Treasurer, be, and he is hereby authorized to turn over to the Board of Managers, a sum sufficient to defray the cost of same.

The Chairman then announced that the election of officers for the ensuing year was in order.

Whereupon, on motion duly seconded, Wm. H. Crocker was unanimously elected President of the Corporation for the ensuing year, and until his successor was elected and qualified.

On motion, duly seconded, Charles F. Hanlon was unanimously elected First Vice-President.

On motion, duly seconded, F. C. Peterson was unanimously elected Second Vice-President.

On motion, duly seconded, C. E. Green was unanimously elected Treasurer.

On motion, duly seconded, D. J. Murphy was unanimously elected Secretary.

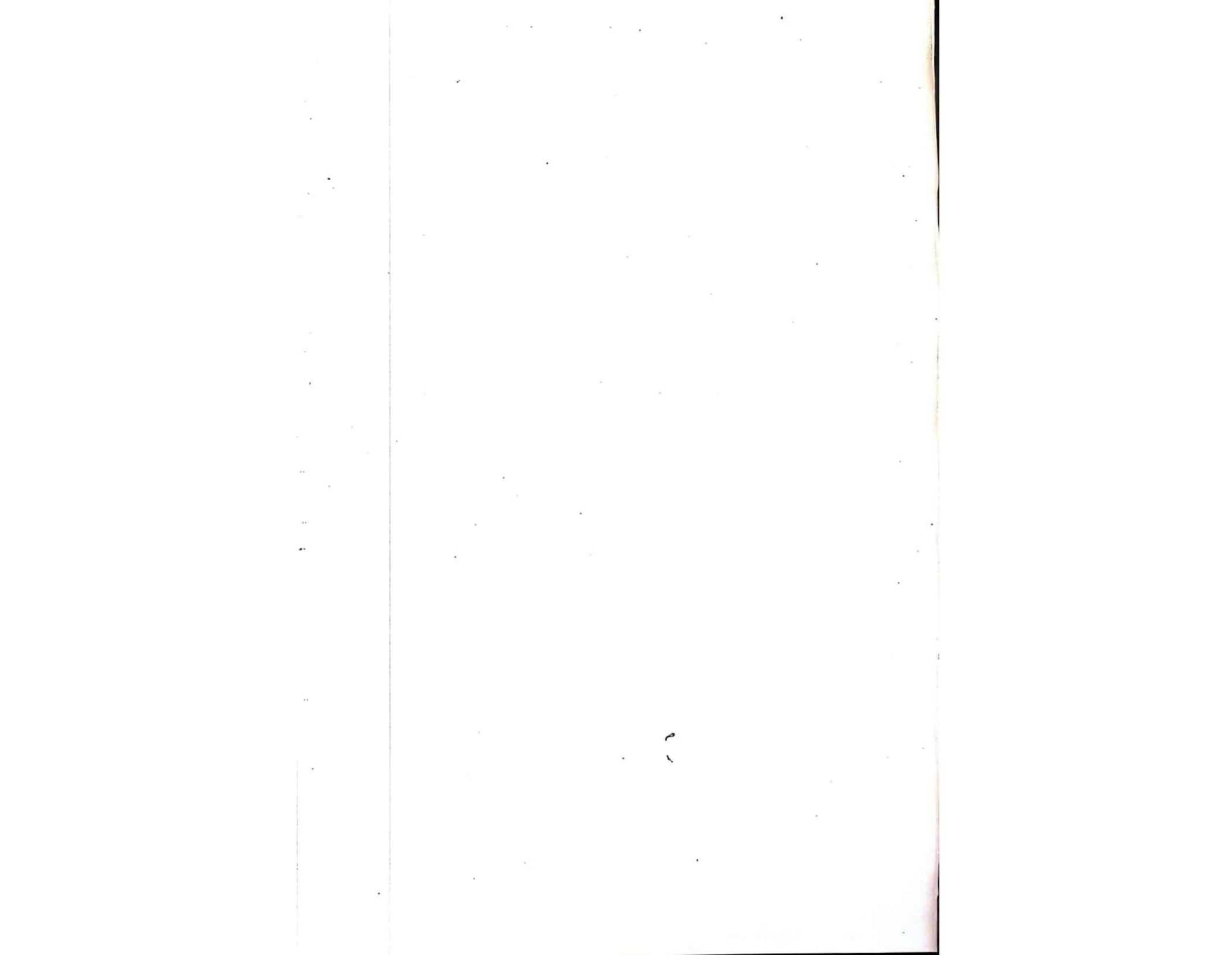
On motion, duly seconded. Mrs. F. J. McWilliams was unanimously elected Assistant Secretary.

The Chairman then appointed the following Committee for the ensuing year:

Wm. H. Crocker
C. E. Green
Geo. W. Scott

There being no further business the meeting adjourned.

D. Murphy
Secretary



TRUSTEES MEETING

San Francisco, Cal. May 6th, 1915

Pursuant to notice given, Meeting of the Board of Trustees Old Peoples Home was held this day at the Crocker National Bank of San Francisco at 10.30 A.M.

Present:- William H.Crocker, President presiding
Charles F.Hanlon
Geo. W. Scott
Charles Templeton Crocker
Charles E.Green
Alfred B. Ford
Daniel J.Murphy

The minutes of the last Trustees Meeting were read and on motion duly seconded and approved.

The Chairman stated that the meeting was called for the purpose of nominating a Board of Trustees to serve for the ensuing year, which Trustees would be voted upon at the annual meeting to be held on May 12th.

On motion of George W. Scott, seconded by Charles E. Green the following were placed in nomination to serve as Trustees, and the Secretary was instructed to place same in nomination at the annual meeting, viz:-

William H.Crocker	F.C.Peterson
Charles Templeton Crocker	E.E.Kentfield
Charles F.Hanlon	F.W.Bradley
Charles E. Green	James Irvine
George W.Scott	Alfred B.Ford
Daniel J.Murphy	

There being no further business, the meeting adjourned.

D.J.Murphy Secretary

San Francisco, California
May 12, 1915.

In accordance with the By-Laws, and pursuant to notice published in the Daily Journal of Commerce, for two weeks immediately prior to the day of which notice the following is a printed copy:-

NOTICE IS HEREBY GIVEN THAT
the annual meeting of the members of
the corporation known as THE OLD
PEOPLES HOME will be held at the
office of the home S. W. corner of Pine
and Market Streets, San Francisco, on
WEDNESDAY May 12th, 1915, at P.M.
of that day for the purpose of electing
a Board of Trustees and a Board of
Lady Managers to serve for the ensuing
year, and for their election the members
are elected and qualified, and for the
transaction of such other business as
may come before the meeting and
which may be taken up according to
law. D. J. MURPHY,
Secretary.
may 3-td

The annual meeting of the Corporation known as the Old Peoples' Home was held this day at the Home at 2 o'clock, P.M.

Charles F. Hanlon, 1st Vice President, presided, in the absence of Mr. Crocker, President, and the Secretary - D. J. Murphy, acted as such.

On Roll Call the following members were found to be present:-

Mrs. E. A. Bresse	Mr. Charles T. Hanlon
Mrs. William H. Brown	Mrs. C. C. Judson
Mr. Charles T. Crocker	Mrs. J. L. Martel
Mrs. C. T. Deane	Mrs. Fred McWilliams
Mrs. Wm. H. Dick	Mrs. F. G. Norman
Mrs. Jewell Tolliver	Mrs. T. H. Palache
Mrs. D. E. Friole	Mrs. Ferd C. Peterson
Mr. A. B. Ford	Mrs. George Sperry
Mrs. Charles A. Goodall	Mrs. E. E. Kentfield
Mrs. Charles H. Huffman	D. J. Murphy

Minutes of the annual meeting held on May 18th, 1914 were read, and on motion of Mr. Ford, seconded by Mr. Peterson were unanimously approved.

✓ Mrs. Bresse then presented and read her report as President of the Board of Lady Managers, which, on motion of Mrs. Kentfield, seconded by Mrs. Friole was unanimously accepted and ordered filed.

The report of the Superintendent as well as the reports of:-

Treasurer Board of Trustees
Treasurer Board of Lady Managers
Secretary of the Board of Lady Managers

were also read, and on motion duly seconded, were unanimously accepted, and ordered filed.

✓ The reports of Mr. C. C. Stevenson on his examination of the accounts of the Board of Trustees and Lady Managers were then read. Mrs. Bresse moved that a vote of thanks be tendered to Mr. Stevenson for his kindness on behalf of the Home, and that this meeting recommend that the Board of Trustees send to Mr. Stevenson a check for \$25.00 in recognition of his services. The motion was seconded by Mrs. Judson and unanimously carried.

Charles F. Hanlon then presented and read a report on the legal work attended to by him during the past year, and giving a detailed account of the valuable services rendered in connection with various estates and which netted to the Home properties and moneys amounting to \$32,000. WHEREUPON, on Motion of Mrs. Bresse seconded by Mrs. Sperry a vote of thanks was tendered to Mr. Hanlon for his faithful work on behalf of the Institution, and his report was unanimously approved and ordered filed.

The Secretary, Mr.D.J.Murphy, then presented the names of:

Mr.James Irvine
Mr.F.W.Bradley

for membership in the Corporation. On motion of Mrs.Bresse, seconded by Mr.Peterson, these gentlemen were unanimously elected members of The Old Peoples' Home.

The Chairman then announced that the next order of business was the election of a Board of Trustees, and Board of Lady Managers for the ensuing year.

Mr.Murphy placed in nomination the names of the following gentlemen to serve as the Board of Trustees of the Old Peoples' Home for the ensuing year, and until their successors are elected and qualified, stating that they were also the nominees selected at a meeting of the Board of Trustees held on May 6th, 1915:-

William H.Crocker F.C.Peterson
Charles T.Crocker E.E.Kentfield
Charles F.Hanlon F.W.Bradley
Charles E Green James Irvine
George W. Scott A.B.Ford
D.J.Murphy

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and Mrs.Judson and Mrs.Friole were appointed a Committee to take up same, WHEREUPON The Chairman reading from the ballots declared that the foregoing were the duly elected Board of Trustees for the ensuing year, and until their successors were elected and qualified.

Mrs.Mc Williams then placed in nomination the names of the following ladies to serve as the Board of Lady Managers, for the ensuing year, viz:-

Mrs.Eugene A.Bresse
Mrs.William H.Browne
Mrs.Charles C. Wadsworth
Mrs.C.T.Deane
Mrs.William H.Dick
Mrs.Sewell Dolliver
Mrs.D.E.Friole
Mrs.Charles Goodall
Mrs.C.H.Huffman
Mrs.Chalres C.Judson
Mrs.Jas.C.Jordan
Mrs.E.E.Kentfield
Mrs.J.L.Martel
Mrs.Fred J.Mc Williams
Mrs.F.J.Norman
Mrs.William H. Palache
Mrs.William Perkins
Mrs.George Sperry
Mrs.Edward Van Bergen
Mrs.E.W.Wilson
Mrs.A.W.Scott

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and the Chairman announced that the foregoing were the duly elected Board of Lady Managers for the ensuing year, and until their successors were elected and qualified.

After a general discussion of the affairs of the Home, it was moved and unanimously carried that a vote of thanks be tendered to the various officers of the Board of Lady Managers for their faithful and untiring efforts on behalf of the Home during the past year.

There being no further business, the meeting adjourned.

D Murphy Secretary

ANNUAL MEETING

San Francisco, California,
May 10th, 1916.

In accordance with the By-Laws, and pursuant to notice published in the Daily Journal of Commerce, for two weeks immediately prior to the day of which notice the following is a printed copy:-

ANNUAL MEETING

NOTICE IS HEREBY GIVEN THAT
the annual meeting of the members of
the corporation known as THE OLD
PEOPLES HOME will be held at the
office of the home S. W. corner of Pine
and 16th streets, San Francisco, on
WEDNESDAY, May 10, 1916, at 2 p.m.
on that day for the purpose of electing
a Board of Trustees and a Board of
Lady Managers to serve for the ensuing
year, and until their successors
are elected and qualified and for the
transaction of such other business as
may come before the meeting and
which may be taken up according to
law. D. J. MURPHY,
Secretary.
Apr 25-16

The annual meeting of the Corporation known as the Old Peoples' Home was held this day at the Home at 2 o'clock P.M.

Charles F. Hanlon, 1st Vice-President, presided, in the absence of Mr. Crocker, President, and the Secretary - D. J. Murphy, acted as such.

On roll Call the following members were found to be present:

Mrs. E. A. Bresse	Mrs. E. E. Kentfield
Mrs. Wm. H. Brown	Mrs. J. L. Martel
Mrs. C. T. Deane	Mr. D. J. Murphy
Mrs. Wm. H. Dick	Mrs. Fred. McWilliams
Mrs. D. E. Frielle	Mrs. T. H. Palache
Mr. A. B. Ford	Mrs. Wm. F. Perkins
Mrs. Chas. H. Huffman	Mr. Ferd. C. Peterson
Mr. Chas. F. Hanlon	Mrs. E. Van Bergen

Minutes of the annual meeting held on May 12th, 1915, were read, and on motion of Mrs. Palache, seconded by Mr. Peterson, were unanimously approved.

Mrs. Bresse then presented and read her report as President of the Board of Lady Managers, which, on motion of Mr. Ford, seconded by Mr. Peterson was unanimously accepted and ordered filed.

The report of the Superintendent as well as the reports of:-

Treasurer Board of Trustees
Treasurer Board of Lady Managers
Secretary of the Board of Lady Managers

were also read, and on motion duly seconded, were unanimously accepted and ordered filed.

The reports of Mr. C. C. Stevenson on his examination of the accounts of the Board of Trustees and Lady Managers were then read. Mrs. Deane moved that a vote of thanks be tendered to Mr. Stevenson for his kindness on behalf of the Home, and that this meeting recommend that the Board of Trustees send to Mr. Stevenson a check for \$25.00 in recognition of his services. The motion was seconded by Mrs. Huffman and unanimously carried.

Charles F. Hanlon then presented and read a report on the legal work attended to by him during the past year, and giving a detailed account of the valuable services rendered in connection with various estates and which netted to the Home properties and moneys amounting to \$4,500. WHEREUPON, on Motion of Mrs. Bresse seconded by Mr. Peterson, a vote of thanks was tendered to Mr. Hanlon for his faithful work on behalf of the Institution, and his report was unanimously approved and ordered filed.

Mrs. Bresse then stated that there were 172 inmates at present in the Home and that there were only a few more rooms vacant. That the Board of Lady Managers had discussed the advisability of erecting a small building in back of the Home for the accommodation of the employes and ~~was~~ converting the rooms at present occupied by them in the main building into quarters for additional inmates. WHEREUPON, on motion duly seconded it was unanimously resolved that the matter be referred to a joint meeting of the Board of Trustees and a Committee of three from the Board of Lady Managers, consisting of Mrs. Bresse, Mrs. Brown and Mrs. Dick.

Mrs. Bresse then presented a letter from William H. Crocker, the President, recommending that the salary of the Superintendent of the Home, Dr. George E. Weagant, be raised from \$100. to \$150. per month. The Chairman then put the matter before the meeting as to what their desire regarding this communication was, and what disposition was to be made of same. Thereupon Mrs. Bresse arose and stated to the meeting that the present salary of the Superintendent was \$100., and in addition to that he was given board and lodging in the Home itself for him, the said Superintendent, and his wife and two children, and that the board and lodging was worth all the way from \$75. to \$100. per month. The chairman then stated that the Superintendent needed money for clothes and apparel and various other expenses outside of board and lodging, and that he would like to hear from the members present as to their desire whether the increase in salary should be recommended or not at the present meeting. On motion duly made, seconded and unanimously carried, it was ordered that the matter be left to the joint meeting to be held of the Board of Trustees with the three Lady Managers appointed to-day to act upon the question of building new quarters at the Home, and that at that meeting the question should be taken up and disposed of.

The Chairman then announced that the next order of business was the election of a Board of Trustees, and Board of Lady Managers for the ensuing year.

Mr. Murphy placed in nomination the names of the following gentlemen to serve as the Board of Trustees of the Old Peoples' Home for the ensuing year, and until their successors are elected and qualified, stating that they were also the nominees selected at a meeting of the Board of Trustees held on May 6th, 1915:-

William H. Crocker	F. C. Peterson
Charles T. Crocker	E. E. Kentfield
Charles F. Hanlon	F. W. Bradley
Charles E. Green	James Irvine
George W. Scott	A. B. Ford
D. J. Murphy	

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and Mrs. Kentfield and Mrs. Huffman were appointed a committee to take up same, WHEREUPON the Chairman reading from the ballots declared that the foregoing were the duly elected Board of Trustees for the ensuing year, and until their successors were elected and qualified.

Mrs. McWilliams then placed in nomination the names of the following ladies to serve as the Board of Lady Managers for the ensuing year:-

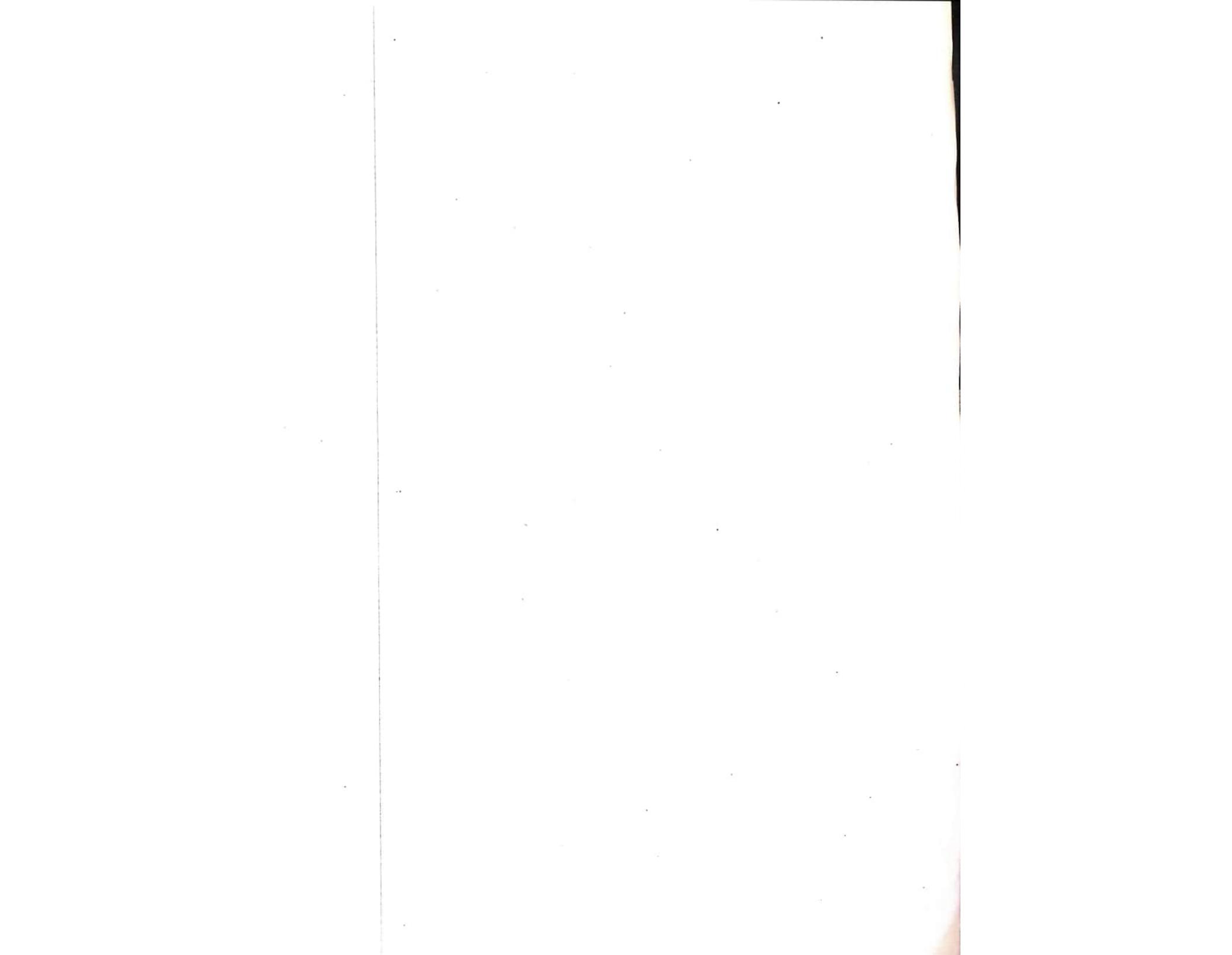
- Mrs. Eugene Bresse	- Mrs. F. J. McWilliams
- Mrs. William Brown	- Mrs. F. G. Norman
- Mrs. C. W. Deane	- Mrs. T. H. Palache
- Mrs. Sewell Dolliver	- Mrs. William Perkins
- Mrs. D. E. Friele	- Mrs. A. J. Scott
- Mrs. Chas. Goodall	- Mrs. George Sperry
- Mrs. C. H. Huffman	- Mrs. Edward Van Bergen
- Mrs. Thomas E. Haven	- Mrs. Chas. C. Wadsworth
- Mrs. Charles Judson	- Mrs. E. W. Wilson
- Mrs. E. Kentfield	- Mrs. William H. Dick
> Mrs. J. L. Martel	

The nominations were duly seconded, and their being no further nominations, ballots were cast by the members present, and the Chairman announced that the foregoing were the duly elected Board of Lady Managers for the ensuing year, and until their successors were elected and qualified.

After a general discussion of the affairs of the Home, it was moved and unanimously carried that a vote of thanks be tendered to the various officers of the Board of Lady Managers for their faithful and untiring efforts on behalf of the Home during the past year.

Their being no further business, the meeting adjourned.

*S J Murphy
Secretary*



day, of which notice the following is a printed copy:

ANNUAL MEETING.

NOTICE IS HEREBY GIVEN THAT the annual meeting of the members of the corporation known as THE OLD PEOPLES HOME will be held at the office of the home, southwest corner of Fine and Pierce streets, San Francisco, on WEDNESDAY, May 9, 1917, at 2 p. m. of that day for the purpose of electing a Board of Trustees and a Board of Lady Managers to serve for the ensuing year, and until their successors are elected and qualified, and for the transaction of such other business as may come before the meeting and which may be taken up according to law.
apr24-td D. J. MURPHY Secretary.

The annual meeting of the Corporation known as the Old Peoples' Home was held this day at the Home at 2 o'clock P. M.

Charles F. Hanlon, First Vice President, presided in the absence of Mr. Crocker, President, and the Secretary, D. J. Murphy, acted as such.

On roll call the following members were found to be present.

Mrs. E. A. Bresse	Mrs. C. C. Judson
Mrs. Wm. H. Brown	Mrs. J. L. Martel
Mr. F. W. Bradley	Mrs. M. A. McWilliams
Mrs. C. T. Deane	Mr. D. J. Murphy
Mrs. Wm. H. Dick	Mrs. T. H. Palache
Mrs. Sewell Dolliver	Mrs. Wm. F. Perkins
Mrs. D. E. Frielle	Mr. F. C. Peterson
Mr. A. B. Ford	Mrs. Geo. Sperry
Mrs. Chas. A. Goodall	Mrs. E. Van Bergen
Mr. Chas. F. Hanlon	Mrs. E. W. Wilson

The minutes of the annual meeting held on May 9th, 1916, were read and on motion of Mrs. Bresse, seconded by Mrs. Judson, were unanimously approved.

Mrs. Bresse then presented and read her report as President of the Board of Lady Managers, which, on motion of Mr. Ford, seconded by Mr. Peterson, was unanimously approved.

The report of the Superintendent, as well as the reports of

was the election or
the ensuing year.

Mr. Murphy placed in nomination the names of the following gentlemen to serve as the Board of Trustees of the Old Peoples' Home for the ensuing year, and until their successors are elected and qualified, stating that they were also the nominees selected at a meeting of the Board of Trustees held on May 6th, 1915:-

William H. Crocker	F. C. Peterson
Charles T. Crocker	E. E. Kentfield
Charles F. Hanlon	F. W. Bradley
Charles E. Green	James Irvine
George W. Scott	A. B. Ford.
D. J. Murphy	

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and Mrs. Kentfield and Mrs. Huffman were appointed a committee to take up same, WHEREUPON the Chairman reading from the ballots declared that the foregoing were the duly elected Board of Trustees for the ensuing year, and until their successors were elected and qualified.

Mrs. McWilliams then placed in nomination the names of the following ladies to serve as the Board of Lady Managers for the ensuing year:-

Mrs. Eugene Bresse	Mrs. F. G. Norman
Mrs. William Brown	Mrs. F. J. McWilliams
Mrs. C. T. Deane	Mrs. T. H. Palache
Mrs. Sewell Dolliver	Mrs. William Perkins
Mrs. D. E. Friole	Mrs. A. W. Scott
Mrs. Chas. Goodall	Mrs. George Sperry
Mrs. C. H. Huffman	Mrs. Edward Van Bergen
Mrs. Thomas E. Havens	Mrs. Chas. C. Wadsworth
Mrs. Charles Judson	Mrs. E. W. Wilson
Mrs. E. Kentfield	Mrs. William H. Dick
Mrs. J. L. Martel	

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and the Chairman announced that the foregoing were the duly elected Board of Lady Managers for the ensuing year, and until their successors were elected and qualified.

After a general discussion of the affairs of the Home, it was moved and unanimously carried that a vote of thanks be tendered to the various officers of the Board of Lady Managers for their faithful and untiring efforts on behalf of the Home during the past year.

No further business, the meeting adjourned.

ANNUAL MEETING

San Francisco, Cal., May 9, 1917.

In accordance with the By-Laws, and pursuant to notice published in the Daily Journal of Commerce, for two weeks immediately prior to the day, of which notice the following is a printed copy:

ANNUAL MEETING

NOTICE IS HEREBY GIVEN THAT the annual meeting of the members of the corporation known as THE OLD PEOPLES HOME will be held at the office of the home, southwest corner of Pine and Pierce streets, San Francisco, on WEDNESDAY, May 9, 1917, at 2 p.m. for the transaction of business of electing a Board of Trustees and a Board of Lady Managers to serve for the ensuing year and until their successors are elected and qualified, and for the transaction of such other business as may come before the meeting and which may be taken up according to law.
april 24-td D. J. MURPHY Secretary.

The annual meeting of the Corporation known as the Old Peoples' Home was held this day at the Home at 2 o'clock P. M.

Charles F. Haulon, First Vice President, presided in the absence of Mr. Crocker, President, and the Secretary, D. J. Murphy, acted as such.

On roll call the following members were found to be present.

Mrs. E. A. Bresse	Mrs. C. C. Judson
Mrs. Wm. H. Brown	Mrs. J. L. Martel
Mr. F. W. Bradley	Mrs. M. A. McWilliams
Mrs. C. T. Deane	Mr. D. J. Murphy
Mrs. Wm. H. Dick	Mrs. T. H. Falsche
Mrs. Sewell Dolliver	Mrs. Wm. F. Perkins
Mrs. D. E. Friole	Mr. F. C. Peterson
Mr. A. B. Ford	Mrs. Geo. Sperry
Mrs. Chas. A. Goodall	Mrs. E. Van Bergen
Mr. Chas. F. Hanlon	Mrs. E. W. Wilson

The minutes of the annual meeting held on May 9th, 1916, were read and on motion of Mrs. Bresse, seconded by Mrs. Judson, were unanimously approved.

Mrs. Bresse then presented and read her report as President of the Board of Lady Managers, which, on motion of Mr. Ford, seconded by Mr. Peterson, was unanimously approved.

The report of the Superintendent, as well as the reports of

Treasurer Board of Trustees
Treasurer of Board of Lady Managers
Secretary of Board of Lady Managers

were also read, and no motion duly seconded were unanimously accepted and ordered filed.

The reports of Mr. C. C. Stevenson on his examination of the accounts of the Board of Trustees and Lady Managers were then read. Mrs. Bresse moved that a vote of thanks be tendered to Mr. Stevenson for his kindness on behalf of the Home, and that this meeting recommend that the Board of Trustees send to Mr. Stevenson a check for \$25.00 in recognition of his services. The motion was seconded by Mrs. Judson and unanimously carried.

Charles F. Hanlon then presented and read a report on the legal work attended to by him during the past year, giving a detailed account of the valuable services rendered by him in connection of various estates on behalf of the home.

On motion of Mrs. Bresse seconded by Mr. Peterson, a vote of thanks was tendered to Mr. Hanlon and his report was unanimously approved and ordered filed.

The Chairman then announced that the next order of business was the election of a Board of Trustees, and Board of Lady Managers for the ensuing year.

Mr. Murphy placed in nomination the names of the following gentlemen to serve as the Board of Trustees of the Old Peoples' Home for the ensuing year, and until their successors are elected and qualified, stating that they were also the nominees selected at a meeting of the Board of Trustees held on May 6th, 1915:-

William H. Crocker	F. C. Peterson
Charles T. Crocker	E. E. Kentfield
Charles F. Hanlon	F. W. Bradley
Charles E. Green	James Irvine
George W. Scott	A. B. Ford.
D. J. Murphy	

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and Mrs. Kentfield and Mrs. Huffman were appointed a committee to take up same, WHEREUPON the Chairman reading from the ballots declared that the foregoing were the duly elected Board of Trustees for the ensuing year, and until their successors were elected and qualified.

Mrs. McWilliams then placed in nomination the names of the following ladies to serve as the Board of Lady Managers for the ensuing year:-

Mrs. Eugene Bresse	Mrs. F. G. Norman
Mrs. William Brown	Mrs. F. J. McWilliams
Mrs. C. T. Deane	Mrs. T. H. Palache
Mrs. Sewell Dolliver	Mrs. William Perkins
Mrs. D. E. Friole	Mrs. A. W. Scott
Mrs. Chas. Goodall	Mrs. George Sperry
Mrs. C. H. Huffman	Mrs. Edward Van Bergen
Mrs. Thomas E. Havens	Mrs. Chas. C. Wadsworth
Mrs. Charles Judson	Mrs. E. W. Wilson
Mrs. E. Kentfield	Mrs. William H. Dick
Mrs. J. L. Martel	

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and the Chairman announced that the foregoing were the duly elected Board of Lady Managers for the ensuing year, and until their successors were elected and qualified.

After a general discussion of the affairs of the Home, it was moved and unanimously carried that a vote of thanks be tendered to the various officers of the Board of Lady Managers for their faithful and untiring efforts on behalf of the Home during the past year.

There being no further business, the meeting adjourned.

*D. Murphy
Secretary*

1918

CALL FOR SPECIAL MEETING.

The three undersigned give this, their written request to the President and Secretary, or to either of them, that they or he call a special meeting of the Board of Trustees of the Old Peoples' Home, to take place at noon on May 8, 1918, at the Directors' Room of the Crocker National Bank, for the purpose of appointing a nominating committee, whose duty it shall be to nominate a Board of Trustees to be voted for at the Annual Election to be held at two o'clock in the afternoon on the same day, - and to present such nomination at such Annual Meeting, and also to transact such other business as may come up at said meeting.

Geo. W. Scott
D Murphy
Charles W. Denner
Trustees

DIRECTORS' ROOMS OF THE CROCKER NATIONAL BANK,

San Francisco, California,
Wednesday, May 8, 1918, at 12 M.

A special meeting of the Board of Trustees of the Old Peoples' Home was called by the Secretary of the Corporation upon the filing with him within the last five days of the written request therefor signed by three Trustees of the said Board of Trustees, and accordingly, said meeting was held at the Directors' Room of the Crocker National Bank, on Wednesday, May 8, 1918, at noon.

The meeting was called to order by Charles F. Hanlon, First Vice President, in the absence of Wm. H. Crocker, the President.

There were present all the Trustees except James Irvine, F. W. Bradley and Charles T. Crocker. There being six and over, the Chairman declared there was a quorum and the meeting proceeded.

It was moved, seconded and unanimously carried that this Board of Trustees act as a nominating committee, whose duty it shall be to nominate a Board of Trustees to be voted at the Annual Election to take place at two o'clock to-day, and at the same time to present its nomination at said Annual Meeting.

It was moved, seconded and unanimously carried that this Board of Trustees now acting as such nominating committee does hereby nominate as a Board of Trustees to act for the ensuing year on behalf of the Old Peoples' Home, and which nominations are to be voted on at the Annual Meeting and Annual Election of the Old Peoples' Home to take place at two o'clock today, the following gentlemen, to-wit:
Wm. H. Crocker, Chas. T. Crocker, Charles F. Hanlon, C. E. Green, Geo.

W. Scott, James Irvine, F. W. Bradley, F. C. Peterson, E. E. Kentfield, A. B. Ford, and D. J. Murphy.

It was moved, seconded and unanimously carried that D. J. Murphy, the Secretary of the Corporation, and he is hereby directed to appear at the Annual Election and present said nominations for Trustees for the ensuing year and to duly move that they be elected as such for such time and to do anything necessary or convenient in and about the matter of resolutions passed to-day by this Board of Trustees.

On motion seconded and duly carried, it was ordered that the meeting adjourn until Friday, May 10, 1918, at noon of that day at the Directors' Room of the Crocker National Bank.

The meeting then adjourned accordingly.



Secretary.

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ANNUAL MEETING

San Francisco, Cal. May 8, 1918.

In accordance with the By-Laws, and pursuant to notice published in the Daily Journal of Commerce, for two weeks immediately prior to the day, of which notice the following is a printed copy:

The annual meeting of the Corporation known as the Old Peoples Home was held this day at the Home at 2 o'clock P. M.

Charles F. Hanlon, First Vice President, presided in the absence of Mr. Crocker, President, and the Secretary, D. J. Murphy, acted as such.

On roll call the following members were found to be present:

Mrs. Wm. H. Brown	Mrs. C. C. Judson
Mr. Chas. F. Hanlon	Mr. E. E. Kentfield
Mrs. Ralph W. Crary	Mr. D. J. Murphy
Mrs. C. T. Deane	Mrs. H. A. McWilliams
Mrs. Wm. H. Dick	Mrs. F. G. Norman
Mrs. Sewell Dolliver	Mrs. Wm. F. Perkins
Mr. A. B. Ford	Mr. F. C. Peterson
Mrs. Chas. A. Goodall	Mrs. E. Van Bergen
Mrs. Chas. H. Huffman	Mrs. E. W. Wilson

The minutes of the annual meeting held on May 9th, 1917, were read and on motion of Mrs. Norman, seconded by Mrs. Judson, were unanimously approved.

The reports of Mr. C. C. Stevenson on his examination of the accounts of the Board of Trustees and Lady Managers were then read. It was moved that a vote of thanks be tendered to Mr. Stevenson for his kindness on behalf of the Home, and that this meeting recommend that the Board of Trustees send to Mr. Stevenson a check for \$25.00 in recognition of his services. The motion was seconded by Mrs. Judson and unanimously carried.

The report of the Superintendent, as well as the reports of

Treasurer Board of Trustees
Treasurer of Board of Lady Managers
Secretary of Board of Lady Managers

are also read, and on motion duly seconded were unanimously accepted and ordered filed.

Charles F. Hanlon then presented and read a report on the legal work attended to by him during the past year, giving a detailed account of the valuable services rendered by him in connection with various estates on behalf of the Home.

On motion duly seconded, a vote of thanks was tendered to Mr. Hanlon and his report was unanimously approved and ordered filed

The Chairman then announced that the next order of business was the election of a Board of Trustees, and Board of Lady Managers for the ensuing year.

Mr. Murphy placed in nomination the names of the following gentlemen to serve as the Board of Trustees of the Old Peoples' Home for the ensuing year, and until their successors are elected and qualified, stating that they were also the nominees selected at a meeting of the Board of Trustees held on May 6th, 1915:-

William H. Crocker	F. C. Peterson
Charles T. Crocker	E. E. Kentfield
Charles F. Hanlon	F. W. Bradley
Charles E. Green	James Irvine
George W. Scott	A. B. Ford
D. J. Murphy	

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and Mrs. Goodall and Mrs. Huffman were appointed a committee to take up same, WHEREUPON the Chairman reading from the ballots declared that the foregoing were the duly elected Board of Trustees for the ensuing year and until their successors were elected and qualified.

Mrs. McWilliams then placed in nomination the names of the following ladies to serve as the Board of Lady Managers for the ensuing year:-

Mrs. Eugene Bresse	Mrs. F. G. Norman
Mrs. William Brown	Mrs. F. J. McWilliams
Mrs. C. T. Deane	Mrs. T. H. Palache
Mrs. Sewell Dolliver	Mrs. William Perkins
Mrs. D. E. Friole	Mrs. A. W. Scott
Mrs. Chas. Goodall	Mrs. George Sperry
Mrs. C. H. Huffman	Mrs. Edward Van Bergen
Mrs. Thomas E. Havens	Mrs. Chas. C. Wadsworth
Mrs. Charles Judson	Mrs. E. W. Wilson
Mrs. E. Kentfield	Mrs. William H. Dick
Mrs. J. L. Martel	

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and the Chairman announced that the foregoing were the duly elected Board of Lady Managers for the ensuing year, and until their successors were elected and qualified.

After a general discussion of the affairs of the Home, it was moved and unanimously carried that a vote of thanks be tendered to the various officers of the Board of Lady Managers for their faithful and untiring efforts on behalf of the Home during the past year.

There being no further business, the meeting adjourned.

*D. Murphy
Secretary*

DIRECTORS' ROOM OF THE CROCKER NATIONAL BANK.

San Francisco, California,
Friday, May 10, 1918, at 12 M.

Pursuant to adjournment from May 8, 1918, of the Trustees' Meeting, - a meeting of said Trustees was again held at noon on Friday, May 10, 1918, at the Directors' Room of the Crocker National Bank, and all the Trustees attended except A. B. Ford, F. W. Bradley and James Irvine.

On motion of D. J. Murphy, seconded by G. E. Green, and unanimously carried, it was resolved that the new Board organize as per election at the Annual Meeting held at two o'clock on May 8, 1918.

Upon motion duly made, seconded and carried, the following officers were nominated and unanimously elected to serve as officers of the Corporation for the ensuing year, to-wit:

For President,	Wm. H. Crocker
For First Vice President,	Charles F. Hanlon
For Second Vice President,	Chas. T. Crocker
For Secretary,	D. J. Murphy
For Treasurer,	G. E. Green
For Financial Committee,	Geo. W. Scott and C. E. Green
For General Counsel and Attorney for the Corporation,	Charles F. Hanlon.

Thereupon said nominees and appointees accepted said positions and agreed to act as such, and upon motion duly seconded, it was moved that said meeting adjourn subject to the call of the President, First Vice President or Secretary.

CALL FOR SPECIAL MEETING.

1919

The three undersigned give this, their written request to the President and Secretary, or to either of them, that they or he call a special meeting of the Board of Trustees of the Old Peoples' Home, to take place at noon on May 14, 1919, at the Directors' Room of the Crocker National Bank, for the purpose of pointing a nominating committee, whose duty it shall be to nominate a Board of Trustees to be voted for at the Annual Election to be held at two o'clock in the afternoon on the same day, - and to present such nomination at such Annual Meeting, and also to transact such other business as may come up at said meeting.

G. W. Jones
A. Murphy
Albert Hause
Trustees

R. Scott, James Irvine, F. W. Bradley, F. C. Peterson, E. H. Kentfield, A. B. Ford, and L. J. Murphy.

It was moved, seconded and unanimously carried that L. J. Murphy, the Secretary of the Corporation, and he is hereby directed to appear at the Annual Election and present said nominations for Trustees for the ensuing year and to duly move that they be elected as such for such time and to do anything necessary or convenient in and about the matter of resolutions passed to-day by this Board of Trustees.

On motion seconded and duly carried, it was ordered that the meeting adjourn until Friday, May 16, 1919, at noon of that day at the Directors' Room of the Crocker National Bank.

The meeting then adjourned accordingly.

L. J. Murphy
Secretary.

DIRECTORS' ROOM OF THE CROCKER NATIONAL BANK,

San Francisco, California,

Wednesday, May 14, 1919, at 12 M.

A special meeting of the Board of Trustees of the Old Peoples' Home was called by the Secretary of the Corporation upon the filing with him within the last five days of the written request therefor signed by three Trustees of the said Board of Trustees, and accordingly, said meeting was held at the Directors' Room of the Crocker National Bank, on Wednesday, May 14, 1919, at noon.

The meeting was called to order by Charles F. Hanlon, First Vice President, in the absence of Wm. H. Crocker, the President.

There were present all the Trustees except James Irvine, F. W. Bradley and Charles T. Crocker. There being six and over, the Chairman declared there was a quorum and the meeting proceeded.

It was moved, seconded and unanimously carried that this Board of Trustees act as a nominating committee, whose duty it shall be to nominate a Board of Trustees to be voted at the Annual Election to take place at two o'clock to-day, and at the same time to present its nomination at said Annual Meeting.

It was moved, seconded and unanimously carried that this Board of Trustees now acting as such nominating committee does hereby nominate as a Board of Trustees to act for the ensuing year on behalf of the Old Peoples' Home, and which nominations are to be voted on at the Annual Meeting and Annual Election of the Old Peoples' Home to take place at two o'clock today, the following gentlemen, to-wit:
Wm. H. Crocker, Chas. T. Crocker, Charles F. Hanlon, C. E. Green, Geo.

ANNUAL MEETING

San Francisco, California.
May 14, 1919.

In accordance with the By-Laws, and pursuant to notice published in the Daily Journal of Commerce, for two weeks immediately prior to the day of which notice the following is a printed copy:-

ANNUAL MEETING

NOTICE IS HEREBY GIVEN THAT the annual meeting of the members of the corporation known as THE OLD PEOPLES' HOME will be held at the office of the home, southwest corner of Pine and Pierce streets, San Francisco, on WEDNESDAY, MAY 14, 1919, at 2 p.m. of that day, for the purpose of electing a Board of Trustees and a Board of Lady Managers to serve for the ensuing year, and until their successors are elected and installed, and for transacting such other business as may come before the meeting and which may be taken up according to law.
april 29-td W. J. MURPHY, Secretary.

The annual meeting of the Old Peoples' Home, was held on Wednesday May 14th, 1919, at 2 o'clock in the afternoon of that day, at the building of the Old Peoples' Home, on the Southwest corner of Pine and Pierce Sts., in said San Francisco.

Charles F. Hanlon, 1st Vice-President, presided in the absence of Mr. Wm. H. Crocker, and D. J. Murphy, the Secretary, acted as such.

On roll-call, we found that more than three fourths of the members of the Old Peoples' Home were present at the meeting, and thereupon the Chairman called the meeting to order.

The minutes of the annual meeting of May 8th, 1918, were read, and upon motion duly made, seconded and unanimously carried, were duly adopted.

The chairman announced that Mrs. Margaret Bresse, the Chairman of the Board of Lady Managers, was absent in the East, but that the regular order of business would be duly carried out.

Thereupon the report of Mrs. Emilia McWilliams, the Secretary of the Board of Lady Managers, was read, showing that her Board met weekly except in July, and that it changed the Matron in February, Mrs. Dean being now the Matron; that there are 174 members in the Home, (54 men and 120 women). The Home lost by death in the past year, 3 men and 12 women. In the last year the Home admitted 20 new members, (16 men and 14 women). The Report states that the Board of Lady Managers extended their thanks and appreciation to Mr. Hanlon, as the Attorney, for his kindness and attention, and also extended their appreciation for the services of the Trustees.

On motion duly made, seconded and unanimously carried, the report of Mrs. McWilliams, as Secretary, was approved and ordered placed on file.

Thereupon the report of C. C. Stevenson, Jr., the Home's expert was read, which stated that the year's operation showed a loss of \$3616.34 but deducting this loss, our total net gain from Jan. 1, 1899 to Apr. 30, 1919, was \$95,915.14, and the total company account exclusive of the value of the Home property was \$204,981.69, and the operating cost for the last year was \$10,389.69 greater than the previous year; but the income this year was \$4058.32 greater than last year.

Upon motion duly made, seconded and unanimously carried, the report of Mr. Stevenson was received, approved and ordered on file, and that a vote of thanks be extended to Mr. Stevenson for his good and valuable advice and services, and that a copy of this resolution be mailed to him by our Secretary, and he be paid \$25.00 for his services.

Thereupon the report of Frank W. Dean, Supt., dated May 1, 1919, was read, showing that there passed through the Superintendent's hands, \$47,585.96, and that there is on deposit for security for inmateship fee, the bank book of Mrs. L. D. Doty showing a balance of \$1800.96.

Upon motion duly made, seconded and unanimously carried, said report was approved and ordered on file.

Thereupon the report of William H. Dick, the Treasurer of the Board of Lady Managers, was read. It was for the year ending April 30th, 1919. It started with a balance of \$6,676.23; to this was added over \$46,000. for life inmates, over \$7,000 for Donations, and \$13,000. drawn from the trustees, making the total receipts, \$78,150.52. The disbursements amounted to \$71,417.96, the balance, cash in hand, being \$6,733.06. The largest item was Pay-roll, over \$22,000., the next was Provisions - over \$20,000., and the meat - \$9,000.

Upon motion duly made, seconded and unanimously carried, the report was approved and ordered on file.

The report of Chas. E. Green, Treasurer of the Corporation, running from Apr. 30, 1918, to May 30, 1919, together with a trial balance, entitled: "Trial Balance - Board of Trustees - Old Peoples' Home - May 14th, 1919", was read with totals of \$279,268.21. This account showed the value of the bonds in twelve companies, shares of stock in other companies, etc.

Upon motion duly made, seconded and unanimously carried, the report was adopted and ordered placed on file.

The report of Charles F. Hanlon, as attorney for the year ending May 14, 1919, was read, showing his work in the -

Mary L. Holland matter
Amas P. Willey Estate
Jennie Fuller "
Chas. A. Morgan "
Mrs. T. Coleman "

and his work as to the running expenses, and his work in general business. He reported, that for the Willey Estate, he received and turned over to the Old Peoples' Home, \$294.42, as the Home is fast coming into its share of the residue, amounting to \$69,072.50. He also reported that in the Fuller Estate he received and turned over to the Old Peoples' Home \$500.00, which was a special legacy in the Will, and that in addition to the special legacy, he received the sum of 1300 odd Dollars as the supposed fourth of the residue of the Fuller Estate, but that he had given receipts to the effect that if the money should be required to be paid back to the executive, on account of the order of the judge in settling the account, or because of any breaking of the Will, - that he would pay back the whole or such part thereof, that may be required, and that in the meantime, he was holding until the account would be settled, which would be in a few months.

On motion duly made, seconded and unanimously carried, the report of the Treasurer was approved and ordered on file, and a vote of thanks give to him showing appreciation for performing services without charge for attorney's fees.

ELECTION

Thereupon the election of a Board of Lady Managers, and a Board of Trustees was entered upon. The election for Trustees was declared in order and a vote by ballot took place, the tellers having examined the ballots, announced the result, whereupon the Chairman announced that the following were duly elected unanimously as trustees of the Corporation for the ensuing year -

Wm. H. Crocker	Chas. T. Crocker	Chas. F. Hanlon
Chas. E. Green	Geo. W. Scott	F. C. Peterson
E. E. Kentfield	F. W. Bradley	James Irvine
	D. J. Murphy	

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DIRECTORS' ROOM OF THE CROCKER NATIONAL BANK.

San Francisco, California,

Friday, May 16, 1919, at 12 M.

Pursuant to adjournment from May 14, 1919, of the Trustees' Meeting, - a meeting of said Trustees was again held at noon on Friday, May 16, 1919, at the Directors' Room of the Crocker National Bank, and all the Trustees attended except A. B. Ford, F. W. Bradley and James Irvine.

On motion of D. J. Murphy, seconded by C. E. Green, and unanimously carried, it was resolved that the new Board organize as per election at the Annual Meeting held at two o'clock on May 14, 1919.

Upon motion duly made, seconded and carried, the following officers were nominated and unanimously elected to serve as officers of the Corporation for the ensuing year, to-wit:

For President, Wm. H. Crocker

For First Vice President, Charles F. Hanlon

For Second Vice President, Chas. T. Crocker

For Secretary, D. J. Murphy

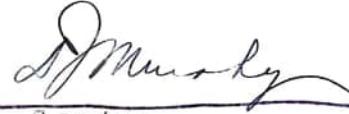
For Treasurer, C. E. Green

For Financial Committee, Geo. W. Scott and
C. E. Green

For General Counsel and
Attorney for the Corporation, Charles F. Hanlon.

Thereupon said nominees and appointees accepted said positions and agreed to act as such, and upon motion duly seconded, it was moved that said meeting adjourn subject to the call of the President, First Vice President or Secretary.

The meeting adjourned accordingly.

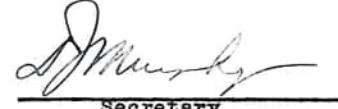

D. J. Murphy
Secretary

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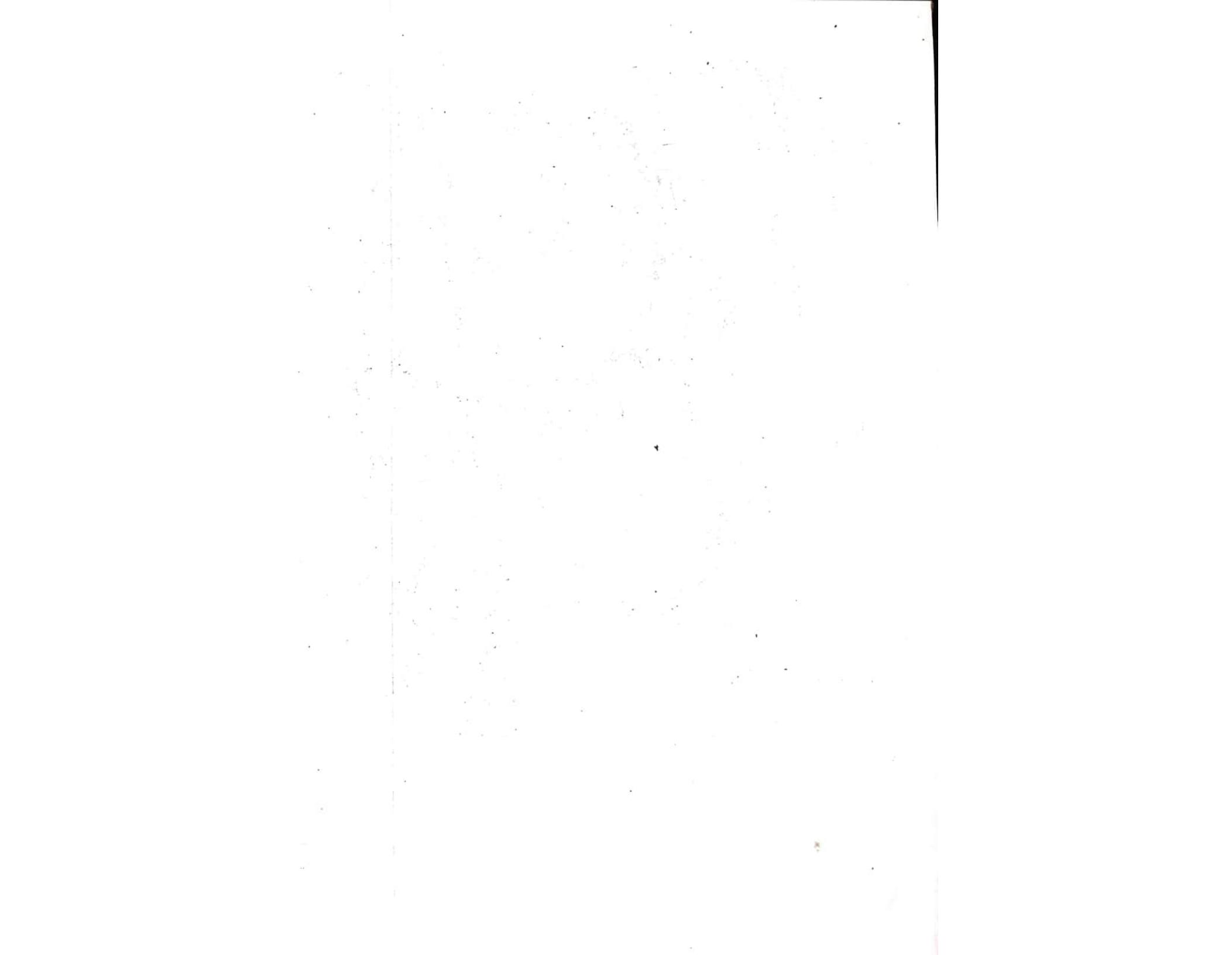
Whereupon the chairman announced that an election of a Board of Lady Managers take place. Ballots were cast by all members present, tellers were appointed who gathered the ballots and announced the result to the Chairman. The Chairman announced that the following ladies were unanimously elected to act as members of the Board of Lady Managers for the ensuing year:-

Mrs. Jesse S. Andrews	Mrs. Eugene Bresse
Mrs. William Brown	Mrs. Ralph Crary
Mrs. W. T. Deane	Mrs. William H. Dick
Mrs. Seawall Dolliver	Mrs. Charles Goodall
Mrs. Thomas E. Haven	Mrs. Joseph D. Hodgen
Mrs. Charles H. Hoffman	Mrs. E. E. Kentfield
Mrs. Charles C. Judson	Mrs. J. L. Mantel
Mrs. A. M. McWilliams	Mrs. F. C. Norman
Mrs. F. H. Palache	Mrs. Wm. F. Perkins
Mrs. W. W. Scott	Mrs. Edward A. Van Bergen
Mrs. E. W. Wilson	

Thereupon motion was duly made and carried and the meeting adjourned subject to the call of the President of the Corporation.



Secretary



San Francisco, California,
May 17th, 1920.

In accordance with the By-Laws, and pursuant to notice published in the Daily Journal of Commerce, for two weeks immediately prior to the day of which notice the following is a printed copy: -

The annual meeting of the Old Peoples' Home was held on Wednesday May 4th, 1920, at 2 o'clock in the afternoon of that day, at the building of the Old Peoples' Home, on the Southwest corner of Pine and Pierce Streets, in said San Francisco.

Charles F. Hanlon, 1st Vice-President, presided in the absence of Mr. Wm. H. Crocker, and D. J. Murphy, the Secretary, acted as such.

On roll-call, we found that more than three fourths of the members of the Old Peoples' Home were present at the meeting, and thereupon the Chairman called the meeting to order.

The minutes of the annual meeting of May 14, 1919, were read, and upon motion duly made, seconded and unanimously carried, were duly adopted.

Thereupon the report of the Secretary of the Board of Lady Managers was read, and upon motion duly made and seconded, same was approved and ordered placed on file.

Thereupon the report of the Treasurer of the Board of Lady Managers was read, and on motion duly made and seconded, same was approved and ordered placed on file.

The report of C. C. Stevenson, Jr., the Home's Expert, was read, in which he stated that he had examined both the books of the Board of Trustees and the Lady Managers, and that the income and disbursements as entered by each were fully reported.

Upon motion duly made and seconded, the report was approved and ordered placed on file, and the Secretary was instructed to write Mr. Stevenson and thank him for his usual courtesy in rendering this valuable service, and that further a check for \$25.00 be paid to him for his services.

Thereupon the report of Frank W. Dean, Superintendent, for the year was read, and on motion duly made and seconded, same was approved and ordered placed on file.

The report of the Treasurer of the Corporation, together with trial balance and other financial statements, were read, and on motion duly made and seconded, same were approved and ordered placed on file.

Resolved: That a Committee of three each from the Board of Trustees and Board of Lady Managers be appointed to meet on May 26th at the Home to take up the amendment and changing of the By-Laws, as deemed by them advisable.

The Chair then appointed the following to serve on this Committee:

Mrs. Wilson	Mrs. McWilliams
Mrs. Judson	Geo. W. Scott
Mrs. Brown	Ferd Peterson
C. E. Green	

No further business appearing, the meeting adjourned.



Secretary

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The report of Charles F. Hanlon, Attorney, for the year ending May 12, 1920, was read, in which all the matters relating to the interests of the Home and the estates of

Mary L. Holland and G. H. Umbsen
Amasa P. Willey Estate
Jennie B. Fuller Estate
Charles A. Morgan Estate
William T. Coleman Estate
Estate of Loren Coburn

were fully reported.

On motion duly made and seconded, the report was approved and ordered placed on file, and a vote of thanks was tendered to Mr. Hanlon for his valuable and untiring services to the Home.

ELECTION

Thereupon the election of a Board of Lady Managers, and a Board of Trustees was entered upon. The election for Trustees was declared in order and a vote by ballot took place, the tellers having examined the ballots, announced the result, whereupon the Chairman announced that the following were duly elected unanimously as trustees of the Corporation for the ensuing year:

Wm. H. Crocker	Chas. T. Crocker	Chas. F. Hanlon
Chas. E. Green	Geo. W. Scott	F. C. Peterson
E. E. Kentfield	F. W. Bradley	James Irvine
	D. J. Murphy	

Whereupon the chairman announced that an election of a Board of Lady Managers take place. Ballots were cast by all members present, tellers were appointed who gathered the ballots and announced the result to the Chairman. The Chairman announced that the following ladies were unanimously elected to act as members of the Board of Lady Managers for the ensuing year: -

Mrs. Jesse S. Andrews	Mrs. Josephine Borda
Mrs. William Brown	Mrs. Henry Norman
Mrs. T. E. Haven	Mrs. William H. Dick
Mrs. Charles Goodall	Mrs. F. S. Norman
Mrs. J. D. Hodgen	Mrs. F. H. Palache
Mrs. Chas. Huffman	Mrs. Wm. F. Perkins
Mrs. Chas. Judson	Mrs. F. C. Peterson
Mrs. Edward Kentfield	Mrs. A. W. Scott
Mrs. J. L. Martel	Mrs. E. Van Bergen
Mrs. A. M. McWilliams	Mrs. W. E. Wilcox
Mrs. E. W. Wilson	

The Chairman then reported that Mrs. Bresse, the beloved President of the Board of Lady Managers, had passed away, and spoke eloquently of her deeds and devotion to the Home, and on motion of Mrs. McWilliams, seconded by Mr. Peterson, the following Committee was named to draft suitable resolutions in her memory.

Mrs. Judson
Mrs. McWilliams
Mr. Peterson

Mrs. Wilson stated that it was necessary to amend some of the By-Laws relating to the House Rules of the Home, and on motion duly seconded, it was

TRUSTEES' MEETING.

San Francisco, California,

May 5, 1921, at 12 M.

A special meeting of the Board of Trustees of the Old People's Home was called by the Secretary of the corporation upon the filing with him within the last five days of the written request therefor signed by ~~the~~ three trustees of said Board and accordingly said meeting was held in the Directors room of the Crocker National Bank on Thursday, May 5th, 1921, at noon.

The meeting was called to order by Charles F. Vanlon, first Vice-President, in the absence of William H. Crocker, President. There were present all the trustees except James Irvine, F. W. Bradley, and D. J. Murphy, and Wm. H. Crocker.

The chairman declared there was a quorum and the meeting proceeded. It was moved seconded and unanimously carried that the members present act as a nominating committee whose duty should be to nominate a board of Trustees to be voted at the annual election to take place this month or at any adjourned meeting thereof, or at any special meeting called for the same purpose this month, or at any adjournment thereof with power to present said nominations at the meeting of the members of this corporation.

It was moved, seconded and unanimously carried that Charles E. Greene be and he is hereby authorized to act as Secretary pro tem in the absence of D. J. Murphy the Secretary, and also that the gentlemen now nominated by said nominating committee be and they are hereby nominated as a board of Trustees to act for the ensuing year, to-wit: William H. Crocker, Charles T. Crocker, Charles F. Vanlon, Charles E. Greene, George K. Scott, James Irvine, F. W. Bradley, F. O. Peterson, E. E. Kentfield, and D. J. Murphy, and that the Secretary present said nominations at the election when it comes up. On motion duly seconded and carried it was ordered that this meeting adjourn until Friday, June

Fourth, 1920, at noon of that day, for all purposes that the Board could meet.

Whereupon the meeting adjourned.

CHARLES E. GREENE

Secretary, pro tem.

May 30, 1921
Annual Meeting

SPECIAL ANNUAL MEETING, 1921.

A special meeting of the members of the Old Peoples' Home, a corporation was held on Monday, May 30, 1921, at 2 P.M. of that day, for the purpose of electing a Board of Trustees, and a new board of Lady Managers, and for transacting such other business as may come before the meeting which meeting was held pursuant to notice thereof printed and published in the "San Francisco Journal" for two weeks and immediately prior to this date.

Charles F. Hanlon, first Vice-president, presided at the meeting, in the absence of William H. Crocker, President, who is absent in Europe. Frank L. Dean was appointed Secretary pro tem in the absence of D. J. Murphy who was absent from San Francisco.

Whereupon the presiding officers presented the affidavit of the principal clerk of the publisher of the "San Francisco Journal" and said affidavit showed that said notice was published daily commencing May 12, 1920, and continuing up to the day of the meeting, and that the notice so published was in the words and figures following, to-wit:

NOTICE OF SPECIAL MEETING
OF MEMBERS OF OLD PEOPLES
HOME, A CORPORATION.

Notice is hereby given that a special meeting of the Members of the Old Peoples' Home, a corporation, will be held at the Home, of incorporation, at No. 2307 Pine street, which is at southwest corner of Pierces and Pine streets in the City of San Francisco, California, on MONDAY, MAY 30th, 1921, at 2 o'clock P.M. for the purpose of electing a new Board of Trustees and a new Board of Lady Managers.

Annual MEMBERS' MEETING

San Francisco, Wednesday,
June 4, 1921.

The adjourned special meeting of the members of the Old Peoples' Home was duly held on this day, Wednesday, June 4th, 1921, at 2 P. M. in the meeting room of the Old Peoples' Home, on the corner of Pine and Pierce Streets, San Francisco, California; the president found and declared that there was a quorum present and the meeting proceeded.

Charles F. Hanlon, first vice-president, presided at the meeting in the absence of William H. Crocker, president, and D. J. Murphy, the secretary acted as such.

The minutes of the annual meeting of 1920, as well as the minutes of the special meeting of members held on May 30, 1921, were read and by motion duly made, seconded and unanimously carried were adopted.

Thereupon, members D. J. Murphy; F. C. Peterson and James Irvine presented a written communication stating that the Board of Trustees of the Old Peoples' Home had nominated as the Board of Trustees, and as Trustees of this corporation to act for the ensuing year and to be voted for at the annual meeting and election held this day, the following gentlemen, to-wit: William H. Crocker; Charles Templeton Crocker; Charles F. Hanlon; Charles E. Greene; George W. Scott; James Irvine; F. W. Bradley; F. C. Peterson; E. E. Kentfield and D. J. Murphy;

Thereupon voting was had by ballot, eighteen votes were cast in favor of said gentlemen above mentioned, and no votes were cast against them.

Thereupon Charles F. Hanlon, presiding officer, read off said names as above appear, and declared that they were duly and unanimously elected, and that they constituted the Board of Trustees to act for the corporation for the ensuing year.

Thereupon the presiding officer announced that as the regular Secretary was away from San Francisco, and that this day is a legal holiday that this meeting adjourn to and until Wednesday, June Fourth, 1921, at 2 P.M. at the same place,

to-wit: In the meeting room of the members at the institution on the SW corner of Pine and Pierce Streets, San Francisco.

On motion duly made, seconded and unanimously carried, the meeting adjourned until said time.

FRANK W. DEAN

Secretary pro tem.

Thereupon, Mrs. Huffman, president of the Board of Lady Managers, presented the names of the following ladies who had been theretofore duly nominated to act as a Board of Lady Managers for said corporation for the ensuing year, and to be voted for at this meeting, to-wit:

Mrs. McWilliams
Mrs. Jesse P. Andrews; ✓ Mrs. Henry A. Norman; ✓
Mrs. W. H. Brown; ✓ Mrs. F. G. Norman; ✓
Mrs. Josephine Borda; ✓ Mrs. Thos. H. Palache; ✓
Mrs. Wm. H. Dick; ✓ Mrs. Wm. F. Perkins; ✓
Mrs. Chas. Goodall; ✓ Mrs. F. C. Peterson; ✓
Mrs. Thos. B. Haven; ✓ Mrs. A. W. Scott; ✓
Mrs. J. D. Hodgen; ✓ Mrs. E. A. Van Bergen; ✓
Mrs. Chas. Hufiman; ✓ Mrs. W. D. Wilcox; ✓
Mrs. Chas. Judson; ✓ Mrs. J. Kirk Farth; ✓
Mrs. J. L. Martel; ✓ Mrs. R. V. Holder; ✓

Thereupon, balloting took place according to the by-laws and the president announced that eighteen votes were cast for said ladies so nominated, and no votes were cast against them.

Thereupon, the chairman declared that the ladies whose names last herein appear above, were elected to act as a Board of Lady Managers for the ensuing year.

Thereupon, Mrs. Dick moved to amend section (7) of Article V of the by-laws, so that an applicant paying \$30.00 per month for two months would not receive any return of this money should the applicant be accepted, as is the case now.

Thereupon, voting was had, and the vote polled, and thereupon the chairman declared that there were ~~twelve~~^{Eighteen} votes for and six votes against said amendment, and the president declared that said amendment was carried and ordered the same to be engrossed in the by-laws, same to be certified to according to law, and according to the by-laws.

On motion of Mrs. Mc Williams, duly seconded, and unanimously carried, it was resolved that the new rules of the Old Peoples' Home be pasted in the Minute Book as they are in card

form and nailed on the inside of the doors of the rooms.

Thereupon, ~~unanimously~~ Mr. Peterson, chairman, upon motion duly made, seconded and unanimously carried, was authorized to and did appoint a committee consisting of D. J. Murphy, F. C. Peterson, Mrs. Dick and Mrs. McWilliams, for the purpose of having them attend to the business of investing some \$19,000 now in the hands of the Board of Lady Managers, in some interest bearing securities to be bought by Mr. D. J. Murphy.

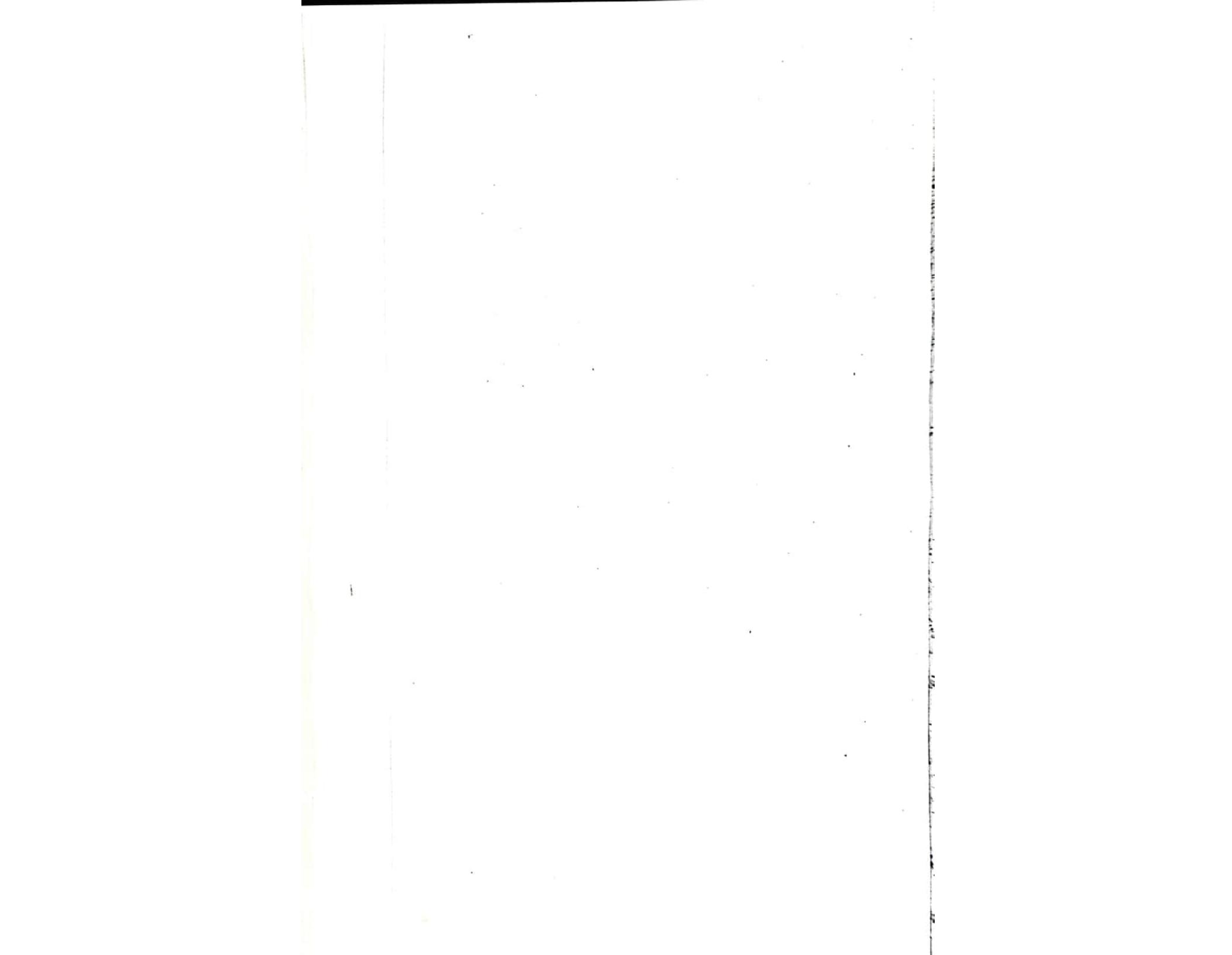
Thereupon, the president made her written report, which was on motion duly made, seconded and unanimously carried, approved and ordered on file.

Thereupon, the secretary made her report, which was on motion duly made, seconded and unanimously carried, ordered on file, and approved.

Thereupon, Charles F. Hanlon, read his report and was granted permission to add page 25, containing a report of the Coleman estate, and thereupon his report was unanimously accepted and approved, and ordered on file, and thanks given to him for his services which have been rendered free of charge to the Home since the institution commenced.

Thereupon, the meeting adjourned subject to the call of the president of the Old Peoples' Home.


Secretary.



TRUSTEES' MEETING.

San Francisco, California,

Friday, June Sixth, Nineteen Twenty-one

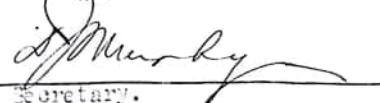
Pursuant to adjournment a meeting of the Trustees of the Old Peoples' Home was held at noon today, Friday, June Sixty, Nineteen Twenty-one, present, all the directors except William H. Crocker and Charles T. Crocker. On motion of D. J. Murphy seconded by C. E. Greene, and unanimously carried it was resolved that the new board organize as per election had this month.

Upon motion duly made, seconded and unanimously carried, the following officers were nominated and unanimously elected to serve as officers of the corporation for the ensuing year, to-wit:

For President	Wm. H. Crocker
For first Vice President	Charles F. Vanlon
For Second Vice President	Charles T. Crocker
For Secretary	D. J. Murphy
For Treasurer	C. E. Greene
For Financial Committee	George L. Scott and C. E. Greene
For General Counsel and Attorney for Corporation	Charles F. Vanlon.

The révpon said nominees and appointees accepted said positions and agreed to act as such, and upon motion duly seconded, it was moved that said meeting adjourn subject to the call of the President, First Vice President or Secretary.

The meeting adjourned accordingly.


D. J. Murphy
Secretary.

TRUSTEES' MEETING.

San Francisco, California,
Saturday April 29, 1922, at
12 M.

A special meeting of the Board of Trustees of the Old Peoples' Home was called by the Secretary of the corporation upon the filing with him within the last five days of the written consent therefor signed by three trustees of said Board and accordingly said special meeting was held in the Directors' Room of the Crocker National Bank on Saturday April 29th, 1922, at noon.

The meeting was called to order by Charles F. Hanlon, first vice-president, in the absence of William H. Crocker, president. There were present all the trustees except James Irvine, F. W. Bradley, D. J. Murphy and William H. Crocker.

The chairman declared^{that} there was a quorum present and the meeting then proceeded.

It was moved, seconded and unanimously carried that the members present act as a nominating committee whose duty it should be to nominate a Board of Trustees to be voted for at the annual election to take place on May 10th, 1922, in San Francisco, or at any adjourned meeting thereof, or at any special meeting called for the same purpose during the next sixty (60) days, or at any adjournment thereof with power to present said nominations at the annual meeting of the members of this corporation.

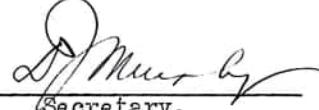
It was moved, seconded and unanimously carried that, whereas, the nominating committee had made and at once presented in open meeting its report and nomination that the gentlemen who are accordingly by them nominated, that is, nominated by said nominating committee, be and they are hereby nominated as the Board of Trustees to act for the ensuing year and whose names are to be presented at the annual meeting of the members of the corporation, to-wit:

William H. Crocker; Charles Templeton Crocker; Charles F.

Hanlon; Charles E. Greene; George W. Scott; James Irvine; F. W. Bradley; F. C. Peterson; E. E. Kentfield; and D. J. Murphy; and that the secretary be, and he^{is} hereby authorized to present said nominations at the annual meeting when the election comes up for trustees for the ensuing year.

On motion duly seconded and unanimously carried it was ordered that this meeting adjourn until Friday, May 12th, 1922, at noon of that day, said meeting to be held at the Directors' Room of the Crocker National Bank, San Francisco, California, and that said adjourned meeting be held for all purposes for which a general meeting could be held.

Thereupon the meeting adjourned until Friday, May 12th, 1922, at noon, at said Directors' Room of said Crocker National Bank.


Secretary.

ANNUAL MEETING

NOTICE IS HEREBY GIVEN THAT the annual meeting of the members of the corporation known as THE OLD PEOPLES HOME will be held in the office of the home S. W. corner of Pier and Pierce Streets, San Francisco, on WEDNESDAY, May 10, 1916, at 2 p.m. of that day for the purpose of electing a Board of Trustees and a Board of Lady Managers to serve for the ensuing year, and until their successors are elected and qualified, and for the transaction of such other business as may come before the meeting and which may be taken up according to law.
D. J. MURPHY,
Secretary.

The minutes of the special annual meeting held May 30, 1921, especially called for the purpose of electing a board of trustees and a board of lady managers, and for transacting such other business as might come before the meeting,- were read and the minutes of the adjourned special annual meeting held on June 4, 1921, were also read, and on motion duly made, seconded and unanimously carried were all approved and read.

Thereupon, Mrs. Laura A. E. Huffman, President of the Board of Lady Managers, read her report for the past year, which on motion duly made, seconded and unanimously carried was approved and ordered filed.

Thereupon, Mrs. William H. Dick, Treasurer of the Board of Lady Managers, read her report for the past year, which reported that during the year the Lady Managers received from newly admitted life inmates the sum of \$71,881.65 and as probation costs \$3,600 and donations \$7,236, all of which with the other receipts totalled \$86,187.51. The year was started with a cash balance on hand which thus made a total of \$105,245.29 cash receipts for the year, but the year's disbursements were \$85,163.93, leaving \$20,181.36 cash on hand. On motion made, seconded and unanimously carried the report was approved and ordered filed.

Thereupon the report of C. C. Stephenson, Jr., was read. He is the accountant who examined the books but not the vouchers, and presented a combined report of the receipts and disbursements of both Boards. His report showed that \$215 in dues was paid by 41 members, and \$15 dues from two members in arrears two years,- and the past year's operating cost was \$9,748.03 more than for the year previous, and receipts increased \$16,689.30 for the same period; a total net gain was had from January 1, 1895, to April 30, 1922, of \$146,317.98, and its total property account amounts to \$255,384.53, exclusive of the value of the Home property on which no value has been noted on the books. Upon motion duly made, seconded and unanimously carried, his report was approved and ordered filed and a vote of thanks given Mr.

San Francisco, California, Wednesday, May 10, 1922.

The regular annual meeting of the members of the Old People's Home was held on this Wednesday, the 10th day of May, 1922, in the main meeting room of the Old People's Home in its building on the southwest corner of Pine and Pierce Streets in the City and County of San Francisco, State of California, also known as 2507 Pine St., at two o'clock P. M. of that day.

In the absence of the President, William H. Crocker, Charles F. Hanlon, First Vice President, presided. Mr. D. J. Murphy, the Secretary, attended and acted as such until shortly before adjournment, at which time on motion made, seconded and carried, Mr. Frank Dean acted as Secretary pro tem. There being a full quorum present, - to-wit: eighteen members, which number is more than three-fourths of the members, the Chairman called the meeting to order, and thereupon the Secretary read the notice calling the annual meeting for said time and place, which notice was duly published in the San Francisco Journal for two weeks immediately prior to this day, and the following is a copy of said notice, which on motion duly made, seconded and unanimously carried was ordered to be spread upon the minutes:

Insert copy of ad - less



Thereupon, the report of Mrs. A. M. McWilliams, Secretary of the Board of Lady Managers, was read, showing that the Home has 178 life inmates, that a new elevator was installed, and many improvements were made, which report on motion duly made, seconded and unanimously carried was approved and ordered filed.

Thereupon, Mrs. William H. Dick on behalf of the Room Committee, read the Committee's report, which ran up to April 30, 1922, showing that 24 new life members were given rooms, and that 22 rooms were made vacant by reason of the deaths of inmates during the year, and 68 living-rooms were improved besides many other rooms, and 38 rooms are yet to be gone over, which report on motion duly made, seconded and unanimously carried was approved and ordered filed.

Thereupon, the Corporation's Secretary, Mr. D. J. Murphy, read the report submitted by the Board of Trustees pursuant to Section 3, Article 4, of the By-Laws, which was a full and written report of all property, real and personal, held by the Corporation, and of its condition. Following is the said report, which on motion duly made, seconded and unanimously carried was approved and ordered spread upon the minutes.

See next page

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OLD PEOPLES' HOME

Report of Treasurer of Board of Trustees
May 12, 1921, to April 30, 1922.

RECEIPTS

May 12, 1921 - Cash in Crocker National Bank \$ 5,231.07

INTEREST ON BONDS

On \$14,000. City of San Mateo Sewer Bonds	\$ 900.00
33,000. Sierra Ry. of California 6s	1,980.00
20,000. Blue Lakes Water Co.	1,200.00
34,000. United Gas & Electric Co.	1,700.00
10,000. Los Angeles Pacific Co.	500.00
22,000. Sperry Flour Co. 6s	1,320.00
11,000. Santa Cruz Portland Cement Co. 6s	660.00
5,000. California Gas & Electric Co.	250.00
3,000. Coast Counties Light & Power Co.	150.00
2,000. Standard Electric Co. of Calif.	100.00
15,000. N.Y. Central Ry. Co. 7s	1,050.00
5,000. Pac. Gas & Elec. Co. 1st Ref.Mtg.	350.00
6,000. Edison Light & Power Co.	180.00
	10,340.00

INTEREST ON LOANS

1,574.86

BONDS REDEEMED

\$ 1,000. par San Mateo City Bonds	\$1,000.00
6,000. " Edison Light & Power Co.Bonds	<u>6,000.00</u>
	7,000.00

LEGACY ACCOUNT

From Estate of Margaret N. Bresse	\$10,531.38
Amassa Willey	300.64
Georgia Morrison	986.60
Leah A. Potter	992.98
	12,811.60

TOTAL \$36,957.53

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DISBURSEMENTS

HOME EXPENSE ACCOUNT

J.P.Glaser & Co.- Tearing down, rebuilding and furnishing material a/c old bakery	\$ 715.00
S.T.Johnson Co.- low pressure oven oil burner	90.00
Journal Publishing Co.- Notice of Meeting	8.00
Clerical Services	50.00
Safe deposit vaults	25.00
	888.00
	266.55
	1,393.56

INSURANCE

TAXES

HONORARIUM To Charles F. Hanlon, whose attorney's fees were waived by him in 1920 \$100. and 1921 \$100. 200.00

PARAFFINE CO.'S INC. 7-1/2% BONDS

Cost \$15,000 par at 101-3/4	\$15,300.
15,000 " " 101-1/2	<u>15,225.</u>

30,525.00

225.00

INTEREST - Accrued in above Paraffine bonds

\$33,498.11

3,459.42

CASH IN CROCKER NATIONAL BANK - April 30, 1922,

\$36,957.53

Thereupon, the report of Charles F. Hanlon, attorney for the Home was read, in which report Mr. Hanlon reported on 15 different pieces of litigation or business, and during the past 12 months he turned in to the Board of Trustees of the Old People's Home as the result of said work of said litigation and business the sum of \$19,796.06, and had not then finished certain litigation in which he sought to obtain \$42,000 more money, making a volume of business of \$61,796.06 for the past year. Upon motion duly made, seconded and carried, the report was approved and a vote of thanks given Mr. Hanlon for his professional services, which were always rendered gratuitously to the Old People's Home. Mr. Hanlon stated to the meeting that at no time during the 40 odd years during which he has acted as attorney for the Home did he receive any compensation or attorney's fees under the name of legal expense which appears sometimes in the books. In the contest of cases in court at various times he was obliged to pay out of his own pocket certain legal expenses, and these were afterwards paid by the Corporation, but no legal expense ever included any attorney's fees.

Thereupon, the report of Mr. Frank W. Dean, Superintendent, was read, and on motion duly made, seconded and unanimously carried was approved and ordered filed.

Thereupon, members D. J. Murphy, F. C. Peterson and James Irvine presented a written communication stating that the Board of Trustees of the Old People's Home had nominated as the Board of Trustees, and as Trustees of this Corporation to act for the ensuing year and to be voted for at the annual meeting and election held this day, the following gentlemen, to-wit: William H. Crocker, Charles T. Crocker, Charles F. Hanlon, C. E. Green, George W. Scott, F. W. Bradley, James Irvine, F. C. Peterson, E. E. Kentfield and D. J. Murphy;

Thereupon, voting was had by ballot, eighteen votes were cast in favor of said gentlemen above mentioned, and no votes were cast against them.

BOARD OF TRUSTEES, OLD PEOPLES' HOME
TRIAL BALANCE - APRIL 30th, 1922

BONDS

\$14,000.	par value San Mateo City Sewer	\$14,000.00
33,000.	" Sierra Ry. Co. of Calif.	33,000.00
20,000.	" Blue Lakes Water Co.	20,000.00
34,000.	" United Gas & Elect. Co.	34,000.00
10,000.	" Los Angeles Pacific Co.	10,000.00
22,000.	" Sperry Flour Company	22,000.00
11,000.	" Santa Cruz Port. Cement	11,000.00
1,000.	" S.F. Oakland & San Jose Ry.	1,000.00
5,000.	" Cal.Gas & Elec.Co.	4,800.00
3,000.	" Coast Counties Light & P.	2,820.00
2,000.	" Strd Elec.Co.of Calif.	1,900.00
15,000.	" N.Y.Central Ry.Co.7%	15,000.00
5,000.	" Pacific Gas & Electric Co.	
	1st & Ref. Mtg. 7s	4,925.00
30,000.	" Paraffine Co's Inc. 7-1/2s	30,525.00

STOCK

100 shares Mascot Copper Co.	200.00
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Bills Receivable	23,000.00
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Cypress Lawn Cemetery Association	3,643.75
Donation Account	\$ 2,000.00
Board Lady Managers	71,640.45
Legacy Account	69,503.80
Addition to Old Peoples Home	7,425.80
Profit and Loss	113,875.62
Cash	3,459.42
Inventory	<u>128,960.00</u>
	\$314,339.42
	\$314,339.42

Aug 24.

elected, and that they constituted the Board of Trustees to act for the Corporation for the ensuing year.

Thereupon, Mrs. Laura A. E. Huffman, President of the Board of Lady Managers, presented the names of the following ladies, who had been theretofore duly nominated to act as a Board of Lady Managers for said Corporation for the ensuing year, and to be voted for at this meeting, to-wit:

Mrs. Josephine Borda	Mrs. J. Kirk Firth
Mrs. William H. Dick	Mrs. R. V. Holder
Mrs. Thomas E. Haven	Mrs. George Bates
Mrs. J. D. Hodgen	Mrs. F. P. Stone
Mrs. Charles Huffman	Mrs. George Prichard
Mrs. Charles Judson	Mrs. A. M. McWilliams
Mrs. H. A. Norman	Mrs. Jessie S. Andrews
Mrs. Thomas Palache	Mrs. John B. Tufts
Mrs. F. C. Peterson	Mrs. Charles Rossier
Mrs. W. E. Wilcox	Mrs. Charles Plum
	Mrs. A. C. Griffith

Thereupon, on motion duly made, seconded and carried, it was ordered that the following ladies be made honorary members of the society in consideration of their past services:

Mrs. Charles Goodall
Mrs. J. L. Martell
Mrs. F. G. Norman
Mrs. A. W. Scott

Thereupon, balloting took place according to the By-Laws and the President announced that eighteen votes were cast for said ladies so nominated, and no votes were cast against them.

Thereupon, the Chairman declared that the ladies whose names last hereinbefore appear above, were elected to act as a Board of Lady Managers for the ensuing year.

Thereupon the meeting adjourned nine

die

Secretary

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TRUSTEES' MEETING

San Francisco, California,
Friday, May 12, 1922.

Pursuant to adjournment, a meeting of the Trustees of the Old People's Home was held at noon to-day, Friday, May 12, 1922,- present, all the Directors except William H. Crocker and Charles T. Crocker. On motion of D. J. Murphy, seconded by C. E. Greene, and unanimously carried, it was resolved that the new Board organize as per election held this month.

Upon motion duly made, seconded and unanimously carried, the following officers were nominated and unanimously elected to serve as officers of the corporation for the ensuing year, to-wit:

For President,	William H. Crocker
For First Vice President,	Charles F. Hanlon
For Second Vice President,	Charles T. Crocker
For Secretary,	D. J. Murphy
For Treasurer,	C. E. Greene
For Financial Committee,	George W. Scott and C. E. Greene
For General Counsel and Attorney for Corporation,	Charles F. Hanlon

Thereupon said nominees and appointees accepted said positions and agreed to act as such, and upon motion duly seconded it was moved that said meeting adjourn subject to the call of the President, First Vice President or Secretary.

The meeting adjourned accordingly.

D. J. Murphy
.....
Secretary

act for the ensuing year and that their names be presented at the annual meeting of the members of the Corporation, now advertised to be held on May 9, 1923, or at any adjournment thereof, or at any special meeting held for the purpose; and that the Secretary be, and he is hereby authorized to present said nominations when the election for trustees for the ensuing year comes up.

On motion duly seconded and unanimously carried it was ordered that ^{the} this meeting adjourn until Friday, May 11, 1923, at noon of that day, said meeting to be held at the Directors' Room of the Crocker National Bank, San Francisco, California, and that said adjourned meeting be held for all purposes for which a general meeting could be held.

On motion duly made, seconded and unanimously carried, 3,
the following resolution was adopted:

RESOLVED, That the Old People's Home execute, by the signature of Charles F. Hanlon, First Vice President, and D. J. Murphy, Secretary, a deed conveying to Joseph T. Hinch the following lot in the City of Oakland, Alameda County, California, described, viz.:

Beginning on the E line of Adeline St., distant 213.5' S from Twenty-Fourth St.; thence S on said Adeline St. 25'; thence at right angles E 125'; thence at right angles N 25'; thence at right angles W 127' to point of beginning, being a Lot - in Block 632, as per map entitled "Boardman's Map of Oakland and Vicinity," filed in the County Recorder's office of Alameda County, in Liber 17 of Maps at Page 14;

and said officers, respectively, are authorized hereby to sign, acknowledge and execute said deed, and to attach the corporate seal thereto.

Whereupon the meeting adjourned to Monday
June 4, 1923 at noon at directors room of Crocker
National Bank.

San Francisco, California,
Monday -- May 7, 1923,
at 12 M.

A special meeting of the Board of Trustees of the Old People's Home was called by the Secretary of the Corporation upon the filing with him within the last five days of the written consent thereto signed by three trustees of said Board, and accordingly said special meeting was held in the Directors' Room of the Crocker National Bank on Monday, May 7, 1923, at noon.

The meeting was called to order by Charles F. Hanlon ^{as Mr. William H. Crocker} is in the east, and D. J. Murphy, Secretary, attended.

There were present a quorum of the Board of Trustees.

The Chairman declared that there was a quorum present and the meeting then proceeded.

It was moved, seconded and unanimously carried that the trustees present act as a nominating committee whose duty it shall be to nominate a Board of Trustees to be voted for at the annual election to take place on May 9, 1923, in San Francisco, or at any adjourned meeting thereof, or at any special meeting called for the same purpose during the next sixty days, or at any adjournment thereof, with power to present said nominations at the annual meeting of the members of this Corporation, or at any other meeting of said members at which an election for trustees takes place.

Thereupon, the trustees present, acting as a nominating committee, selected and nominated the following gentlemen as candidates for the offices of trustees to be voted for at the next election held to elect a Board of Trustees, to-wit: William H. Crocker, Charles T. Crocker, Charles F. Hanlon, C. E. Green, George W. Scott, cc ~~Stephens~~, F. W., Bradley, James Irvine, F. C. Peterson, E. E. Kentfield and D. J. Murphy.

It was moved, seconded and carried that, whereas the nominating committee had made and at once presented in open meeting its report showing the above described action in the premises; now, therefore, - that each and all of the said gentlemen whose names are fully stated above, be and they are hereby nominated as the Board of Trustees to

Annual meeting May 9, 1923

ORIGINAL

Page 234

San Francisco, California, Wednesday, May 9, 1923.

The regular annual meeting of the members of the Old People's Home was held on this Wednesday, the 9th day of May, 1923, in the main meeting room of the Old People's Home in its building on the southwest corner of Pine and Pierce Streets in the City and County of San Francisco, State of California, also known as 2507 Pine St. at two o'clock P. M. of that day.

In the absence of the President, William H. Crocker, Charles F. Hanlon, First Vice President, presided. Mr. D. J. Murphy, the Secretary, attended and acted as such.

There being a full quorum present, -to-wit: eighteen members, which number is more than three-fourths of the members, the Chairman called the meeting to order, and thereupon the Secretary read the notice calling the annual meeting for said time and place, which notice was duly published in the Daily Commercial News for two weeks immediately prior to this day, and the following is a copy of said notice, which on motion duly made, seconded and unanimously carried was ordered to be spread upon the minutes.

ANNUAL MEETING NOTICE
NOTICE IS HEREBY GIVEN
that the annual meeting of the
members of the corporation known
as THE OLD PEOPLE'S HOME
will be held at the office of the
Home, 2507 corner Pine & Pierce Sts.,
San Francisco, on WEDNESDAY,
May 10, 1922, at 2 P. M. of this day,
for the purpose of electing a Board
of Trustees and a Board of Lady
Masters to serve for the ensuing
year and until their successors are
elected and qualified, and for the
transaction of such other business
as may come before the meeting
and which may be taken up according
to law.
D. J. MURPHY, Secretary.
may 5-22

New event of a!

Page
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The minutes of the ~~annual~~ annual meeting held May 10, 1922, especially called for the purpose of electing a board of trustees and a board of lady managers, and for transacting such other business as might come before the meeting, - were read ~~and the minutes~~ ~~of the adjourned special annual meeting were read and the same were~~ ~~discovered~~, and on motion duly made, seconded and unanimously carried were all approved and read,

Thereupon certain reports were read and approved and certain amendments to the by-laws and also changes in the basic form of the contract of October 12, 1921, running between the corporation and its live inmates, were discussed and a desire expressed that a larger attendance of the members of the Old People's Home should be had, to consider such important subjects.

On motion duly made, seconded and unanimously carried, it was resolved to postpone this meeting until the 31st day of May, 1923 at 2:00 P.M. of that day, in the assembly room of the Old People's Home, at the corner of Pine and Pierce Streets, San Francisco, California.

Thereupon, on motion duly made, ~~and~~ seconded and unanimously carried it was resolved that this meeting do adjourn until the 31st day of May, 1923 at 2:00 P. M. of that day in the corporation's meeting room as afore described and that notice of the same be published, as well as notices be sent to the different members of such meeting.

Secretary

the minutes of the annual meeting held on Wednesday,
22 were read and also the minutes of the prior meet-
, of the special meeting of members held on May 30,
o of the adjourned meeting thereof on Wednesday 4th
o the minutes of the annual meeting held on Wednesday
3, were read.

motion duly made, seconded and carried, all of the
were approved as read.

hereupon, Mrs. Kate E. Palache, President of the Board
ers, read her report for the past year which shows
of the rooms still have their original occupants, 4-
00 inmates have been housed therein, which on motion
seconded and unanimously carried was approved and
i.

Thereupon, Mrs. William H. Dick, Treasurer of the Board
ers, read her report for the past year. On motion
d and unanimously carried the report was approved and
i.

Thereupon the report of C. C. Stephenson, Jr., was read.
ountant who examined the books but not the vouchers,
. a combined report of the receipts and disbursements of
Upon motion duly made, seconded and unanimously
report was approved and ordered filed and a vote of
Mr. Stephenson, and resolved that he be paid \$25 for

Thereupon, the report of Mrs. A. M. McWilliams, Secret-
ard of Lady Managers, was read, which report on motion
conded and unanimously carried was approved and order-

Adjourned Annual Meeting May 31 - Pg 235
1923

SPECIAL ANNUAL MEETING 1923

AND

ADJOURNED ANNUAL MEETING OF 1923

A special meeting of the members of the Old Peoples Home, a corporation and, contemporaneously therewith, the adjourned annual meeting of 1923, May 9th, were held on Thursday, May 31, 1923 in its general assembly room in building Number 2507 Pine Street, San Francisco, California, for the purpose of electing a new Board of Trustees and a new Board of Lady Managers, and for the purpose of amending or adding to the by-laws and for the transaction of any other business that may come before the meeting - which meeting was held pursuant to notice thereof published in the San Francisco Journal for two weeks.

In the absence of the President, William H. Brocker, Charles F. Hanlon, First Vice President, presided. Mr. D. J. Murphy, *being absent, Mrs McWilliams the assistant secretary* the Secretary, attended and acted as such.

There being a full quorum present, to-wit: eighteen members, which number is more than three-fourths of the members, the Chairman called the meeting to order, and thereupon the Secretary read the notice calling the special meeting for said time and place, which notice was duly published in the San Francisco Journal for two weeks immediately prior to this day, and the following is a copy of said notice, which on motion duly made, seconded and unanimously carried was ordered to be spread upon the minutes.

**NOTICE OF SPECIAL MEETING OF
MEMBERS OF OLD PEOPLE'S
HOME, A CORPORATION**

Notice is hereby given that a special meeting of the members of the Old People's Home, a corporation, will be held at the "Home" of said corporation, at No. 2507 Pine street, which is at the northwest corner of Pine and Pine streets in the City of San Francisco, California, on Thursday, May 31, 1923, at 2 o'clock p. m. for the purpose of electing a new Board of Trustees and a new Board of Lady Managers to serve until the annual meeting in May, 1924, and until their successors are elected and notified, also for the purpose of amending or adding to the by-laws and for the transaction of such other business as may come before the meeting.

Dated May 11, 1923.
D. J. MURPHY, Secretary.

Minutes

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Thereupon, Mrs. William H. Dick on behalf of the Room Committee, read the Committee's report, which report on motion duly made, seconded and unanimously carried was approved and ordered filed.

Thereupon, the Corporation's Secretary, Mr. D. J. Murphy, read the report submitted by the Board of Trustees pursuant to Section 3, Article 4, of the By-Laws, which was a full and written report of all property, real and personal, held by the Corporation, and of its condition. Following is the said report, which on motion duly made, seconded and unanimously carried was approved and ordered spread upon the minutes.

Respectfully yours,

OLD PEOPLES' HOME
REPORT OF THE ASSESSOR OF BOARD OF TRUSTEES
APRIL 30, 1923 to APRIL 30, 1923

RECEIPTS

April 30, 1923.	Cash in Crocker National Bank	\$ 3,459.42
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INTEREST ON BONDS

On \$ 3,000. par California Gas & Elec. Co. 5s	\$ 250.00
12,000. " Sperry Flour Co. 1st Mtg. 6s	1,155.67
5,000. " Pacific Gas & Electric Co. 1st Ref. Mtg. 7s	350.00
34,000. " United Gas & Electric Co. 5s	1,700.00
10,000. " Los Angeles Pacific Co. 5s	500.00
54,000. " Paraffine Cos. Inc. 7½ s	2,850.74
3,000. " Coast Counties L. & P. Co. 5s	150.00
15,000. " N. Y. Central Ry. Co. 7s	525.00
11,000. " S. Cruz Portland Cement Co. 6s	660.00
1,000. " Strd Electric Co. of Cal. 5s	100.00
14,000. " City of San Mateo Sewer 6s	840.00
20,000. " Blue Lakes Water Co. 6s	1,200.00
1,000. " S. F. Oakland & San Jose Ry. 5s	25.00
33,000. " Sierra Ry. Co. of Cal. 1st 6s	<u>1,980.00</u>
	12,286.41

INTEREST ON SPERRY FLOUR COMPANY LOAN 1,399.14

BONDS REDEEMED

\$22,000. par Sperry Flour Co. 1st 6s at 102	22,550.00
15,000. " N. Y. Central Ry. 7s at 105	15,750.00
1,000. " City of San Mateo 6s	<u>1,000.00</u>
	39,300.00

LEGACY ACCOUNT

From Estate of M. Alice Schroth	990.50
Marie Stannard	988.25
Daniel E. Friole	20,163.32
Mary A. Kezar	4,983.25
A. P. Willey	<u>336.46</u>
	27,461.78

T O T A L	\$83,906.75
-----------------	-------------

DISBURSEMENTS

INSURANCE

\$ 3,435.28
1,393.56

TAXES

100.00
183.33

HONORARIUM TO Charles F. Hanlon whose attorneys fees were waived by him-1922-\$100

INTEREST accrued on Cal. Edison Co. Bonds

HOUSE ACCOUNT EXPENSE

50.00
25.00
10.00

Clerical Services

Safe Deposit Vaults

National Surety Company

BONDS PURCHASED

24,375. 00
23,640. 00
24,956. 25
78,168.42
\$ 5,738.33

APRIL 30, 1923. Cash in Crocker National Bank

for the Home was read, in which report Mr. Hanlon reported on 12 different pieces of litigation or business, and during the past 12 months he turned in to the Board of Trustees of the Old People's Home as the result of said work of said litigation and business the sum of \$32,906.77 leaving open for the future care and recovery the additional sum of \$48.500 made up of the following prospects; the \$5,000 in the Bell Estate; the \$10,000 in the Coleman Estate; the \$10,000 in the Coburn Estate; the \$12,000 in the Morgan Estate, an estimated sum of \$10,000 in the Willey Estate and an estimate sum of \$1500 in the estate of Mrs. Cornell, these two totals of \$32.906.77 collected in the last 12 months added to the \$48,500 still in prospect, make the total volume of business handled by him during the past 12 months the total sum of \$81,406.77. Upon motion duly made, seconded and carried the report was approved and a vote of thanks given Mr. Hanlon for his professional services, which were always rendered gratuitously to the Old People's Home. Mr. Hanlon stated to the meeting that at no time during the 49 years during which he has acted as attorney for the Home did he receive any compensation or attorney's fees, and although small sums were sometimes entered in the corporation's books as "legal expenses" yet none of these entries contained any conseil fees. In the contest of cases in court at various times he stated he was obliged to pay out of his own pocket certain court and outside expenses, and these are the items meant by the entry in the corporation's Books as "legal expense."

Thereupon, the report of Mr. Frank W. Dean, Superintendent, was read which showed 25 inmates came in and 17 died during the past year, and on motion duly made, seconded and unanimously carried, was approved and ordered filed.

Thereupon, members D. J. Murphy, F. C. Peterson and James Irvine presented a written communication stating that the Board of Trustees of the Old People's Home had nominated as the Board of Trustees, and as Trustees of this Corporation to act for the ensuing year and to be voted for at the annual meeting and election held this day, the following gentlemen, to-wit: William H. Crocker, Charles T. Crocker, Charles F. Hanlon, C. E. Green, George W. Scott, F. M. Bradley, James

met Re

Monday May 21st

C. C. Stephenson, Jr.:

Age 24

Thereupon, voting was had by ballot, sixteen votes were cast in favor of said gentlemen above mentioned, and no votes were cast against them.

Thereupon, Charles F. Hanlon, presiding officer, read off said names as above appear, and declared that they were duly and unanimously elected, and that they constituted the Board of Trustees to act for the Corporation for the ensuing year.

Thereupon, Mrs. ~~KATE~~ Balaché President of the Board of Lady Managers, presented the names of the following ladies, who had been theretofore duly nominated to act as a Board of Lady Managers for said Corporation for the ensuing year, and to be voted for at this meeting, to-wit:

BOARD OF MANAGERS:

Mrs. Josephine Borda ✓	Mrs. Wm. H. Dick ✓	Mrs. Thos. E. Haven ✓
Mrs. J. D. Hodgen ✓	Mrs. Chas. Hoffman ✓	Mrs. Chas. Judson ✓
Mrs. H. A. Norman ✓	Mrs. Thos. Balaché ✓	Mrs. F. C. Peterson ✓
Mrs. W. E. Wilcox ✓	Mrs. W. Kirkfirth ✓	Mrs. R. V. Holder ✓
Mrs. Geo. Bates ✓	Mrs. F. J. Stone ✓	Mrs. Geo. Frithard ✓
Mrs. A. M. McWilliams ✓	Mrs. Jessie S. Andrews ✓	
Mrs. John B. Tufts ✓	Mrs. Chas. Rossier ✓	Mrs. Chas. Plum ✓
	Mrs. A. C. Griffithy ✓	

Thereupon the Chairman declared that the ladies whose names last hereinbefore appear above were elected to act as a Board of Lady Managers for the ensuing years.

Thereupon, balloting took place according to the By-Laws and the President announced that sixteen votes were cast for said ladies so nominated, and no votes were cast against them.

Thereupon, on motion duly made, seconded and carried, it was ordered that the following ladies be made honorary members of the society in consideration of their past services:

HONORARY BOARD OF MANAGERS:

Mrs. Chas. Goodall
Mrs. J. L. Martell
Mrs. F. G. Norman

Thereupon on motion duly made, seconded and carried, it was resolved that a new section, to be known as ~~Section~~ 5 in Article IV of the Bylaws be added - which section is in the words and figures following, to-wit:

Article IV

DUTIES AND POWERS OF BOARD OF TRUSTEES

SECTION 5. There shall be a Board of Trustees of the Corporation consisting of eleven members who shall be elected annually from the male members of the Corporation at the annual meeting of the Corporation, or at any adjournment thereof, or at any special meeting called for that purpose, - and any nominations made pursuant to Section 4 of this article may be presented to and voted on, at any of said adjourned or special meetings, as well as at the regular annual meeting of said members.

Our motion duly made, seconded and carried, it was resolved that it is the sense of this meeting that the Home's standard form of contract, with its inmates; adopted in October 1912 and now in use by the Home, be amended, so that under the conditions named in that form of contract the Home will without charge pay the reasonable expenses of the funeral and cremation of the remains of the inmate, but not the expenses of burial, burial plot and headstone, unless the expense of burial, burial plot and headstone, or one or more them, be arranged for, with the Home by the inmate before death, or by his relatives after his death; and further resolved:

That a copy of this resolution be transmitted to the President of the Board of Trustees for action in the premises.

Pay 142 Thereupon, Charles F. Hanlon presented a draft that he had heretofore prepared, of the second sentence of paragraph "Twelfth" of the Home's standard form of contract and delivered to the members present copies thereof for inspection and consideration. After considerable discussion, on motion duly made, seconded and unanimously carried, it was resolved that said draft of amended form of said second sentence be accepted and that a copy thereof be spread upon the minutes and also that a copy of the Home's standard form of contract be added to the minutes for

Mrs. Kate Palache, President Board of Lady Managers 1
the following written schedule of wages that she recommends
should be increased five dollars (\$5) each.

Position	Present Wage	Increased Wage
3 chamber maids	\$40	\$45
1 linen man	40	45
2 laundry women (ironers)	40	45
1 headlining room man	45	50
3 waiters	40	45
2 floor men	40	45
1 dish washer	40	45
1 snow washer	40	45
1 day watchman	35	40
1 Chinese assistant to cook	50	55
1 Chinese assistant to cook	55	60

Hospital Department

1 orderly	40	45
1 assistant nurse	50	55
3 floor nurses	45	50

This, she stated would be an increase on 22 employees
of One hundred and ten dollars (\$110), to this Mrs. Palache
added that she desired also the following increase:

1 night watchman	55	60
1 head cook	115	120
1 male nurse	60	65

which makes an increase for one month of a total of One hundred
and twenty five dollars (\$125), all to commence tomorrow.
1. On motion duly made and seconded it was resolved that
is the sense of this meeting that all said increases in wages
be, and the same are hereby approved.

preservation and for future convenience.

Page - 24 3

The following is a true copy of the said amended draft of the second sentence of said paragraph "Twelfth" of said contract.

SECOND SENTENCE OF PARAGRAPH "TWELFTH" IN HOME FORM
OF CONTRACT ADOPTED OCTOBER 1912.

"If he, while in good standing as such life inmate, and while no cause exists for terminating this contract, dies, at said Home and leaves no estate whatsoever, other than his apartment effects, and has not, during the time of such life inmateship made a voluntary transfer to other parties of money, or property of the value of two hundred dollars, or upwards, exclusive of his said apartment effects, and has not, in contemplation of securing said life inmateship disposed of property, and if his funeral services and funeral are permitted, without protest, to be conducted by and under its sole and undisputed direction and auspices, then it agrees, hereby, to attend to said funeral services and also to the appropriate cremation of his remains, and to pay the reasonable expenses thereof, but not the expenses of burial, burial plot and headstone, unless the expense of burial, burial plot and headstone, or one or more of them, be arranged for with the Home by the inmate before death, or by his relatives, after his death."

Following is a printed copy of ~~said~~ standard form of contract.

ANNUAL MEETING

San Francisco, Cal. May 14, 1924.

In accordance with the By-Laws, and pursuant to notice published in the Daily Commercial News, for two weeks immediately prior to the day, of which notice the following is a printed copy:

ANNUAL MEETING

NOTICE IS HEREBY GIVEN, THAT THE annual meeting of the members of the corporation known as THE OLD PEOPLES' HOME will be held at the office of the home, southwest corner Pine and Taylor Streets, San Francisco, California, on WEDNESDAY, May 13, 1924, at 2 o'clock p. m., for the purpose of electing a Board of Trustees and a Board of Lady Managers to serve for the ensuing year, and until their successors are elected and qualified, and for the transaction of any such other business that may be brought before the meeting which may be taken up according to law.
Dated D. J. MURPHY, Secretary.

The annual meeting of the Corporation known as the Old Peoples' Home was held this day at the Home at 2 o'clock P. M.

Ferd. C. Petersen, First Vice President, presided in the absence of Mr. Crocker, President, and the Secretary, D. J. Murphy, acted as such.

On roll call there were found to be sixteen members present.

The minutes of the annual meeting held on May 9, 1923, were read and on motion duly seconded were unanimously approved.

Mrs. Palache then presented and read her report as President of the Board of Lady Managers, which, on motion of Mr. Peterson, seconded by Mr. Irvine, was unanimously approved.

The report of the Superintendent, as well as the reports of

Treasurer Board of Trustees
Treasurer of Board of Lady Managers
Secretary of Board of Lady Managers

were also read, and on motion duly seconded were unanimously accepted and ordered filed.

The reports of Mr. C. C. Stevenson on his examination of the accounts of the Board of Trustees and Lady Managers were then read, and on motion of Mrs. Palache, seconded by Mrs. McWilliams, a vote of thanks was tendered to Mr. Stevenson for his kindness in checking up the financial reports of the Home.

The report of Mr. Charles F. Hanlon, Attorney for the Home, was then read, in which a detailed account of the legal services rendered by him on behalf of the Home for the past year was covered.

On motion of Mrs. Dick, seconded by Mrs. McWilliams, a vote of thanks was tendered to Mr. Hanlon for his continued and untiring services on behalf of the Home, and his report was unanimously approved and ordered filed.

The Chairman then announced that the next order of business was the election of a Board of Trustees, and Board of Lady Managers for the ensuing year.

Mr. Murphy placed in nomination the names of the following gentlemen to serve as the Board of Trustees of the Old Peoples' Home for the ensuing year, and until their successors are elected and qualified, stating that they were also the nominees selected at a meeting of the Board of Trustees held May 12, 1925.

William H. Crocker	✓	F. W. Bradley	✓
Charles T. Crocker	✓	James Irvine	✓
Charles F. Hanlon	✓	F. C. Peterson	
C. E. Green	✓	E. E. Kentfield	
George W. Scott		D. J. Murphy	
C. C. Stevenson, Jr.			

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and tellers appointed to take up same, WHEREUPON the Chairman reading from the ballots declared that the foregoing were the duly elected Board of Trustees for the ensuing year, and until their successors were elected and qualified.

Mrs. McWilliams then placed in nomination the names of the following ladies to serve as the Board of Lady Managers for the ensuing year:

Honorary Board of Managers

Mrs. Chas. Goodall
Mrs. C. C. Judson

Board of Lady Managers

Mrs. Jesse S. Andrews	Mrs. Wilfred Matson
Mrs. Geo. E. Bates	Mrs. A. M. McWilliams
Mrs. Josephine Borda	Mrs. H. A. Norman
Mrs. W. H. Dick	Mrs. Thos. H. Palache
Mrs. J. Kirk Firth	Mrs. F. C. Peterson
Mrs. A. C. Griffith	Mrs. Chas. M. Plum
Mrs. Thos. E. Haven	Mrs. Geo. W. Pritchard
Mrs. J. D. Hodgen	Mrs. Chas. Rossier
Mrs. R. V. Holder	Mrs. F. P. Stone
Mrs. Chas. H. Huffman	Mrs. John B. Tufts
Mrs. W. E. Wilcox	

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and the Chairman announced that the foregoing were the duly elected Board of Lady Managers for the ensuing year, and until their successors were elected and qualified.

After a general discussion of the affairs of the Home, it was moved and unanimously carried that a vote of thanks be tendered to the various officers of the Board of Lady Managers for their faithful and untiring efforts on behalf of the Home during the past year.

There being no further business, the meeting adjourned.


Secretary

The report of Mr. C. C. Stevenson, on his examination and audit of the accounts of the Board of Trustees and Lady Managers for the past year, was then read, and upon motion duly made, seconded and approved, his report was ordered filed. Upon motion of Mrs. McWilliams, seconded by Mr. Irvine, a vote of thanks was tendered to Mr. Stevenson for his continued kindness and interest in behalf of the Home.

D. J. Murphy presented and read the report of the Treasurer of the Board of Trustees for the past year, showing the income from securities owned and disbursements made for account of the property owned, as well as new investments made, and on motion duly made and seconded it was approved and ordered filed.

On motion of Mrs. Palache, seconded by Mrs. Hodgen, a vote of thanks was tendered to Mr. Charles F. Hanlon for his continued and untiring services in behalf of the Home.

The Chairman stated that the election of a Board of Trustees, and a Board of Lady Managers, for the ensuing year was next in order. Mr. Murphy then placed in nomination the names of the following gentlemen to serve as the Board of Trustees of the Old Peoples' Home for the ensuing year, and until their successors are elected and qualified, stating that they were also the nominees selected at a meeting of the Board of Trustees held May 13, 1925:

William H. Crocker	F. W. Bradley -
Charles T. Crocker	James Irvine
Charles F. Hanlon	F. C. Peterson -
C. E. Green	E. E. Kentfield
George W. Scott	D. J. Murphy
C. C. Stevenson, Jr.	

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present and tellers appointed to take up same, WHEREUPON the Chairman reading from the ballots declared that the foregoing were the duly elected Board of Trustees for the ensuing year, and until their successors were elected and qualified.

Mrs. Andrews then placed in nomination the names of the following ladies to serve as the Board of Lady Managers for the ensuing year:

Honorary Board of Managers

Mrs. Charles Goodall
Mrs. C. C. Judson
Mrs. Frederick Stone

Board of Lady Managers

Mrs. George E. Bates	Mrs. A. M. McWilliams
✓ Mrs. Josephine Borda	Mrs. Thos. H. Palache
✓ Mrs. Am. H. Dick	Mrs. F. C. Peterson
✓ Mrs. J. Kirk Firth	Mrs. Chas. M. Plum
✓ Mrs. A. C. Griffith	Mrs. Geo. W. Pritchard
✓ Mrs. Thos. E. Haven	Mrs. Chas. Rossier
✓ Mrs. J. D. Hoogen	Mrs. John B. Tufts
✓ Mrs. R. B. Holder	Mrs. W. B. Wilcox
✓ Mrs. Chas. H. Huffman	Mrs. John W. Leavitt
✓ Mrs. Wilfred Matson	Mrs. E. W. Wilson
Mrs. Jesse S. Andrews ✓	

ANNUAL MEETING

San Francisco, Cal., May 12, 1926.

In accordance with the By-Laws, and pursuant to notice published in the Daily Commercial News, for two weeks immediately prior to the day, of which notice the following is a printed copy:

ANNUAL MEETING

NOTICE IS HEREBY GIVEN, THAT THE ANNUAL MEETING OF THE MEMBERS OF THE CORPORATION KNOWN AS THE OLD PEOPLES' HOME, 2507 PINE STREET, SAN FRANCISCO, CALIFORNIA, WILL BE HELD AT THE OFFICE OF THE HOME, SOUTHWEST CORNER PINE AND PIERCE STREETS, SAN FRANCISCO, CALIFORNIA, ON WEDNESDAY, THE 12TH DAY OF MAY, 1926, AT 2:00 O'CLOCK P.M., FOR THE PURPOSE OF ELECTING A BOARD OF TRUSTEES AND A BOARD OF LADY MANAGERS TO SERVE FOR THE CURRENT YEAR, AND UNTIL THEIR SUCCESSORS ARE ELECTED AND QUALIFIED, AND FOR THE TRANSACTION OF ANY SUCH OTHER BUSINESS THAT MAY BE BROUGHT BEFORE THE MEETING WHICH MAY BE TAKEN UP ACCORDING TO LAW.
AP23rd
D. J. MURPHY, Secretary.

The annual meeting of the Corporation known as the Old Peoples' Home was held this day at the Home, 2507 Pine Street, at 2:00 o'clock P.M.

In the absence of the President, William H. Crocker, Charles F. Hanlon, First Vice President, presided. Mr. D. J. Murphy, the Secretary, attended and acted as such.

There being a full quorum present, to wit: twenty members, which number is more than three-fourths of the members, the Chairman called the meeting to order, and thereupon the Secretary read the minutes of the annual meeting held May 13, 1925, and on motion duly made and seconded, were approved as read.

Mr. D. J. Murphy presented and read the report of the Treasurer of the Board of Trustees for the past year, showing the income from securities owned and disbursements made for account of the property owned, as well as new investments made, and on motion duly made and seconded it was approved and ordered filed.

Mrs. William H. Dick, President of the Board of Lady Managers, then presented and read her report for the past year, which on motion duly made and seconded, was approved and ordered filed.

Mrs. A. M. McWilliams, Secretary of the Board of Lady Managers, presented and read her report, and on motion duly made and seconded, was approved and ordered filed.

Mrs. J. W. Hodgen, Treasurer of the Board of Lady Managers, presented and read her report for the past year, which on motion duly made and seconded, was approved and ordered filed.

Mrs. William H. Dick, on behalf of the Room Committee, also presented and read that Committee's report for the year ending April 30, 1926, showing that sixty-seven rooms had been decorated, drug room painted, cleaned and painted entrance ceiling and remodeled old Board room for Matron's quarters, and that new carpets had been laid in twenty-nine rooms; all other rooms had been renovated; other cleaning and improvements made on other floors.

ANNUAL MEETING

San Francisco, Calif., May 11, 1927.

In accordance with the By-Laws, and pursuant to notice published in the Daily Commercial News, for two weeks immediately prior to the day, of which notice the following is a printed copy:

ANNUAL MEETING

NOTICE IS HEREBY GIVEN THAT THE ANNUAL meeting of the members of the corporation known as THE OLD PEOPLES' HOME will be held at the office of the Board of Trustees, corner Pine and Pierce Streets, San Francisco, California, on WEDNESDAY, the 11th day of May, 1927, at 2 o'clock P. M., for the purpose of electing a Board of Trustees and a Board of Lady Managers to serve for the ensuing year, and until their successors are elected and qualified, and for the transaction of any such other business that may be brought before the meeting which may be taken up according to law.
D. J. MURPHY, Secretary.
ap261d

Published in the "Daily Commercial News"
330 Sansome Street Telephone Davenport 1506

The annual meeting of the Corporation known as the Old Peoples' Home, was held this day at the Home, 2507 Pine Street, at 2:00 o'clock P. M.

In the absence of the President, William H. Crocker, Charles F. Hanlon, First Vice President, presided. Mr. D. J. Murphy, the Secretary, attended and acted as such.

There being a full quorum present; to wit, fifteen members, which number is more than three-fourths of the members, the Chairman called the meeting to order, and thereupon the Secretary read the minutes of the annual meeting held May 12, 1926, and on motion duly made and seconded, were approved as read.

Mrs. William H. Dick, President of the Board of Lady Managers, then presented her report for the past year, same being read by Mrs. A. M. McWilliams; which, on motion duly made and seconded, was approved and ordered filed.

Mrs. A. M. McWilliams, Secretary of the Board of Lady Managers, presented and read her report, and on motion duly made and seconded, was approved and ordered filed.

Mr. D. J. Murphy presented and read the report of the Treasurer of the Board of Trustees for the past year, showing the income from securities owned, and disbursements made for account of the property owned, as well as new investments made, and on motion duly made and seconded it was approved and ordered filed.

The report of Mr. C. C. Stevenson, Jr., on his examination and audit of the accounts of the Board of Trustees and Lady Managers for the past year, was then read, and upon motion duly made, seconded and approved, his report was ordered filed. Upon motion of D. J. Murphy, seconded by Mrs. T. H. Palache, a vote of thanks was tendered Mr. Stevenson for his continued kininess and interest in behalf of the Home. sd.

Mrs. A. M. McWilliams, on behalf of Mrs. Wm. H. Dick,
Chairman of Room Committee, presented and read that Committee's report
for the year ending April 30, 1927.

The Chairman stated that the election of a Board of Trustees,
and a Board of Lady Managers, for the ensuing year, was now in order.
Mr. D. J. Murphy then placed in nomination the names of the following
gentlemen to serve as the Board of Trustees of the Old Peoples' Home
for the ensuing year, and until their successors are elected and
qualified, stating that they were also the nominees selected at a
meeting of the Board of Trustees held May 13, 1925:-

William H. Crocker
Charles Templeton Crocker
Charles F. Hanlon
C. E. Green
George W. Scott
C. C. Stevenson, Jr.
F. W. Bradley
James Irvine
F. C. Peterson
E. E. Kentfield
D. J. Murphy

The nominations were duly seconded, and there being no
further nominations, ballots were cast by the members present and
tellers appointed to take up same, WHEREUPON the Chairman, reading from
the ballots, declared that the foregoing were duly elected to serve
as the Board of Trustees for the ensuing year, and until their
successors were elected and qualified.

Mrs. McWilliams then placed in nomination the names of
the following ladies to serve as the Board of Lady Managers for the
ensuing year:

Mrs. George E. Bates
Mrs. Josephine Borda
Mrs. Wm. H. Dick
Mrs. J. Kirk Firth
Mrs. A. C. Griffith
Mrs. Thos. E. Haven
Mrs. J. D. Hodgen
Mrs. R. V. Holder
Mrs. Chas. H. Huffman
Mrs. Wilfred Matson
Mrs. A.M. McWilliams
Mrs. Thos. H. Palache
Mrs. F. C. Peterson
Mrs. Chas. M. Plum
Mrs. George W. Pritchard
Mrs. Charles Rossier
Mrs. John B. Tufts
Mrs. W. B. Wilcox
Mrs. John W. Leavitt
Mrs. E. W. Wilson
Mrs. Jesse S. Andrews

HONORARY MEMBERS
Mrs. Charles Goodall
Mrs. C. C. Judson
Mrs. Frederick Stone

The nominations were duly seconded, and there being no further
nominations, ballots were cast by the members present, and the Chairman
announced that the foregoing were the duly elected Board of Lady Managers
for the ensuing year, and until their successors were elected and qualified.



On motion of Mr. C. C. Stevenson, Jr., seconded by Mr. D. J. Murphy, a vote of thanks was tendered to Mrs. Wm. H. Dick and the Lady Managers for their tireless and efficient work during the past year.

Mr. Charles F. Hanlon, the First Vice President and Attorney for the Home, then read his report, and on motion duly seconded, a vote of thanks was tendered to Mr. Hanlon for his continued and untiring services in behalf of the Home.

A general discussion of the Home was then had. Mr. Hanlon told those present that the Charter of the Home would soon expire. WHEREUPON, on motion of Mr. Stevenson, duly seconded, Mr. Hanlon was authorized to take steps to have the Charter extended for another fifty (50) years. Mrs. Dick spoke of changing the name of the Home, and after a general discussion this suggestion was over-ruled.

There being no further business, the meeting then adjourned.

Secretary

May 1929

ANNUAL MEETING

San Francisco, Calif., May 9, 1928.

In accordance with the By-Laws, and pursuant to notice published in the Daily Commercial News, for two weeks immediately prior to the day, of which notice the following is a printed copy:

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ANNUAL MEETING

NOTICE IS HEREBY GIVEN THAT THE ANNUAL meeting of the members of the corporation known as THE OLD PEOPLE'S HOME will be held at the office of the home, southwest corner Pine and Pierce Streets, San Francisco, California, on WEDNESDAY, the 8th day of May, 1928, at 1 o'clock p.m., for the purpose of electing a Board of Trustees and a Board of Lady Managers to serve for the ensuing year, and until their successors are elected and qualified, and for the transaction of any such other business that may be brought before the meeting which may be taken up according to law.
D. J. MURPHY, Secretary.
sp23rd

Hc The annual meeting of the Corporation known as the Old Peoples' Home was held this day at the Home, 2507 Pine Street, at two o'clock P.M.

In the absence of the President, William H. Crocker, Ferd C. Peterson, presided; and in the absence of D. J. Murphy, the Secretary, R. C. Burling acted as such.

There being a full quorum present; to wit, fifteen members, which number is more than three-fourths of the members, the Chairman called the meeting to order, and thereupon the Secretary pro tem read the minutes of the annual meeting held May 11, 1927, and on motion duly made and seconded, were approved as read.

Mrs. William H. Dick, President of the Board of Lady Managers, then presented her report for the past year, same being read by Mrs. A. M. McWilliams; which report, on motion duly made and seconded, was approved and ordered filed.

Mrs. A. M. McWilliams, Secretary of the Board of Lady Managers, presented and read her report, and on motion duly made and seconded was approved and ordered filed.

Mrs. J. D. Hodgen, Treasurer of Board of Lady Managers, presented and read her report, and on motion duly made and seconded, it was approved and ordered filed.

Mr. R. C. Burling, Secretary pro tem, presented and read the report of the Treasurer of the Board of Trustees for the past year, showing the income from securities owned, and disbursements made for account of the property owned, as well as new investments made; and on motion, duly made and seconded, this report was approved and ordered filed.

The report of Mr. C. C. Stevenson, Jr., on his examination and audit of the accounts of the Board of Trustees and Board of Lady Managers, for the past year, was then read; and after a general discussion of certain funds on deposit with the San Francisco Bank and American Trust Company, Mr. Stevenson withdrew his report until such time as proper entries could be made in the book of the Home, and same could be incorporated in his report; and on motion duly made and seconded, Mr. Stevenson's request was granted. Upon motion of Mrs. Jesse S. Andrews, seconded by Mrs. J. D. Hodgen, a vote of thanks was tendered Mr. Stevenson for his continued kindness and interest in behalf of

ANNUAL MEETING

San Francisco, Calif., May 8, 1929.

In accordance with the By-Laws, and pursuant to notice published in the Daily Commercial News, for two weeks immediately prior to the day, of which notice the following is a printed copy:

ANNUAL MEETING

NOTICE IS HEREBY GIVEN THAT THE ANNUAL meeting of the members of the corporation known as THE OLD PEOPLE'S HOME will be held at the office of the home, southwest corner of Pine and Pierce Streets, San Francisco, California, on WEDNESDAY, the 8th day of May, 1929, at 1 o'clock p.m., for the purpose of electing a Board of Trustees and a Board of Lady Managers to serve for the ensuing year, and until their successors are elected and qualified, and for the transaction of any such other business that may be brought before the meeting which may be taken up according to law.
D. J. MURPHY, Secretary.
ap23rd

The Annual Meeting of the Corporation known as the Old Peoples' Home was held this day at the Home, 2507 Pine St., at two o'clock P.M.

In the absence of the President, William H. Crocker, Ferd C. Peterson presided.

There being a full quota present; to wit, twenty-two members, which number is more than three-fourths of the members, the Chairman called the meeting to order, and thereupon the Secretary read the minutes of the annual meeting held May 9, 1928, and on motion duly made and seconded, were approved as read.

Mrs. A. M. McWilliams, Secretary of the Board of Lady Managers, presented and read her report, and on motion duly made and seconded was approved and ordered filed.

Mrs. J. D. Hodgen, Treasurer of Board of Lady Managers, presented her report for the past year, same being read by Mrs. McWilliams and on motion duly made and seconded it was approved and ordered filed.

Mrs. A. M. McWilliams, in behalf of Mrs. Dick, Chairman of Room Committee, presented and read that Committee's report for the year ending April 30, 1929.

Mrs. Wm. H. Dick, President of the Board of Lady Managers, then presented her report for the past year, same being read by Mrs. A. M. McWilliams; which report, on motion duly made and seconded, was approved and ordered filed.

Mr. D. J. Murphy, Secretary, presented and read the report of the Treasurer of the Board of Trustees for the past year, showing the income from securities owned, and disbursements made for account of the property owned, as well as new investments made; and on motion, duly made and seconded, this report was approved and ordered filed.

The report of Mr. C. C. Stevenson, Jr., on his examination and audit of the accounts of the Board of Trustees and Board of Lady Managers, for the past year, was then read; and on motion duly made and seconded, this report was ordered filed.

Mr. Stevenson then presented to the meeting the matter of the Board of Trustees and Board of Lady Managers considering the appointment of an Auditor or firm of accountants to make an examination of the books of the Home, as well as those of the Board of Trustees, periodically during the year. He stated that in his opinion an appointment of this character would be very beneficial.

A vote of thanks was tendered Mr. Stevenson for his report and his continued interest in the home, and the matter of appointing an auditor was referred to the Board of Trustees.

The Chairman stated that the election of a Board of Trustees and a Board of Lady Managers for the ensuing year, was then in order. Mr. D. J. Murphy then placed in nomination the names of the following gentlemen to serve as the board of Trustees of the Old Peoples' Home for the ensuing year, and until their successors are elected and qualified:

William H. Crocker
James C. Irvine
F. C. Peterson
C. E. Green *Gen. Secretary*
C. C. Stevenson, Jr.
D. J. Murphy
Templeton Crocker
George Stimmel
Fletcher G. Flaherty
Dr. J. C. Perry
F. W. Bradley

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present and tellers appointed to take up same; whereupon, the Chairman, reading from the ballots, declared that the foregoing were duly elected to serve as the Board of Trustees for the ensuing year and until their successors are elected and qualified.

Mrs. McWilliams then placed in nomination the names of the following ladies to serve as the Board of Lady Managers for the ensuing year:

Mrs. Jesse S. Andrews ✓
Mrs. Josephine P. Borda ✓
Mrs. William H. Dick ✓
Mrs. A. C. Griffith +
Mrs. Thomas E. Haven
Mrs. J. D. Hodgen
Mrs. R. V. Holder
Mrs. John W. Leavitt
Mrs. Wilfred H. Matson
Mrs. A. M. McWilliams
Mrs. H. C. Paddock
Mrs. Thomas Palache
Mrs. F. C. Peterson +
Mrs. C. M. Plum +
Mrs. George Fritchard +
Mrs. Charles A. Rossier +
Mrs. C. C. Stevenson
Mrs. J. B. Tufts
Mrs. W. G. Walkup
Mrs. Walter E. Wilcox
Mrs. E. W. Wilson

Mrs. George E. Bates
Mrs. Charles Goodall
Mrs. Charles C. Judson
Mrs. Frederick P. Stone

The nominations were duly seconded, and there being no further business, ballots were cast by the members present, and the Chairman announced that the foregoing were the duly elected Board of Lady Managers for the ensuing year, and until their successors are elected and qualified.

Mr. Fletcher G. Flaherty, Attorney for the Home, then presented and read his report, which on motion duly made and seconded, was approved and ordered filed.

The matter of the proposed new code By-Laws for the Home was then discussed. Mr. Flaherty, Attorney for the Home, stated that he had practically completed the new set of By-Laws, and on motion duly made and seconded, the Chairman was authorized to appoint a Committee to meet for the purpose of approving such new By-Laws. Thereupon, the Chairman appointed the following Committee for this purpose:

Mrs. John W. Leavitt
Mrs. E. W. Wilson
Mrs. William H. Dick
Mrs. Thomas Palache
Mrs. C. M. Plum
Mr. C. C. Stevenson, Jr.
Mr. F. C. Peterson
Dr. J. C. Perry
Mr. Fletcher G. Flaherty
Mr. D. J. Murphy

The Chairman then announced that the above mentioned Committee would meet on Thursday, May 16, 1929, at two o'clock P.M., in the office of Mr. Flaherty, Attorney, Crocker Building.

Mrs. Wm. H. Dick, President of the Board of Lady Managers, then brought up for discussion the matter of preparing a new Contract for entrance to the Home. This matter was referred to Mr. Flaherty, the Attorney, and when he was prepared to submit a new form of Contract the Chairman was authorized to appoint a Committee to approve same.

Mrs. Leavitt brought up for discussion the matter of a new building to replace the present structure housing the Home, upon which there was some discussion but no action taken in the matter.

There being no further business, and on motion duly made and seconded, the meeting adjourned.

Secretary

ANNUAL MEETING

San Francisco, Calif., May 9, 1928.

In accordance with the By-Laws, and pursuant to notice published in the Daily Commercial News, for two weeks immediately prior to the day, of which notice the following is a printed copy:

ANNUAL MEETING
NOTICE IS HEREBY GIVEN THAT THE ANNUAL MEETING OF THE MEMBERS OF THE CORPORATION KNOWN AS THE OLD PEOPLE'S HOME WILL BE HELD AT THE OFFICES OF THE HOME, SOUTHWEST CORNER OF PINE AND PARK STREETS, SAN FRANCISCO, CALIFORNIA, ON WEDNESDAY, THE 9TH DAY OF MAY, 1928, AT 2 O'CLOCK P.M., FOR THE PURPOSE OF ELECTING A BOARD OF TRUSTEES AND A BOARD OF LADY MANAGERS TO SERVE FOR THE CURRENT YEAR, AND UNTIL THEIR SUCCESSORS ARE ELECTED AND QUALIFIED, AND FOR THE TRANSACTION OF ANY SUCH OTHER BUSINESS THAT MAY BE BROUGHT UP ACCORDING TO LAW.
D. J. MURPHY, Secretary.

The annual meeting of the Corporation known as the Old Peoples' Home was held this day at the Home, 2507 Pine Street, at two o'clock P.M. Peterson, presided; and in the absence of D. J. Murphy, the Secretary, R. C. Burling acted as such.

There being a full quorum present; to wit, fifteen members, which number is more than three-fourths of the members, the Chairman called the meeting to order, and thereupon the Secretary pro tem read the minutes of the annual meeting held May 11, 1927, and on motion duly made and seconded, were approved as read.

Mrs. William H. Dick, President of the Board of Lady Managers, then presented her report for the past year, same being read by Mrs. A. M. McWilliams; which report, on motion duly made and seconded, was approved and ordered filed.

Mrs. A. M. McWilliams, Secretary of the Board of Lady Managers, presented and read her report, and on motion duly made and seconded, was approved and ordered filed.

Mrs. J. D. Hodgen, Treasurer of Board of Lady Managers, presented and read her report, and on motion duly made and seconded was approved and ordered filed.

Mr. R. C. Burling, Secretary pro tem, presented and read the report of the Treasurer of the Board of Trustees for the past year, showing the income from securities owned, and disbursements made for account of the property owned, as well as new investments made; and on motion, duly made and seconded, this report was approved and ordered filed.

The report of Mr. C. C. Stevenson, Jr., on his examination and audit of the accounts of the Board of Trustees and Board of Lady Managers, for the past year, was then read; and after a general discussion of certain funds on deposit with the San Francisco Bank and American Trust Company, Mr. Stevenson withdrew his report until such time as proper entries could be made in the books of the Home, and same could be incorporated in his report; and on motion duly made and seconded, Mr. Stevenson's request was granted. Upon motion of Mrs. Jesse S. Andrews, seconded by Mrs. J. D. Hodgen, a vote of thanks was tendered Mr. Stevenson for his continued kindness and interest in behalf of

On motion duly made and seconded it was resolved that certain funds on deposit with the San Francisco Bank and American Trust Co., be transferred to The Crocker First Federal Trust Co. of San Francisco.

Mrs. A. M. McWilliams, in behalf of Mrs. Dick, Chairman of Room Committee, presented and read that Committee's report for the year ending April 30, 1928.

In the absence of Mr. Fletcher G. Flaherty, Attorney for the Home, his report was read by Mr. Stevenson.

The Chairman stated that the election of a Board of Trustees and a Board of Lady Managers for the ensuing year, was now in order. Mr. F. C. Peterson then placed in nomination the names of the following gentlemen to serve as the Board of Trustees of the Old Peoples' Home for the ensuing year, and until their successors are elected and qualified:

William H. Crocker
James C. Irvine
F. C. Peterson
C. E. Green
C. C. Stevenson, Jr.
D. J. Murphy
Templeton Crocker
George Stimmel
Fletcher G. Flaherty
Dr. J. C. Perry
F. W. Bradley

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present and tellers appointed to take up same; Whereupon, the Chairman, reading from the ballots, declared that the foregoing were duly elected to serve as the Board of Trustees for the ensuing year and until their successors are elected and qualified.

Mrs. McWilliams then placed in nomination the names of the following ladies to serve as the Board of Lady Managers for the ensuing year:

Mrs. Jesse S. Andrews
Mrs. Josephine Borda
Mrs. W. H. Dick
Mrs. J. K. Firth
Mrs. A. C. Griffith
Mrs. Thos. E. Haven
Mrs. J. D. Hodgen
Mrs. R. V. Holder
Mrs. Chas. Huffman
Mrs. J. W. Leavitt
Mrs. Wilfred Matson
Mrs. A. M. McWilliams
Mrs. Thos. H. Palache
Mrs. F. C. Peterson
Mrs. Chas. M. Plum
Mrs. Chas. Rossier
Mrs. J. B. Tufts
Mrs. W. E. Willcox
Mrs. E. W. Wilson
Mrs. W. G. Walkup
Mrs. Geo. W. Pritchard

Honorary Members -

Mrs. Charles Goodall
Mrs. C. C. Judson
Mrs. Frederick Stone
Mrs. George E. Bates

The nominations were duly seconded, and there being no further nominations, ballots were cast by the members present, and the Chairman announced that the foregoing were the duly elected Board of Lady Managers for the ensuing year, and until their successors are elected and qualified.

A general discussion of the Home was then had. Mrs. Dick suggested that Mr. Flaherty get in touch with Mr. Ham of Mr. Hanlon's office and follow up Mr. Hanlon's work and make additional report to the Board of Lady Managers. Mr. Stevenson suggested that the Trustees, and a Committee appointed by the Board of Lady Managers, meet once every four (4) years to discuss important matters that might be pending at that time. Mrs. Dick read from the By-Laws that the Trustees should meet four times a year (Twelve O'clock noon last Tuesday in March, June, September and December). On motion of Mr. Stevenson, seconded by Mrs. Hodgen, Mr. Flaherty was placed on the Committee appointed to work out new form of entrance blanks and new scale of admission.

Mrs. Dick and Dr. Rumwell for their untiring services in behalf of the Home. On motion duly made and seconded a vote of thanks was tendered There being no further business, the meeting then adjourned.

Secretary

MANAGERS - 1985 - 1988

November 22, 1988

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:45 a.m. on November 22, 1988 at 3400 Laguna Street, San Francisco, California by the Vice-President, Mrs. J. Jerrold Applegarth.

BOARD MEMBERS PRESENT

Mesdames Abbott, Applegarth, Avenali, DeMott, Dodge, Eliot, Hall, Hall, Jr., Hiller, Livingston, Moller, Mustacchi, Pinkham, Richards, Stackhouse, Stark, Tight and von der Lieth.

BOARD MEMBERS ABSENT

Miss Cooper and Mesdames Bates, LeFevre, Leonards, Reinecke, Scott and Sherman.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Hall, Jr., Mrs. Abbott) that the minutes of October 25, 1988 be accepted as mailed with the following correction: Under "Long Range Planning", sentence three should be changed to read "In order to accomplish this the committee has hired Barker & Associates to prepare and submit a study of our physical plant to determine what if any major repairs will be necessary over the next ten years."

Mrs. Applegarth drew attention to the updated Board of Managers roster and list of Heritage residents which were available at the front table for Board members to pick up. The Board suggested that when new resident lists are typed, widows should be listed using their husband's name rather than their first name as is currently done.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read a list of donations made since the last meeting as follows: 1) Dr. Neville Bennington, in memory of Mrs. Virginia Bennington; and 2) Dr. & Mrs. Francis Hatch, a mirror, luggage rack, folding table, bookcase, birdbath and padded hangers.

TREASURER'S REPORT

Mrs. Mustacchi, Chairman, presented the Report of the Finance Committee for the month of October, 1988. (See distributed report.) It was moved, seconded and carried (Mrs. Avenali, Mrs. Moller) to approve the report as presented.

Mrs. Mustacchi presented the 1989 Budget with the following preliminary notations: 1) The employee salaries were raised 5% across the board with the exception of licensed staff where R.N.s received 8% and L.V.N.s 6%. This was done due to the difficulty in maintaining nursing staff because of the universal nursing shortage. This will be offset in part by cutting down on the use of registry personnel; 2) The Long Range Planning Committee has requested an increase from \$1,000 to \$10,000 to cover the costs of reimbursing experts to participate in the Barker & Associates study which will be \$8,000 plus; and 3) A request for \$1,000 to cover the administrative costs for the running of the Trustees' long range projections. These projections indicate that entrance and monthly fees should be raised 3% this year. There are no plans as of yet to raise private patient fees.

After discussion, it was moved, seconded and carried (Mrs. Avenali, Mrs. Pinkham) to approve the 1989 Operating Expense Budget of \$2,418,271.

After discussion, it was moved, seconded and carried (Mrs. Avenali, Mrs. von der Lieth) to approve the 1989 Capital Expense Budget of \$59,325 noting that several items will need to be reviewed before final approval for purchase.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, presented the recommendation of the Admissions Committee that Mr. and Mrs. Ralph Wertheimer, who have passed their 90 day probation period, be made permanent residents of The Heritage. As a result of the new room change policy, our resident, Mrs. Genevieve Pillsbury has moved from room 310 to room 320. Mrs. M.K. Swingle, who also requested a change, was more appropriately moved to the Personal Care Floor, room 107.

PUBLIC NUTRITION PROGRAM COMMITTEE

Mrs. Stark, committee member, reported that there will be a tour of Self Help for the Elderly offices on December 9th at 10:00 a.m. All Board members are invited to attend. The meal program will also be viewed. Lunch at a local Chinese restaurant will follow.

FOOD COMMITTEE

Mrs. Stark reported on the results of the Food Committee meeting. A new select menu will begin for the residents on January 16th. There will be a choice between two entrees every day one of which will be low in cholesterol. There will be no select menu at noon. The results of the recent food service satisfaction survey showed that 82% of our residents are happy with the program. The main area of dissatisfaction was quality of service in the Dining Room. Finally, the food committee asked that low fat hors d'oeuvres be available at this year's Residents' Christmas party.

GARDEN COMMITTEE

Mrs. Tight, committee member, reported that the committee had participated in a walk through of the Julia Porter Garden with Steve Kikuchi, landscape architect. This garden will be included in the next phase of the garden renovation project. He pointed out different plants that will be pulled out, where the ramp would go and pursued the idea of bricking the current concrete areas. It was pointed out that brick might be uneven and therefore create a risk to residents walking in the garden.

HEALTH CARE COMMITTEE

Mrs. Livingston, committee member, presented the report of the committee which has met with Roberta Helms, Director of Nursing Services. She requested that \$2,000 be submitted as part of the Capital Budget for 1989 to cover the cost of the purchase of a portable steam cleaner. It was moved, seconded and carried (Mrs. Abbott, Mrs. Hiller) that this request be granted.

New privacy curtains for the Health Center were discussed. Those that are currently in the patients' rooms have a mesh top which is against regulations. Mrs. Abbott asked if the curtains could be grandfathered in because they were purchased before mesh was a problem. The price for purchase of new curtains would be \$5,800. After discussion, it was agreed that if it is not a legal problem to retain the current curtains, the decision for possible new curtains be referred to the House Committee for review and recommendation.

Mrs. Livingston recommended that \$5,300 be approved for the purchase of 17 straight back chairs for the Health Center. It was moved, seconded and carried (Mrs. Tight, Mrs. Richards) to approve this expenditure with referral to the House Committee for selection.

The purchase of new less institutional bedspreads for Health Center patient beds was discussed. The House Committee in consultation with the Health Care Committee will decide on what type of bedspreads would be the most appropriate.

The purchase of new plastic binders for the Health Center at a cost of \$834.00 was discussed. It was moved, seconded and carried (Mrs. Pinkham, Mrs. Stark) to approve this purchase.

HOUSE COMMITTEE

No Report.

RESIDENTS' COUNCIL COMMITTEE

No Report.

LONG RANGE PLANNING COMMITTEE

Mrs. Abbott, Chairman, reported on the results of Sandy Barker's initial depreciation proposal. Copies of this letter are available.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

No Report.

FERGUSON FUND COMMITTEE

No Report.

SPECIAL EVENTS COMMITTEE

Mrs. von der Lieth reported on the plans for this year's Christmas parties. Invitations for the Residents' party will be mailed on December 1st by a committee of Board members who are meeting for this purpose. The current waiting list for residency at The Heritage will be included. The party will be on December 20th from 6:00 - 8:00 p.m. The Health Center Christmas party will be on December 19th at 2:00 p.m.

ADMINISTRATOR'S REPORT

See distributed report.

OTHER BUSINESS

Mrs. Applegarth asked for a motion to designate December as a Board vacation month. It was moved, seconded and carried (Mrs. Hall, Jr., Mrs. Livingston) to approve this motion.

Mrs. Applegarth reminded Board members that if they wish to be called in the event of injury or death of a particular resident, please contact Marla Long who will have the Board member's name listed on the emergency information of the resident.

Mrs. Applegarth announced that the cutoff date for contributions to this year's Employees' Appreciation Fund is December 7th.

Mrs. Applegarth reminded Board members of the dates for 1988 Christmas events.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Mary S Demott

Mrs. Richard Demott
Recording Secretary

MD:ml

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF NOVEMBER 1988

	NOVEMBER	YEAR TO DATE
HLY CARE FEES	\$70,696	\$747,737
ATE PATIENT FEES	5,850	86,175
MMODATION FEES (1)	40,004	254,088
IDY CLAIMS (2)	38,090	38,090
CAL COST REIMBURSEMENT	1,386	39,008
ST MEALS & LODGING	968	14,178
ESSING FEES	100	2,000
DENDS & INTEREST	53,861	510,173
(LOSS) ON SECURITY SALES	-	440,173
GENCY FEE	(542)	(5,417)
TAL INCOME - NET	37,263	405,105
ATIONS & BEQUESTS (3)	500	128,201
IC NUTRITION PROGRAM DONATION	-	(2,659)
ER INCOME (EXPENSE)	-	1,314
TOTAL INCOME	<u>248,176</u>	<u>2,658,166</u>

RATING EXPENSE:

D SERVICE	55,753	605,022
SEKEEPING	17,918	192,389
NTENANCE/SECURITY/GARDENS	10,557	123,522
G-TERM MAINTENANCE (5)	4,063	12,318
IVITIES	1,297	7,377
LTH CENTER/RESIDENT MEDICAL	68,353	781,557
INSTRATION	17,897	221,287
ERAL	12,118	135,003
TOTAL OPERATING EXPENSE	<u>187,956</u>	<u>2,078,475</u>
RECIACTION	<u>8,725</u>	<u>89,913</u>
TOTAL EXPENSE	196,681	2,168,388
GAIN (LOSS)	51,495	489,778
GET OPERATING EXPENSE (4)	188,955	2,078,505
'ER) UNDER BUDGET	999	30
RAGE NUMBER OF RESIDENTS	112	
RAGE NUMBER OF PRIVATE PATIENTS	3	
R CAPITA COST + DEPRECIATION	1,605 + 78	= 1,683
R CAPITA INCOME - RESIDENTS		1,330
R CAPITA INCOME - OTHER		813
ER CAPITA GAIN (LOSS)	460	

ER CAPITA COST = operating expense less abatements: private patient fees, medical cost reimbursement and guest meals & lodging.

es

Accommodation fee revenue includes \$21,454 unamortized balance of resident who died this month. Subsidy claim revenue is payment in full from Estate of Irene DuLaney, resident who died in June of this year. Donation of \$500 was from Mr. Neville Bennington in memory of Virginia Bennington.

Year to date operating expense is right on target -- a bull's eye! Longterm Non-routine Maintenance expense this month is \$3,423. for parking lot re-paving; and \$640. first billing of Barker Associates for Age & Depreciation Study.

Capital: Kikuchi, landscape architect's November billing: \$540. and new Maytag dryer for resident use, Morgan Building: \$399.

pectfully submitted,

Sara Mustacchi
Sra Mustacchi
24/89

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF OCTOBER, 1988

	OCTOBER	YEAR TO DATE
THLY CARE FEES	\$69,459	\$677,041
VATE PATIENT FEES	6,345	80,325
IMMODATION FEES	18,550	214,084
SIDY CLAIMS	-	-
ICAL COST REIMBURSEMENT	5,890	37,622
ST MEALS & LODGING	1,097	13,210
CESSING FEES	100	1,900
IDENDS & INTEREST	44,351	456,312
N (LOSS) ON SECURITY SALES	-	440,173
AGENCY FEE	-	(4,875)
TAL INCOME - NET	36,601	367,841
ATIONS & BEQUESTS (1)	24,496	127,701
LIC NUTRITION PROGRAM DONATION	-	(2,659)
ER INCOME (EXPENSE)	-	1,314
TOTAL INCOME	206,889	2,409,989

RATING EXPENSE:

D SERVICE	54,256	549,269
SEKEEPING	18,794	174,471
NTENANCE/SECURITY/GARDENS	13,009	112,966
G-TERM MAINTENANCE (2)	3,240	8,255
IVITIES	924	6,080
LTH CENTER/RESIDENT MEDICAL	76,644	713,204
INISTRATION	18,191	203,390
IERAL	10,998	122,884
TOTAL OPERATING EXPENSE	196,056	1,890,519
RECIATION	8,725	81,188
TOTAL EXPENSE	204,781	1,971,707
GAIN (LOSS)	2,108	438,282
GET OPERATING EXPENSE ER) UNDER BUDGET	188,955 (7,101)	1,889,550 (969)
RAGE NUMBER OF RESIDENTS	111	3
RAGE NUMBER OF PRIVATE PATIENTS		
R CAPITA COST + DEPRECIATION	1,646 + 79 =	1,725
R CAPITA INCOME - RESIDENTS		794
R CAPITA INCOME - OTHER		950
R CAPITA GAIN (LOSS)		19

ER CAPITA COST = operating expense less abatements: private patient fees, medical cost reimbursement and guest meals & lodging.

otes:

-) We received a bequest in the amount \$24,496 from Mr. Pryce Byrdsley, a Heritage resident who died in January of this year.
-) Longterm non-routine maintenance expense of \$3,240 consists of \$2,100 balance due, gutter project (Total cost: \$2,700), and \$1,140 for fire prevention automatic shut-off addition to the kitchen fryer system.
-) Capital expense: \$2,720. payment to Kikuchi & Associates, landscape architect.

espectfully submitted,

Dora Mustacchi
Dora Mustacchi

1/22/88

BOARD OF MANAGERS' MEETING

October 25, 1988

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. on October 25, 1988 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Mesdames Avenali, DeMott, Dodge, Eliot, Hall, Hall, Jr., Hiller, Leonards, Livingston, Moller, Richards, Sherman, Stark, Tight, and von der Lieth.

BOARD MEMBERS ABSENT

Miss Cooper and Mesdames Abbott, Applegarth, Bates, Lefevre, Mustacchi, Pinkham, Reinecke, Scott and Stackhouse.

ADVISORY COUNCIL PRESENT

Mesdames Finley, Lampen, Logan, McDaniel, Miller, Nigh and Nishkian.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Livingston, Mrs. Moller) that the minutes of September 27, 1988 be accepted as mailed.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read a list of donations made since the last meeting as follows: 1) Mrs. Harold Boucher, book donation to the library; 2) Anonymous, clothing and magazines; 3) Mrs. Frances Stacy, an ironing board, 4) Mrs. Prudence Evans, cash donation to the Health Center; and 5) Miss Mary S. Newman, Shoji Screens for the Health Center.

TREASURER'S REPORT

Mrs. Hall, Jr., Finance Committee Member, presented the Report of the Finance Committee for the month of September, 1988. (See distributed report.) It was moved, seconded and carried (Mrs. Avenali, Mrs. von der Lieth) to approve the report as presented.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that there are currently 17 individuals on the waiting list for entrance into The Heritage and 3 couples. The Admissions Committee usually interviews 2 applicants per month, sometimes 3 when a couple is scheduled.

PUBLIC NUTRITION COMMITTEE

Mrs. Eliot, Chairman, stated that we came in at \$2.65 per meal this month for the food program which is a little over our contracted amount. However, last month we were under by a significant amount. She reported that there are plans being made for the Public Nutrition Committee, along with Mr. Benedict, to visit the new Self Help offices soon. An invitation will be made to all Board Members to join the tour if they are interested. The date will be announced.

FOOD COMMITTEE

Mrs. von der Lieth, Chairman, reported the results of the Food Committee meeting. Ron Duey is still experiencing difficulties with residents coming in at odd times for breakfast. There will be a special meeting with Food Committee members, Tony Lawrence, and Ron Duey to discuss this problem further. There will soon be a special cut-off time for residents to report guests for each meal to avoid last minute reservations which interfere with cooking and dining room staff schedules. Following this there was discussion regarding the substitution list. There has been an increase in residents requesting items which are not standard substitutions. The Food Committee focused on a smaller problem which involves improper order of serving by the dining room staff. An example was given of dessert being served before the entree is removed. In closing Mrs. von der Lieth stated that the committee commented that there has been an overall improvement in service and quality of food in the dining room.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, stated that the landscaping plans for the Julia Porter pocket garden renovation are at the meeting today for those who would like to look at them. There will be a brief meeting of the Garden Committee following lunch.

HEALTH CENTER COMMITTEE

Mrs. Livingston, committee member, in the absence of Mrs. Applegarth, Chairman, reported that they hope there will be a meeting of the committee after the next Board meeting. The committee is currently researching new privacy curtains and bedspreads for the Health Center. The possibility of using a Roman shade to help shield light coming from the large window in the Friendship Room is also being explored.

HOUSE COMMITTEE

Mrs. Dodge, Co-Chairman, stated that the patient lounge in the Health Center has been decorated by the House Committee. Mrs. Scott deserves a lot of credit for this project, having even chosen and stapled the material for the partition screens. Ms. Cox, Director of Resident Accommodations, had asked the House Committee to select a date for Christmas decorating so that the Christmas tree can be purchased in preparation. The Board agreed that decorating of The Heritage would take place on Thursday, December 15 at 10:00 a.m.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Avenali, Chairman, reported the results of the October Residents' Council Executive Committee meeting. There were no major problems discussed. The committee is pleased with the choice to move the resident laundry facilities to the Craft Room.

LONG RANGE PLANNING COMMITTEE

Mrs. Livingston, committee member, read to the Board a description of the duties of this committee. Following this she read a statement of purpose which was recently developed by the committee indicating that it is appropriate at this time to assess our physical plant and prioritize the results. In order to accomplish this the committee has hired Barker & Associates to embark on a study of our physical plant to determine what if any major repairs will be necessary over the next ten years. With this study, the committee hopes to anticipate and provide for budget requests to cover repairs and maintenance.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

No Report.

FERGUSON FUND COMMITTEE

No Report.

SPECIAL EVENTS COMMITTEE

Mrs. von der Lieht, Co-Chairman, stated that today is the celebration for the 135th year of the San Francisco Ladies' Protection and Relief Society. She also reminded Board members that the Residents' Christmas party will be on the evening of Tuesday, December 20th.

ADMINISTRATOR'S REPORT

See distributed report.

OTHER BUSINESS

Mrs. Leonards read the Admissions Policy which was approved by the Board of Managers at their April 24, 1984 meeting as follows: "Any qualified member of the Board of Managers who wishes to apply for residency at The Heritage would be eligible for application ten months after termination of membership from the Board. A member

OTHER BUSINESS (continued)

of the Advisory Council may apply at any time."

Mrs. Leonards reported that there was an article about The Heritage in the October Marina, the local neighborhood newspaper.

Mrs. Tight stated that she would like a list of residents currently residing at The Heritage. Other Board members agreed that a list of this kind would be useful to have. This list will be circulated along with the next minute mailing.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Mary S DeMott

Mrs. Richard DeMott
Recording Secretary

ML:ml

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF SEPTEMBER, 1988

	<u>SEPTEMBER</u>	<u>YEAR TO DATE</u>
JME		
THLY CARE FEES	\$69,274	\$607,582
VATE PATIENT FEES	8,100	73,980
MMODATION FEES (1)	23,582	195,533
SIDY CLAIMS	-	-
ICAL COST REIMBURSEMENT	2,226	31,732
ST MEALS & LODGING	1,554	12,113
CESSING FEES	400	1,800
ENDS & INTEREST	39,970	411,961
N (LOSS) ON SECURITY SALES	-	440,173
AGENCY FEE	(1,625)	(4,875)
TAL INCOME - NET	37,292	331,240
ATIONS & BEQUESTS	-	103,205
LIC NUTRITION PROGRAM DONATION	-	(2,659)
ER INCOME (EXPENSE)	-	1,314
TOTAL INCOME	<u>180,773</u>	<u>2,203,099</u>

RATING EXPENSE:

ID SERVICE	56,538	495,012
ISEKEEPING	17,991	155,677
NTENANCE/SECURITY/GARDENS	12,115	99,956
IG-TERM MAINTENANCE	-	5,015
IVITIES	674	5,156
LTH CENTER/RESIDENT MEDICAL (2)	71,376	636,559
NISTRATION	18,358	185,199
IERIAL (3)	9,021	111,886
TOTAL OPERATING EXPENSE	186,073	1,694,460
RECIATION	<u>8,725</u>	<u>72,464</u>
TOTAL EXPENSE	194,798	1,766,924
GAIN (LOSS)	(14,025)	436,175
GET OPERATING EXPENSE (ER) UNDER BUDGET	188,955 2,882	1,700,595 6,135
ERAGE NUMBER OF RESIDENTS	110	4
ERAGE NUMBER OF PRIVATE PATIENTS	1,584 + 79	= 1,663
ER CAPITA COST + DEPRECIATION	848	848
ER CAPITA INCOME - RESIDENTS	688	688
ER CAPITA INCOME - OTHER	(127)	
ER CAPITA GAIN (LOSS)		
PER CAPITA COST = operating expense less abatements: private patient fees, medical cost reimbursement and guest meals & lodging.		

otes) Accommodation fee revenue includes \$5,562 unamortized balance of resident who died this month.

-) Health Center Outside Services is a record month for reduced outside nursing registry use, \$124. only.
) Utilities - Our water bill this month included an \$800 excess use penalty. We're disputing the water company's allotment calculation and they appear to be giving our claim careful consideration. We were advised not to pay the penalty for now. Our water billing in general is being analyzed with hope sewer assessment might also be reduced.
) Capital - Glare reducing film, new security door, Morgan Lobby - \$350.

espectfully submitted,

Barbara B. Hall
Barbara B. Hall for
Dora Mustacchi
0/25/88

BOARD OF MANAGERS' MEETING

September 27, 1988

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:37 a.m. on September 27, 1988 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Mesdames Abbott, Applegarth, Avenali, DeMott, Eliot, Hall, Hall, Jr., LeFevre, Leonards, Livingston, Mustacchi, Pinkham, Reinecke, Richards, Scott, Sherman, Stackhouse, and Tight.

BOARD MEMBERS ABSENT

Miss Cooper and Mesdames Bates, Dodge, Hiller, Moller, Stark and von der Lieth.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Livingston, Mrs. Hall, Jr.) that the minutes of July 26, 1988 be accepted as mailed with the following addition: "The quarterly meeting of the CAHA Northern region took place in the new Health Center Activities Room at The Heritage on August 30, 1988. The guest speaker was Sandy Barker who spoke on strategic planning for age and depreciation studies."

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read a list of donations made since the last meeting as follows: 1) Miss Mary Stuart Newman, donation towards purchase of Shoji Screens for Health Center; 2) Mr. Ervin Scharff, 2 decorative privacy screens; 3) Miss Dorothy Casavant, a sofa; 4) Mrs. Alice Von Briesen, a leather chair and a card table; 5) Dr. John Henderson; book donation to the library; 6) Anonymous, book donation to the library; and 7) Mr. & Mrs. Ira Sugarman, book donation to the library.

Mrs. Tight read a letter of appreciation from St. Anthony's for our recent donation of 32 mattresses (which were replaced in our Health Center with new Serta mattresses.) These mattresses will be distributed through their Thrift Shop Community Distribution Center.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of July, 1988. (See distributed report.) It was moved, seconded and carried (Mrs. Mustacchi, Mrs. Hall) to approve the report as presented.

Mrs. Mustacchi presented the Report of the Finance Committee for the month of August, 1988. (See distributed report.) It was moved, seconded and carried (Mrs. Mustacchi, Mrs. Livingston) to approve the report as presented.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, presented the recommendation of the Admissions Committee that Mrs. May Clines, Mrs. Anita Hutton and Mr. John Creighton Murray, who have passed their 90 day probation period, be made permanent residents of The Heritage. It was moved, seconded and carried (Mrs. LeFevre, Mrs. Pinkham) to approve this recommendation. In closing, she informed the Board that the committee continues to interview 2 candidates per month, sometimes 3 when a couple is scheduled.

PUBLIC NUTRITION PROGRAM COMMITTEE

Mrs. Eliot, Chairman, reported that she and her husband attended the Self Help for the Elderly annual fundraising dinner on September 8th. This month we will be well under our contracted rate for the meal program, coming in at \$2.19 per meal. The cost per meal is dependent on the number of meals served. Towards the end of the year we will decide how to use any positive balance from the meal program.

FOOD COMMITTEE

Mrs. DeMott, committee member, reported on the results of the Food Committee meeting. There were complaints about the cleanliness of waiters and waitresses. It was felt that there should be a supervisor present at all meals. Mr. Benedict explained that

Board of Managers' Meeting
September 27, 1988

Page Two

FOOD COMMITTEE (continued)

many retirement homes serve buffet style in order to cut down on staffing costs. At The Heritage we have sit down service at all meals. Ron Duey, Food Service Director, is here for breakfast and lunch and makes random visits at dinnertime. Tony Lawrence is the Dining Room Supervisor, under Ron Duey, and is present at lunch and dinner 5 days a week. Ron Duey will be talking to his staff about proper grooming and handwashing techniques.

GARDEN COMMITTEE

Mrs. Sherman, chairman, reported that the Finance Committee has given approval to allocate \$2,900 to pay Steve Kikuchi & Associates for the development of plans for Phase II of the garden renovation project and to place these plans out to bid. She noted that Board members may have noticed that our front and back lawns have turned brown. It was the recommendation of Steve Kikuchi that these lawns not be watered at this time due to their age and the drought. Our gardener, Lorenzo Etcheverria, has been handwatering the gardens as needed.

HEALTH CARE COMMITTEE

Mrs. Richards, committee member, reported on the September 7th Health Center quarterly meeting which she attended in the absence of Mrs. Applgarth, chairman.

HOUSE COMMITTEE

Mrs. Scott, committee member, reported that the chandelier in the reception office has been replaced. She stated that the committee did not budget for replacement of Christmas decorations. If Board members have old decorations that they are no longer using, please bring them for use at The Heritage. Mrs. Scott asked if monies could be allocated for Christmas decoration purchase for this year. Mrs. Mustacchi stated that Mrs. Dodge, Co-Chairman had already submitted a list to the Finance Committee requesting approval for expenses totaling \$750-\$1,000 over the 1988 budget for the House Committee. After discussion it was moved, seconded and carried (Mrs. Sherman, Mrs. Lefevre) to approve the expenditure of up to \$1,000 for items listed to include Christmas decorations.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Avenali, Chairman, reported on the September Residents Council meeting. She stated that everything is going well. The committee was concerned about the bingo games which are often losing money. The Residents Council will donate \$10.00 per month out of their account.

Mrs. Leonards passed around copies of the Residents' Activities Calendar to familiarize Board members with a typical month's events.

LONG RANGE PLANNING COMMITTEE

Mrs. Abbott, Chairman, stated that the committee would be meeting after lunch. She had attended the CAHA workshop which was presented by Sandy Barker and expressed interest in his presentation on aging and depreciation and how it might apply to The Heritage.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES COMMITTEE

Mrs. Avenali, Chairman, reported that after consulting with the Administrator and his staff and carefully reviewing the pros and cons of allowing Residents to move from one single room to another, the committee recommends that such changes be allowed subject to certain conditions as set forth in the Heritage Continuing Care Contract. Further all requests must be made in writing to the Administrator who will maintain a waiting list.

Requests will be processed in the order of seniority (based on Residents' date of entry to The Heritage and availability of space.) Changes are limited to one per Resident and one per vacancy.

She moved that the Board extend its current policy to include all requests subject

PERSONNEL, POLICIES AND PROCEDURES COMMITTEE (continued)

to the conditions outlined above. It was moved, seconded and carried (Mrs. Avenali, Mrs. Hall, Jr.) to approve this policy change.

FERGUSON FUND COMMITTEE

Mrs. Reinecke, Chairman, reported that she had met with Vladimir Romanenkov, a former concert pianist, regarding possible referrals for the Ferguson Fund. She will be meeting with other performing artists in the Bay Area with the same purpose in mind. This afternoon she will be attending a press conference of performing arts organizations at Davies Hall and will have the opportunity to talk to individuals to acquaint them with the Ferguson Fund.

SPECIAL EVENTS COMMITTEE

Mrs. Stackhouse, Co-Chairman, stated that we need to determine dates for this year's Christmas festivities. After discussion the dates were approved as follows:

Residents' Christmas Party:	Tuesday, December 20th
Health Center Christmas Party:	Monday, December 19th
Christmas Decorating:	To be announced

There will be an in-house celebration of the 135th anniversary of the San Francisco Ladies' Protection and Relief Society after the next Board meeting on October 25th. The Advisory Council will be invited to the Board meeting and the celebration. At lunch time, John Creighton Murray, our resident violinist, will play for us. Afterwards coffee and dessert will be served in the Health Center Activities Room with a tour following to unveil the new bedspreads.

ADMINISTRATOR'S REPORT

See distributed report.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:10 p.m.

Respectfully submitted,



Mrs. Richard DeMott
Recording Secretary

MD:ml

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF AUGUST, 1988

	AUGUST	YEAR TO DATE
LY CARE FEES	\$68,903	\$538,308
TE PATIENT FEES	8,435	65,880
MODATION FEES	17,699	171,951
DY CLAIMS	3,330	29,506
AL COST REIMBURSEMENT	1,410	10,559
MEALS & LODGING	300	1,400
SSING FEES	49,608	371,991
ENDS & INTEREST	-	440,173
(LOSS) ON SECURITY SALES	-	(3,250)
GENCY FEE	36,876	293,948
L INCOME - NET	-	103,205
TIONS & BEQUESTS	-	(2,659)
C NUTRITION PROGRAM DONATION	(250)	1,314
I INCOME (EXPENSE)	-	2,022,326
TOTAL INCOME	186,311	

TING EXPENSE:

SERVICE	54,571	438,475
KEEPING	16,057	137,686
RENANCE/SECURITY/GARDENS	12,250	87,841
TERM MAINTENANCE (1)	1,180	5,015
ITIES	639	4,482
TH CENTER/RESIDENT MEDICAL	71,595	565,184
VISTRATION	17,851	166,841
ZAL	11,064	102,865
TOTAL OPERATING EXPENSE	185,207	1,508,389
ECIATION	<u>8.725</u>	<u>63,739</u>
TOTAL EXPENSE	193,932	1,572,128
GAIN (LOSS)	(7,621)	450,198
ET OPERATING EXPENSE	188,955	1,511,640
R) UNDER BUDGET	3,748	3,251

AGE NUMBER OF RESIDENTS
AGE NUMBER OF PRIVATE PATIENTS

CAPITA COST + DEPRECIATION	1,550	+	79	=	1,629
CAPITA INCOME - RESIDENTS					783
CAPITA INCOME - OTHER					777

CAPITA GAIN (LOSS)

R CAPITA COST = operating expense less abatements: private patient fees,

R CAPITA COST = cost reimbursement and guest meals & lodging,

tes

Longterm non-routine maintenance expense consists of \$580. to re-carpet Room 113 on the protective care ward; and \$600. as 25% down payment on gutter work.

Capital expenditures: \$61,024. to Joerns Health Care Products for 30 new hospital beds and nightstands, 32 over-bed tables for the Health Center. (Two beds were not in perfect condition, also 2 nightstands, so payment has been withheld on these items pending correction: \$3,230 withheld).

spectfully submitted,

John Mustacchi
John Mustacchi
27/88

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF JULY, 1988

	<u>JULY, 1988</u>	<u>YEAR TO DATE</u>
INPATIENT CARE FEES	\$70,377	\$469,405
INPATIENT PATIENT FEES	8,305	57,445
INPATIENT MODERATION FEES (3)	44,331	154,252
INPATIENT CLAIMS	2,935	26,177
INPATIENT COST REIMBURSEMENT	1,337	9,149
INPATIENT MEALS & LODGING	300	1,100
INPATIENT ISSING FEES	44,734	322,383
INPATIENT DEPENDS & INTEREST	340,929	440,173
(LOSS) ON SECURITY SALES (1)	-	(3,250)
INPATIENT AGENCY FEE	37,294	257,071
INPATIENT INCOME - NET	101,336	103,205
INPATIENT FUNDRAISINGS & BEQUESTS (2)	-	(2,409)
INPATIENT NUTRITION PROGRAM DONATION	-	1,314
INPATIENT INCOME (EXPENSE)	651,878	1,836,015
TOTAL INCOME		

OPERATING EXPENSE:

SERVICEKEEPING	55,685	383,904
Maintenance/SECURITY/GARDENS	17,703	121,629
-TERM MAINTENANCE	11,592	75,591
VITIES	-	3,835
TH CENTER/RESIDENT MEDICAL NISTRATION	72,721	3,843
RAL	72,657	493,589
TOTAL OPERATING EXPENSE	18,706	148,991
ECIATION	11,490	1,91,801
	188,554	1,323,183
	<u>8,725</u>	<u>55,015</u>
TOTAL EXPENSE	197,279	1,378,198
GAIN (LOSS)	454,599	457,817
NET OPERATING EXPENSE R) UNDER BUDGET	188,955 401	1,322,685 (498)
AGE NUMBER OF RESIDENTS	112	
AGE NUMBER OF PRIVATE PATIENTS	4	
CAPITA COST + DEPRECIATION	1,571 + 78	= 1,649
CAPITA INCOME - RESIDENTS		1,027
CAPITA INCOME - OTHER		4,681
GAIN (LOSS)	4,059	

DR CAPITA COST = operating expense less abatements: private patient fees, medical cost reimbursement and guest meals & lodging.

tes:

Gain on sale of securities this month resulted from sale of 7,200 shares Bordon, Inc. for gain of \$307,646; sale of 1,088 shares Cypress Minerals for a gain of \$33,142; and sale of 10 shares Imo Delaval with gain, \$141.

Donations and Bequests: We received \$33,396 from the estate of Dr. Lorna Feng, Heritage resident who died in October, 1987. We also received \$67,940 from the Edith Cox Trust, beneficiary rights we inherited from the Crocker Old Peoples Home.

Accommodation fee revenue includes \$26,632. unamortized balances of residents who died in July.

...continued...

BOARD OF MANAGERS' MEETING

July 26, 1988

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on July 26, 1988 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Mesdames Applegarth, Bates, DeMott, Dodge, Eliot, Hall, Hall, Jr., Hiller, Leonards, Moller, Mustacchi, Richards, Scott, Sherman, Stark, Tight, and von der Lieth.

BOARD MEMBERS ABSENT

a) Miss Cooper and Mesdames Abbott, Avenali, LeFevre, Livingston, Pinkham, Reinecke, and Stackhouse.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Applegarth, Mrs. Stark) that the minutes of June 28, 1988 be accepted as mailed.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read a list of donations made since the last meeting as follows: 1) Julia Morgan Architect by Sara Homes Bouteille, Captain and Mrs. Girvin Wait.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of June, 1988. (See distributed report.) It was moved, seconded and carried (Mrs. Hall, Jr., Mrs. Scott) to approve the report as presented.

Mrs. Mustacchi presented the resolution of the Finance Committee that retroactive to July 1, incoming residents pay a monthly fee of \$810.00 per single individual and \$1,550 per couple. Each year the monthly fee will be increased by the same percentage as current residents living at The Heritage. This would be instituted to avoid incoming residents paying less than those already living at The Heritage. Those making inquiries regarding residency will be quoted the current rate emphasizing that it may go up as of July 1st of each year. After discussion, it was moved, seconded and carried (Mrs. Mustacchi, Mrs. Applegarth) that the foregoing resolution be approved as presented.

Mrs. Mustacchi asked that each committee chairman submit their committee budget by the September Board meeting.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, presented the recommendation of the Admissions Committee that Mr. Edward Segali and Miss Mara Lane, who have passed their 90 day probation period, be made permanent residents of The Heritage. It was moved, seconded and carried (Mrs. Hall, Mrs. Dodge) to approve this recommendation.

Mrs. Hall drew attention to the June 28th Executive Session minutes stating that at present waiting list applicants are not limited to a designated number of room choices when their name reaches the top of the list. They are encouraged to wait for a room that is desirable to them as current policy only allows for room changes after entrance for medical reasons.

PUBLIC NUTRITION PROGRAM COMMITTEE

No Report.

FOOD COMMITTEE

Mrs. von der Lieth, Chairman, reported on the results of the Food Committee meeting.

FOOD COMMITTEE (continued)

She stated that oat bran is now being served twice a week. A salad bar was served to the residents recently at lunch time. Some residents liked it, others did not because it was difficult to serve themselves. Waiters and waitresses could serve those residents who need assistance. The salad bar will be tried again at the lunch following the September Board meeting. Residents will be given a list of alternates to keep in their room. Finally there was discussion about the availability of low sodium food for those that require it.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, reported that Phase I of the garden renovation project has been completed and paid for. The committee is planning for the repainting of the garden benches in the inner garden outside of the Dining Room door and in front of The Heritage.

HEALTH CENTER COMMITTEE

Mrs. Applegarth, Chairman, reported that the new beds for the Health Center are scheduled to leave the plant on August 5th and should arrive on the 9th or 10th. She reported that since the last meeting our staff development nurse, Mrs. Cheryl Adams, had resigned and we have promoted one of our staff nurses, Ms. Mira Nevenic, to fill the position.

The next quarterly meeting of the Health Center, which is attended by Mrs. Applegarth, as Board representative, will be on Tuesday, September 7th at 11:00 a.m.

Last of all, she commented that the research for new privacy curtains and bedspreads is ongoing.

HOUSE COMMITTEE

Mrs. Scott reported that the Finance Committee has given approval for the purchase of new lighting fixtures for resident rooms. The current fixtures are evidently obsolete. This is a purchase that was budgeted for in 1988.

Mrs. Dodge stated that the reception office chandelier will need to be replaced due to the unavailability of replacement parts for it.

RESIDENTS COUNCIL COMMITTEE

Mrs. Stark reported on the July Residents Council meeting.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

No Report.

FERGUSON FUND COMMITTEE

No Report.

SPECIAL EVENTS COMMITTEE

Mrs. von der Lieth, Chairman, stated that 1988 marks the 135th year of the San Francisco Ladies' Protection and Relief Society. Her committee plans to have a celebration on the day of the Board meeting in October to which the Advisory Council will be invited.

ADMINISTRATOR'S REPORT

See distributed report.

OTHER BUSINESS

Mrs. Leonards reminded the Board that August will be Board vacation month. The only committee that is currently planning to meet is Admissions on the first Tuesday.

Mrs. Leonards alerted the Board that the results of annual skilled nursing facility surveys are being made much more public. It would be to the advantage of The Heritage to consider having an open house to familiarize neighbors and friends with our facility.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:45 a.m.
Respectfully submitted,

Betty Leonards

Mrs. Richard Leonards
for Mrs. Richard Demott
Recording Secretary

BL:ml

"As per September 27, 1988 Correction please note
the following under "Other Business"

The Quarterly Meeting of the CAAA Northern
region will take place in the new Health Center
Activities Room at The Heritage on August 30, 1988.
The guest speaker will be Sandy Bunker on
Strategic planning for age and depreciation
studies.

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF June, 1988

<u>ME</u>	<u>JUNE</u>	<u>YEAR TO DATE</u>
HLY CARE FEES	\$67,386	\$399,028
ATE PATIENT FEES	8,100	49,140
MODIFICATION FEES	17,255	109,921
IDY CLAIMS	-	-
CAL COST REIMBURSEMENT	4,743	23,242
T MEALS & LODGING	1,654	7,812
ESSING FEES	400	800
DENDS & INTEREST	70,391	277,649
(LOSS) ON SECURITY SALES	(1,625)	99,243
AGENCY FEE	37,253	(3,250)
AL INCOME - NET	85	219,777
TIONS & BEQUESTS	-	1,870
IC NUTRITION PROGRAM DONATION	-	(2,409)
R INCOME (EXPENSE)	-	1,314
TOTAL INCOME	<u>205,642</u>	<u>1,184,137</u>

ATING EXPENSE:

SERVICE	54,120	328,219
KEEPING	16,501	103,926
TENANCE/SECURITY/GARDENS	9,893	63,999
-TERM MAINTENANCE (1)	3,835	3,835
VITIES	771	3,122
TH CENTER/RESIDENT MEDICAL	69,984	420,931
NISTRATION	17,489	130,285
RAL	12,562	80,311
TOTAL OPERATING EXPENSE	<u>185,155</u>	<u>1,134,628</u>
ECIATION	<u>8,725</u>	<u>46,290</u>
TOTAL EXPENSE	<u>193,880</u>	<u>1,180,918</u>
GAIN (LOSS)	<u>11,762</u>	<u>3,219</u>
NET OPERATING EXPENSE	<u>188,955</u>	<u>1,133,730</u>
(R) UNDER BUDGET	<u>3,800</u>	<u>(898)</u>
AGE NUMBER OF RESIDENTS	112	
AGE NUMBER OF PRIVATE PATIENTS	4	
CAPITA COST + DEPRECIATION	1,523 + 78	= 1,601
CAPITA INCOME - RESIDENTS	947	759
CAPITA INCOME - OTHER	105	
CAPITA GAIN (LOSS)	105	

'R CAPITA COST = operating expense less abatements: private patient fees,
medical cost reimbursement and guest meals & lodging.

otes

- Longterm non-routine maintenance expense of \$3,835 represents purchase of new lighting fixtures for Perry Building hallways (budgeted at \$4,000).
- Needed shelving for the Chinatown kitchen was purchased at a cost of \$700. As approved, we will be purchasing additional equipment which we've made due without up until now, using some of the gain we have been realizing since the new billing system using a fixed per meal cost began in November 1987. Starting July, we begin a new contract year with a per meal billing cost of \$2.40* which should also reduce the accumulated gain. We are booking this gain as a liability on our books; closer to the end of our fiscal year, which will be several months into the new billing contract year, we can evaluate and determine the most prudent action to take if we still have a significant surplus in this reserve account.

...continued....

* \$2.50

June 28, 1988

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on June 28, 1988 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Mesdames Abbott, Bates, DeMott, Dodge, Eliot, Hall, Hall, Jr., LeFevre, Leonards, Livingston, Mustacchi, Reinecke, Richards, Scott, Sherman, Stark, Tight and von der Lieth.

BOARD MEMBERS ABSENT

Miss Cooper and Mesdames Applegarth, Avenali, Hiller, Moller, Pinkham, and Stackhouse.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Abbott, Mrs. Hall, Jr.) that the minutes of May 24, 1988 be accepted as mailed.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read a list of donations made since the last meeting as follows: 1) Miss Mara Lane, a statue of Pan for the garden; 2) Anonymous, in memory of Dr. Robert Sherman; 2) Anonymous, in memory of Dr. Robert Sherman; 3) Anonymous, in memory of Dr. Robert Sherman; and 4) Anonymous, in memory of Dr. Robert Sherman.

Mrs. Sherman thanked the Board for their notes and gift of a plant in condolence for the recent death of her husband, Dr. Robert Sherman.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of May, 1988. (See distributed report.) It was moved, seconded and carried (Mrs. LeFevre, Mrs. Hall, Jr.) to approve the report as presented.

Mrs. Mustacchi reported that currently we have a positive balance of approximately \$10,000 for the Self Help for the Elderly meal program budget. The Finance Committee would like the approval of the Board to use \$4,597 of this balance to purchase some needed equipment for the Mei Lun Yuen kitchen. It was moved, seconded and carried (Mrs. Livingston, Mrs. LeFevre) to approve this purchase.

Mrs. Mustacchi reported that the Board of Trustees approved the purchase of a security door for the front of The Heritage at a cost of not more than \$3,000. The door has been ordered at an expense of \$2,885. She also stated that the budgeted new tool shed has been approved for purchase by the Finance Committee at a cost not to exceed \$3,000.

Mrs. Mustacchi asked for approval for the purchase of the new blinds for the third and fourth floor Perry building sitting rooms at a cost of \$400. It was moved, seconded and carried (Mrs. LeFevre, Mrs. Scott) to approve this purchase.

Mr. Benedict asked for approval for the purchase of one year's supply of carpeting for resident rooms at a cost of \$4,400. This should be enough for ten rooms at a square yard price of \$11.00. It was moved, seconded and carried (Mrs. Hall, Mrs. Sherman) to approve this purchase.

Mr. Benedict requested approval for the hiring of an extra aide on the night shift of the Health Center in order that there might be better coverage for a patient who is currently requiring extensive supervision. This would cost approximately \$20,000 per year but in the long run would be considerably less than relocating the patient to another facility where more care could be provided. It was moved, seconded and carried (Mrs. LeFevre, Mrs. Scott) that the aide be hired.

Mr. Benedict requested approval for the extension of security guard hours. Currently the guards work from 7:30 p.m. to 3:30 a.m. He would like to extend the hours to 5:30 a.m. when daytime staff arrives. This would provide for better coverage in the event of disaster. The Board gave its approval for a recommendation to be

TREASURER'S REPORT (continued)

made to the Board of Trustees for this extension of hours.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, presented the recommendation of the Admissions Committee that Mr. Peter Giovanzana, Miss Gertude Meade and Mrs. Generieve Pillsbury, who have passed their 90 day probation period, be made permanent residents of 'The Heritage'. It was moved, seconded and carried (Mrs. Hall, Mrs. Livingston) to approve this recommendation.

Dr. and Mrs. Hatch have reserved suite 330 pending the passing of their final physicals. Their lease has a 90 day notification clause. Generally we give 30 days after notification of passing the physical within which to sign the life care agreement and pay entrance and monthly fees. It was moved, seconded and carried (Mrs. LeFevre, Mrs. Stark) to extend the grace period to 90 days in the case of Dr. and Mrs. Hatch.

In closing, Mrs. Hall reported that currently rooms 302 and 404 are vacant.

PUBLIC NUTRITION PROGRAM

Mrs. Eliot, Chairman, congratulated Mr. Benedict, and Ron Duey, Food Services Director, for a good bargaining session with Self Help for the Elderly in determining the per meal costs for this year's meal program contract.

FOOD COMMITTEE

Mrs. von der Lieth, Chairman, reported on the results of the Food Committee meeting. There will be a special Fourth of July barbecue this year and in August a Luau will be held.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, focused on the impact of the drought on our garden. She has consulted with Steve Kikuchi, our landscape architect, who stated that we will not proceed with the next phases of the garden renovation until we know more of what the weather pattern will be in the future. Mr. Benedict reported that he has written to the Water Department allotment program to see if the Heritage can be exempted from the 60% outdoor water cutback in order to preserve the investment we have in the new courtyard garden plantings.

HEALTH CARE COMMITTEE

No Report.

HOUSE COMMITTEE

No Report.

RESIDENTS COUNCIL COMMITTEE

Mrs. Stark read the minutes of the June 7 meeting of the Residents Council.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES & PROCEDURES COMMITTEE

No Report.

FERGUSON FUND COMMITTEE

Mrs. Reinecke, Chairman, reported that she will be meeting with Bay Area musicians to inform them of the Ferguson Fund to lay groundwork for possible referrals.

SPECIAL EVENTS COMMITTEE

No Report.

EXECUTIVE SESSIONS

Executive session was held without the presence of Mr. Benedict or Ms. Long.

Mrs. Leonards stated that August was traditionally the Board vacation month and asked if August would be a satisfactory vacation month for the Board of Managers. It was so moved (Mrs. LeFevre) and seconded (Mrs. Scott).

Mrs. Leonards brought up the fact that the Administrator's Report has not been included as part of the minutes and is filed in a separate book. She asked for opinions on this matter. Mrs. Leonards mentioned that eventually our records may be given to the California Historical Society. Mrs. Reinecke said that both the President of the Board of Managers and the President of the Board of Trustees give annual reports which can be used for reference. The feeling is that we should leave the policy as it is.

There followed a discussion of "In-house moving policy." The current policy is that a resident is allowed to move after the initial move into the Heritage only for medical reasons. However, the staff has been under some pressure from the residents over this policy, and they would like an evaluation of this.

Mrs. Sherman commented that moving is an expense and the prospective residents are shown three choices prior to their entry. Mrs. Hall said the Admissions Committee only calls for two rooms to be offered at this time. Mrs. Livingston said that the Tamalpais Policy allows persons to change rooms if they so state when they enter and that they pay for their own move. Mrs. Hall questioned how to handle present residents who might wish to move. Mrs. Hall, Jr. remarked that the Sequoia residents may move during required renovations for which they pay moving expenses. Mrs. Elliott added that the residents at Tamalpais must also pay for any room changes.

Mrs. Abbott reminded us that "freedom of choice" is a very important consideration for us to remember when we discuss our residents. Mrs. Leonards said there might be many who could not afford to move. Mrs. Hall, Jr. suggested that the Board not make a decision at this time and leave current policy in place.

Mrs. Reinecke said that we should turn the matter over to Mrs. Avenali's Policies and Procedures Committee for further study. Mrs. Sherman so moved and was seconded by Mrs. Hall, Jr.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Mary S DeMott

Mrs. Richard DeMott
Recording Secretary

MD:ml

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF MAY, 1988

	<u>MAY</u>	<u>YEAR TO DATE</u>
ILY CARE FEES	\$66,940	\$331,642
UTE PATIENT FEES	8,370	41,040
MODATION FEES	16,830	92,665
LDY CLAIMS	-	-
AL COST REIMBURSEMENT	4,518	18,498
MEALS & LODGING	1,480	6,159
ESSING FEES	-	400
DENDS & INTEREST	51,911	207,258
(LOSS) ON SECURITY SALES	-	99,243
GENCY FEE	-	(1,625)
LL INCOME - NET	37,216	182,524
TIONS & BEQUESTS	1,000	1,785
C. NUTRITION PROGRAM DONATION	-	(2,409)
R INCOME (EXPENSE)	-	1,314
TOTAL INCOME	<u>188,265</u>	<u>978,494</u>

ATING EXPENSE:

SERVICE KEEPING	56,649	274,099
ENTANCE/SECURITY/GARDENS	17,227	87,425
-TERM MAINTENANCE	10,443	54,106
VITIES	-	-
TH CENTER/RESIDENT MEDICAL	440	2,350
VISTRATION (1)	72,420	350,949
RAL	29,662	112,796
TAL OPERATING EXPENSE	11,560	67,749
ECTION	<u>(1) 198,401</u>	<u>949,474</u>
	<u>8,725</u>	<u>37,566</u>
TOTAL EXPENSE	207,126	987,040
GAIN (LOSS)	(18,861)	(8,546)
ET OPERATING EXPENSE	188,955	944,775
) UNDER BUDGET	(9,446)	(2) (4,699)
AGE NUMBER OF RESIDENTS	111	4
AGE NUMBER OF PRIVATE PATIENTS	1	1
CAPITA COST + DEPRECIATION	1,658	= 1,737
CAPITA INCOME - RESIDENTS	79	755
CAPITA INCOME - OTHER	812	812
CAPITA GAIN (LOSS)	(170)	(170)

R CAPITA COST = operating expense less abatements: private patient fees, medical cost reimbursement and guest meals & lodging.

S: May operating expense is overbudget primarily due to payment of final billing for the 1987 audit in the amount \$7,200.

Year to date operating expense is within half of one percent of budget.

Health Center Renovation Project expenses: Virco table for new Activities room - \$142; Cabinet for HC staff room, in lieu of gift for Dr. Henderson to honor his 20 years service, net expense after Board donations - \$936; materials to replace Activities room floor - \$7,200 and final payment to contractor (equaling retention heretofore withheld) - \$16,685. Total project expense to date: \$1,125,136.

Capital expenditures: Balance due, backup commercial size washer and dryer, main laundry - \$5,271 (Total cost: \$6,272). 5M Landscape, May - \$1,475.

Mustacchi
051
MS/Mustacchi

BOARD OF MANAGERS' MEETING

May 24, 1988

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on May 24, 1988 at the home of Mrs. Richard Leonards, President.

BOARD MEMBERS PRESENT

Mesdames Abbott, Applegarth, Avenali, Bates, Dodge, Hall, Hall, Jr., Hiller, LeFevre, Leonards, Livingston, Moller, Mustacchi, Reinecke, Scott, Tight, and von der Lieth.

BOARD MEMBERS ABSENT

Miss Cooper and Mesdames DeMott, Eliot, Pinkham, Richards, Sherman, Stackhouse and Stark.

MINUTES

It was unanimously approved that the minutes of April 26, 1988 be accepted as mailed with the following correction: Mrs. Frederick Moller's signature title should be changed from Corresponding Secretary to Recording Secretary.

CORRESPONDING SECRETARY

Mrs. Dexter Tight read a thank you letter from Dr. John Henderson for the beautiful party in his honor on May 14th. She also read a thank you letter from Mrs. Phillips Stackhouse for beautiful azaleas sent from the Board of Managers. A resignation letter from the Advisory Council from Marion Vermilya was received accompanied by a one thousand dollar donation to The Heritage. Mrs. Leonards acknowledged the letter and contribution. Mrs. Abbott recommended that the letter from Mrs. Vermilya be sent to the Advisory Council.

Mrs. Tight read the list of donations made since the last meeting as follows:

- 1) Mr. & Mrs. Nauman, a variety of hard cover books; and 2) Marion McCadel Vermilya, a cash donation.

Mrs. Leonards welcomed Mrs. Bates return to the Board of Managers.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of April, 1988. (See distributed report.) It was unanimously approved as presented.

The Finance Committee approved \$779.00 to reupholster three pieces of furniture requested by Mrs. Hiller and Mrs. Dodge, Co-Chairman of the House Committee. This action was unanimously approved by the Board of Managers.

Mrs. Mustacchi reported that any expenditure over \$350.00 must be approved by the Finance Committee. Mrs. Scott requested this information.

The Board of Trustees approved a capital expense of \$3,000 to replace and burglar proof the front door. Mr. Benedict is researching this project.

ADMINISTRATOR'S REPORT

In the absence of Mr. Benedict, Mrs. Dodge read the Administrator's Report. See distributed report.

Mrs. Leonard's reported on the two May parties. Mrs. Swingle's party was given and paid for by her family. An interesting article on Mrs. Swingle appeared in the Progress. Dr. Henderson's party was a special tribute to a very exceptional and wonderful gentleman - Medical Director of The Heritage for the past 20 years.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported a "full house". There is a couple's room available. John Creighton Murray moved in on May 16th.

PUBLIC NUTRITION PROGRAM

No report.

FOOD COMMITTEE

No report.

GARDEN COMMITTEE

Mrs. Leonards delivered a lovely flower filled basket to Mrs. Sherman and her family expressing condolences from the Board for the recent death of her husband, Dr. Robert Sherman.

HEALTH CARE COMMITTEE

Mrs. Applegarth, Chairman, reported that the new floor is completed in the Friendship Room. The new beds have been ordered for the Health Center to be delivered in June.

HOUSE COMMITTEE

No report.

LONG RANGE PLANNING COMMITTEE

No report.

NOMINATING COMMITTEE

No report.

ORIENTATION COMMITTEE

No report.

PERSONNEL, POLICIES & PROCEDURES

Mrs. Avenali, Chairman, reported all research will be completed by Fall.

OTHER BUSINESS

Mrs. Leonards requested the Garden and House Committees combine to design a new tool shed for the gardeners to be located behind the flowers in the Pocket Garden.

Marketing: After discussion pro and con the Board expressed appreciation of the exploration of this "avenue" by Mr. Benedict and Marla Long. The Board decided to remain "status quo" at this time.

Executive Session: There was discussion regarding our mission statement. The Bylaws, Article III, "Purpose" were read by Mrs. Avenali. It was noted that needs are not always financial. The Board focused on whether The Heritage is acting in accordance with its purpose as stated in the Bylaws.

Mrs. Leonards led a discussion regarding Committee assignments.

The subject of a gift for Dr. Henderson was tabled until the June meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Mrs. Robert von der Liech

Mrs. Robert von der Liech

Assistant Recording Secretary

AV:ml

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF APRIL, 1988**

	<u>APRIL</u>	<u>YEAR TO DATE</u>
CARE FEES	\$66,188	\$264,702
- PATIENT FEES (2)	8,100	32,670
MODATION FEES	27,692	75,835
- JY CLAIMS	1,668	13,981
AL COST REIMBURSEMENT	758	4,679
MEALS & LODGING	100	400
ISING FEES	39,144	155,347
ENDS & INTEREST (LOSS) ON SECURITY SALES (1)	99,243	99,243
GENCY FEE	36,880	(1,625)
INCOME - NET IONS & BEQUESTS	105	145,307
NUTRITION PROGRAM DONATION	-	785
INCOME (EXPENSE)	(50)	(2,409)
TOTAL INCOME	<u>279,828</u>	<u>1,314</u>
		790,229

TING EXPENSE:

SERVICE	56,939	217,451
KEEPING	18,524	70,198
ENANCE/SECURITY/GARDENS	10,300	43,663
TERM MAINTENANCE	-	-
ITIES	396	1,911
H CENTER/RESIDENT MEDICAL	71,292	278,529
ISTRATION	18,046	83,134
AL	11,267	56,190
TOTAL OPERATING EXPENSE	<u>186,764</u>	<u>751,076</u>
CATION	<u>8,725</u>	<u>28,841</u>
TOTAL EXPENSE	195,489	779,917
GAIN (LOSS)	84,339	10,312
OPERATING EXPENSE) UNDER BUDGET	188,955 2,191	755,820 4,744

SE NUMBER OF RESIDENTS

SE NUMBER OF PRIVATE PATIENTS

CAPITA COST + DEPRECIATION	1,602	+	79	=	1,681
CAPITA INCOME - RESIDENTS	854				854
CAPITA INCOME - OTHER	1,594				1,594

CAPITA GAIN (LOSS)

CAPITA COST = operating expense less abatements; private patient fees, medical cost reimbursement and guest meals & lodging.

ES

Gain on sale of securities of \$99,243. resulted from sale of 6,250 shares Ingersoll Rand.

Accommodation fee revenue includes \$11,183. unamortized balances of residents who died in April.

Capital expenditures: 5M Landscaping for April - \$15,770; purchase of a "roto-rooter" type machine - \$725; deposit on back-up commercial size washer and dryer for main laundry - \$1,001.

pectfully submitted,

ra Mustacchi
24/88

April 26, 1988

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on April 26, 1988 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Mesdames Abbott, Applegarth, Avenali, Demott, Dodge, Eliot, Hall, Hall, Jr., Hiller, LaFevre, Leonards, Livingston, Moller, Mustacchi, Pinkham, Reinecke, Scott, Sherman, Tight and von der Lieth.

BOARD MEMBERS ABSENT

Miss Cooper and Mesdames Hultquist, Stackhouse, and Stark.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Abbott, Mrs. Pinkham) that the minutes of March 22, 1988 be accepted as mailed with the following correction: Under "Corresponding Secretary" the name of Mrs. Ellen Barrett Hind should be changed to Mrs. Ellen Hind Bruck.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of March, 1988. (See distributed report.) It was moved, seconded and carried (Mrs. LeFevre, Mrs. Pinkham) to approve the report as presented.

She asked for approval for the following unbudgeted purchases:

1. The installation of a new security door in the front of The Heritage. This would have a buzzer and intercom system attached and would allow for screening of visitors before entrance is allowed. The lowest bid currently is \$2,800. After discussion, it was agreed to give approval of purchase of the door pending possible evaluation by the Finance Committee of the current security at The Heritage and other suggestions made by Board members including tinting of the glass in the vestibule area.
2. It was moved, seconded and carried (Mrs. Livingston, Mrs. Pinkham) to purchase an electric plumbing eel for use by the Maintenance Department at a cost of \$725.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read a list of donations made since the last meeting as follows: 1) Anonymous donation in memory of Mr. Henry Clay Carroll; 2) Anonymous donation in memory of Mr. Henry Clay Carroll; and 3) Mr. Robert Olson, a chair, foot stool, lamp and 2 pillows.

Mrs. Tight read a letter of resignation from Mrs. Gary Hultquist. It was moved, seconded and carried (Mrs. Pinkham, Mrs. Livingston) that her resignation be accepted with deep regret. It was agreed to keep her name at the top of the list for reentry onto the board.

Mrs. Tight reported that a letter of condolence was sent from the Board of Managers to Mrs. Barlow Ferguson for the loss of her mother, Mrs. Lucile Poetz.

ADMINISTRATOR'S REPORT

ee distributed report.

MISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that there is currently only one vacancy, 330 a suite for couples.

PUBLIC NUTRITION COMMITTEE

Mrs. Eliot, Chairman, reported that we are on target for the Chinatown meal program in terms of cost. We will be negotiating a new contract with Self Help for the Elderly in line.

FOOD COMMITTEE

Mrs. von der Lieth, Chairman, reported on the results of the Food Committee meeting. The current five week menu cycle ends in the middle of May. At this time comment cards will be passed out to the residents. Planning for two upcoming events is in progress; M.K. Swingle's 100th birthday party and Dr. Henderson's 20 years at The Heritage celebration. The new toaster has been purchased and is a great success. There is currently a problem with the cutting of the grapefruit which is being served to the residents. Ron Duey will be purchasing grapefruit spoons for residents to use. In closing, Mrs. von der Lieth reported that eight different types of breads are made available to the residents.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, invited the Board to look and see! Phase I of the landscaping renovation project is almost completed. The two big trees in front of the building have been removed and there is much more light coming into the building. She gave thanks to her committee for all their hard work in bringing this project to a working reality.

HEALTH CARE COMMITTEE

Mrs. Applegarth, Chairman, reported that the new beds and accompanying bed stands and over-bed tables are due to arrive in June. These were purchased within budget. Ms. Helms, Director of Nursing Services, is looking into new bedspreads and privacy curtains. Two other projects currently in progress, are the new door leading from the utility room and the new cupboard to be installed in the staff room.

HOUSE COMMITTEE

Mrs. Dodge, Co-Chairman, stated that two reupholstered white chairs are in the first sitting room off the Morgan building lobby and in the third floor sitting room in the Morgan building two more rattan chairs have been covered in a material to match the other furniture in the room.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

Mrs. Abbott reported that with the resignation of Mrs. Gallatin and Mrs. Hultquist, we have two vacancies on the Board. Mrs. Richard Bates and Mrs. Peter Richards have been nominated for election to the Board of Managers at the Annual meeting of the Society.

Mrs. Abbott stated that the following Board members have been nominated as officers:

President:	Mrs. Richard Leonards
1st Vice President:	Mrs. J. Jerrold Applegarth
2nd Vice President:	Mrs. Charles E. Hall
Treasurer:	Mrs. Piero Mustacchi
Assistant Treasurer:	Mrs. Carl Livingston Jr.
Recording Secretary:	Mrs. Richard DeMott
Assistant Recording Secretary:	Mrs. Robert von der Lieth
Corresponding Secretary:	Mrs. Dexter Tight

Mrs. Abbott presented the following Board members as nominees as representatives on the Board of Trustees:

Mr. Frank Abbott III	Mrs. Richard Leonards
Mr. Peter Avenali	Mrs. Piero Mustacchi

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES COMMITTEE

No Report.

PARTIAL EVENTS

No Report.

D HOC COMMITTEE

No Report.

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF MARCH, 1988**

	<u>MARCH, 1988</u>	<u>YEAR TO DATE</u>
CARE FEES	\$65,703	\$198,514
PATIENT FEES	8,370	24,570
ODATION FEES	15,534	48,143
CLAIMS	-	-
COST REIMBURSEMENT	5,909	12,313
MEALS & LODGING	1,085	3,921
SING FEES	300	300
INDS & INTEREST	39,552	116,203
LOSS) ON SECURITY SALES	(1,625)	(1,625)
ENCY FEE	35,137	108,427
INCOME - NET	-	680
IONS & BEQUESTS	-	(2,409)
NUTRITION PROGRAM DONATION	(2,409)	(2,409)
INCOME (EXPENSE)	191	1,364
TOTAL INCOME	<u>167,747</u>	<u>510,401</u>

TING EXPENSE:

SERVICE	55,399	160,511
KEEPING	17,778	51,674
ENANCE/SECURITY/GARDENS	10,942	33,363
TERM MAINTENANCE	-	-
ITIES	664	1,515
H CENTER/RESIDENT MEDICAL	74,278	207,237
ISTRATION	26,986	65,088
AL TOTAL OPERATING EXPENSE (2)	<u>200,638</u>	<u>564,312</u>
CIATION (1)	<u>8,725</u>	<u>20,116</u>
TOTAL EXPENSE	209,363	584,428
GAIN (LOSS)	(41,616)	(74,027)
ET OPERATING EXPENSE	188,955	566,865
) UNDER BUDGET	(11,683)	2,553
AGE NUMBER OF RESIDENTS	109	109
AGE NUMBER OF PRIVATE PATIENTS	4	4
CAPITA COST + DEPRECIATION	1,700 + 80	= 1,780
CAPITA INCOME - RESIDENTS	-	748
CAPITA INCOME - OTHER	650	650
CAPITA GAIN (LOSS)	(382)	(382)

R CAPITA COST = operating expense less abatements: private patient fees, medical cost reimbursement and guest meals & lodging.

TES:

Depreciation expense reflects the 1987 audit adjustment which includes first year's depreciation of the Health Center Renovation Project.

Year to date operating expense is on target. March operating expense is over budget primarily due to \$8,000. progress payment for 1987 audit.

Health Center Project expense: \$1,639. to OSHPD for final permit fee based on final construction costs.

Capital expenditures: Health Center Fire Safety Door Project - \$16,046; Roast & hold oven - \$1,147; Commercial size toaster - \$755; Chafing dishes - \$414; 5M Landscape - toward garden project - \$12,255.

spectfully submitted,

ra Mustacci
26/88

BOARD OF MANAGERS' MEETING

March 22, 1988

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on March 22, 1988 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Mrs. James Abbott, Avenali, Devott, Dodge, Eliot, Hall, Hall, Jr., Hiller, LeFevre, Leonards, Moller, Mustacchi, Livingston, Pinkham, Scott, Stackhouse, Stark, Tight and Mr. Earl Liech.

BOARD MEMBERS ABSENT

Miss Cooper and Miss James Applegarth, Reinecke, and Sherman. On leave, Mrs. Hultquist.

STAFF PRESENT

Mr. Benedict, Administrator, Ms. Long, Assistant Administrator and Ms. Helms, Director of Nursing Services.

CERT SPEAKER

Ms. Barbara Cox, Director of Resident Accommodations for The Heritage, gave a presentation on her department and the specific duties of her position.

MINUTES

It was moved, seconded and carried (Mrs. LeFevre, Mrs. Avenali) that the minutes of February 23, 1988 be accepted as mailed.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of February, 1988. (See distributed report.) It was moved, seconded and carried (Mrs. Abbott, Mrs. Livingston) to approve the report as presented.

Mrs. Mustacchi stated that social security was raised 4.2% as of January, 1988. She requested approval for an increase of 2.5% to the monthly care fee of the residents effective July 1, 1988. It was moved, seconded and carried (Mrs. Hall, Jr., Mrs. LeFevre) to approve the increase as presented.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mr. & Mrs. Marston Nauman, book donation to the library; 2) Miss Dorothy Casavant, 1 arm chair; and 3) Mr. Peter Giovanzana, book donation to the library.

Mrs. Tight read a letter to the Board of Managers from Mr. George Krusi expressing appreciation for the thoughtful letter of condolence for the loss of his mother, Mrs. Ellen Benedict ~~Hillier~~, who passed away recently.
4/10/88

ADMINISTRATOR'S REPORT

See distributed report.

In the absence of Mrs. Sherman, Chairman of the Garden Committee, Mr. Benedict reported that Mr. David White, Chairman of the Board of Trustees, had signed the contract with SM Landscape Incorporated for Phase I of the landscape upgrade project. The cost of this phase will be \$28,650. Mrs. LeFevre represented the Board at a recent successful meeting with the residents regarding this project. We did regret that we did not involve the residents sooner in plans for the project.

In the absence of Mrs. Applegarth, Chairman of the Health Care Committee, Mr. Benedict reported that a choice has been made for the purchase of beds, overbed tables and bedstands for the Health Center. We will be purchasing these items through Joerns. The budget figure for this purchase was \$68,000 and it will cost, including freight, \$67,599. Arrangements will need to be made for the removal of the old beds and the installation of the new. Ms. Helms, Director of Nursing Services, described the beds and mattresses in more detail. After discussion, it was moved, seconded and carried (Mrs. Avenali, Mrs. LeFevre) that the purchase of the new Health Center equipment at the cost of \$67,599 be approved as presented.

* Correction per number of April 06, 1988.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that 4 rooms have been reserved waiting list applicants pending final physicals with Dr. Henderson. The committee continues to interview 2 applicants per month for placement on the waiting list.

PUBLIC NUTRITION PROGRAM

Mrs. Eliot, Chairman, reported that we are still very much on target for the per meal contract cost with \$2.62 per meal being spent in February.

FOOD COMMITTEE

Mrs. von der Lieth, Chairman, reported on the results of the Food Committee meeting. The new warming/heating oven has been purchased. It was budgeted at \$3,000 and purchased for \$1,700. There is a need for new glass salad plates. The great toast controversy continues. However, a rotating toaster has been ordered and should solve the problem of burnt toast.

HEALTH CARE COMMITTEE

See Administrator's Report.

Ms. Helms, Director of Nursing Services, reported on a letter which she has written to Laura Reif of UCSF offering to make The Heritage available for internships for nurses in training in their geriatric program.

HOUSE COMMITTEE

Mrs. Hiller, Co-Chairman, reported that the rattan furniture in the third floor sitting room in the Morgan building has been reupholstered. She encouraged Board members to go and take a look at them. Mrs. Abbott asked if there are any plans to make more comfortable seating available in the Theater Room for residents who are watching the new large screen television. It was agreed that the committee would talk to John Killeen, Director of Residents Relations, regarding what might be appropriate. A proposal could be made to be included in the 1989 budget.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

Mrs. Abbott, Chairman, reported on the status of current Board vacancies and possible candidates were announced. Suggestions for nominations to the Board of Managers should be made to Mrs. Abbott or any member of the Nominating Committee. It was recommended that Mrs. Gallatin be appointed to the Advisory Council.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

No Report.

SPECIAL EVENTS

Mrs. Stark, Chairman, reported that there will be a celebration of M.K. Swingle's 100th birthday on May 6th. Board members are invited to attend. Mrs. Stark will look into the possibility of obtaining publicity for the event.

ADHOC COMMITTEE

No Report.

OTHER BUSINESS

Mrs. Avenali reported that the March meeting of the Residents' Council went very well. There were no particular concerns to bring to the Board.

Mrs. Leonards announced that written committee reports from chairmen are due at the April Board meeting so that the information can be incorporated in the President's annual report to the Society.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:11 p.m.

Respectfully submitted,



Mrs. Frederick Moller, Jr.
Recording Secretary

FM:ml

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF FEBRUARY, 1988

	<u>FEBRUARY</u>	<u>YEAR TO DATE</u>
HLY CARE FEES	\$67,038	\$132,811
ATE PATIENT FEES	7,830	16,200
MODIFICATION FEES	15,151	32,609
TDY CLAIMS	-	-
CAL COST REIMBURSEMENT	865	6,405
T MEALS & LODGING	1,145	2,836
ESSING FEES	-	-
DENDS & INTEREST	35,301	76,652
(LOSS) ON SECURITY SALES	-	-
AGENCY FEE	36,369	73,288
AL INCOME - NET	300	680
TIONS & BEQUESTS (1)	-	-
IC NUTRITION PROGRAM DONATION	-	1,173
R INCOME (EXPENSE) (2)	1,173	1,173
TOTAL INCOME	165,172	342,654

OPERATING EXPENSE:

SERVICE KEEPING	49,827	105,112
ITEMANCE/SECURITY/GARDENS	15,605	33,897
TERM MAINTENANCE	11,039	22,421
VITIES	-	-
TH CENTER/RESIDENT MEDICAL	283	851
NISTRATION	63,682	132,959
RAL	16,863	38,103
TOTAL OPERATING EXPENSE	14,161	30,333
DIATION	171,460	363,676
TOTAL EXPENSE	5,696	11,392
GAIN (LOSS)	177,156	375,068
NET OPERATING EXPENSE	(11,984)	(32,414)
R) UNDER BUDGET	188,955	377,910
AGE NUMBER OF RESIDENTS	17,495	14,234
AGE NUMBER OF PRIVATE PATIENTS	110	4
1 CAPITA COST + DEPRECIATION	1,469	= 1,521
1 CAPITA INCOME - RESIDENTS	747	665
1 CAPITA INCOME - OTHER	665	(109)
1 CAPITA GAIN (LOSS)	-	-

NET CAPITA COST = operating expense less abatements: private patient fees, medical cost reimbursement and guest meals & lodging.

Notes

Donation of \$300. was cash payment from Amasa Willey Trust.

Miscellaneous Income of \$1,173. Is net profit from the furniture sale. February proceeds amounted to \$1,328. with expense of \$155. for outside moving company. (An additional \$191. has been received in March for a total of \$1,364).

Health Center renovation project expense - \$310. for additional telephone lines and \$28. legal expense. Total expense to date - \$1,098,392.

Capital - \$500. January billing landscape architects, Kikuchi & Assoc.

Respectfully submitted,

Ira Mustacchi
2/2/88

BOARD OF MANAGERS' MEETING

February 23, 1988

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. on March 23, 1988 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Mesdames Abbott, Applegarth, Avenali, DeMott, Dodge, Eliot, Hall, Hall, Jr., Hiller, Leonards, Livingston, Moller, Mustacchi, Pinkham, Scott, Sherman, Stackhouse and Tight.

BOARD MEMBERS ABSENT

Miss Cooper, Mesdames Gallatin, LeFevre, Reinecke, Stark and von der Lieth. On leave, Mrs. Hultquist.

ADVISORY COUNCIL MEMBERS PRESENT

Mesdames Ferguson, Finley, Lampen, Logan, McDaniel, Miller and Nigh.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Long, Assistant Administrator.

GUEST SPEAKER

Ms. Helen Yuen, Nutrition Project Director for Self Help for the Elderly, gave a presentation on the general services of the organization including the Public Nutrition Program which is conducted in cooperation with The Heritage.

MINUTES

It was moved, seconded and carried (Mrs. Applegarth, Mrs. Livingston) that the minutes of January 23, 1988 be accepted as mailed.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of January, 1988. (See distributed report.) It was unanimously approved as presented.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mr. Peter Giovanzana, a framed picture of the U.S. Preamble, linen, hand bags and other miscellaneous items plus bolts of material for upholstering; 2) Mrs. Marjorie Hamilton, a sofa, 2 chairs, 1 table, 3 foot stools, 1 mirror and 3 pictures; and 3) Mrs. Gertrude Rosenstein, one small table.

Mrs. Tight read a letter of appreciation from Mr. Benedict which was written to the Board at Christmas time in thankfulness for their generous gift to him. She also read a letter of appreciation from Kaye Moore, receptionist, for extending existing Kaiser coverage for employees to include pharmacy costs effective January, 1988.

Mrs. Tight read a letter of resignation from the Board of Managers from Mrs. Walter Gallatin. It was with regret that it was moved, seconded and carried (Mrs. Avenali, Mrs. Hall, Jr.) to accept her resignation.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that the committee continues to interview two candidates per month. There are currently 16 singles and 4 couples on the waiting list. Several rooms are currently being prepared for occupation by waiting list applicants.

FOOD COMMITTEE

Mrs. DeMott, committee member, reported on the results of the Food Committee meeting.

There were complaints about burnt toast which is due to all three toasters being in need of serious repair. Ron Duey, Food Service Director, will explain this to the residents. There has been difficulty with residents coming at odd times for breakfast. There will be a reminder that breakfast times are either at 8:00 for an early meal or 8:30 for regular serving. March is National Nutrition Month which will be an ideal time to introduce the new low cholesterol menu.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, reported on the progress of plans for the landscaping upgrade of The Heritage grounds. She has received the contract for the first phase which will include the general area of the inner courtyard and provide a ramp from the new Activities Room down to the patio outside Mr. Benedict's office. This will cost \$28,650. The Trustees will need to sign the contract before work can begin. It was moved, seconded and carried (Mrs. Sherman, Mrs. Pinkham) that the plans for Phase I be brought to the Board of Trustees for final approval with the backing of the Finance Committee and general membership of the Board of Managers.

Mrs. Sherman reported that two large trees located directly in front of The Heritage will need to be removed at a cost of \$650 because their shallow root system is not sufficient to support them any longer.

HEALTH CARE COMMITTEE

Mrs. Applegarth, Chairman, reported that the Health Care Committee is preparing to submit a request to the Board of Trustees for the purchase of new beds, overbed tables and side tables. After researching what is available, the committee has decided that Joerns provides the type of electric bed and tables that best suit the needs of the Heritage Health Center. They have priced the beds at \$1,432.25, the over bed tables at \$176.00 and three drawer chests which we are interested in at \$169.00.

HOUSE COMMITTEE

Mrs. Dodge, Co-Chairman, reported that the furniture sale would be on February 24th. The Board is scheduled to attend at 11:00 a.m. following the residents and employees.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

Mrs. Scott reported that there will be a meeting of the Nominating Committee on Tuesday, March 8th.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

No Report.

OTHER BUSINESS

Mrs. Avenali reported that there was a very nice meeting of the Residents' Council this month. She reported that the council has suggested that it might be helpful to talk personally to the references which are used by potential residents of The Heritage. Currently written forms are used which might not provide sufficient opportunity for candid information which might be beneficial in evaluating the appropriateness of the candidate.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:05.

Respectfully submitted,

B and are 3/2/88

Mrs. Frederick Moller, Jr.
Recording Secretary

EW:ml

BOARD OF MANAGERS MEETING

January 26

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on January 26, 1988 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Mrsdames Abbott, Applegarth, Avenali, Dodge, Eliot, Gallatin, Hall, Hall, Jr., Hiller, LeFevre, Leonards, Livingston, Moller, Mustacchi, Pinkham, Reinecke, Sherman, Stackhouse, Tight and von der Lieth.

BOARD MEMBERS ABSENT

Miss Cooper and Mesdames DeMott, Scott, and Stark. On leave, Mrs. Hultquist.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Abbott, Mrs. Livingston) that the minutes of November 24, 1987 be accepted as mailed.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of November, 1987. (See distributed report.) It was moved, seconded and carried (Mrs. Sherman, Mrs. Pinkham) that the November, 1987 report be approved as presented.

Mrs. Mustacchi presented the Report of the Finance Committee for the month of December, 1987. (See distributed report.) It was moved, seconded and carried (Mrs. LeFevre, Mrs. Hall, Jr.) that the December, 1987 report be approved as presented.

Mrs. Mustacchi reported that the 1988 Operating Budget and Capital Expense Budget were approved by the Board of Trustees at their December 15, 1987 meeting.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Miss Dorothy Casavant, one small chest of drawers; 2) Mrs. Mary Ellen Rogers, in memory of Mrs. Mae Scott; 3) Mrs. Alice Lauer, in memory of Anna Mohlfeldt; 4) Mrs. Varner Jerold, in memory of Anna Mohlfeldt; 5) Dr. & Mrs. Donald Miller, in memory of Anna Mohlfeldt; 6) Anonymous, cash donation; 7) Mrs. Byron Nishkian, one case of wine; 8) Miss Mary Stuart Newman, screens for the Health Center; 9) Anonymous, screens for the Health Center; and 10) Marston and Sandra Nauman, 10 shares of California Casualty & Life Insurance.

Mrs. Tight read a letter of appreciation for the Residents' Christmas Party which was sent on behalf of the residents by the new President of the Residents' Council, Mrs. Tyne Langlais. She also read a Christmas card from a resident, Mrs. Dorothy Herron, thanking the Board and enclosing a picture of herself on a bicycle.

Mrs. Tight read a letter of appreciation from Mrs. Carl Livingston for the contribution made to the restoration fund for St. Dominic's Church by the Board in memory of her mother, Mrs. Ella Smith, who recently passed away.

GUEST SPEAKER

Ms. Jackie Fegan, Medicare Secretary for The Heritage, gave a presentation on her duties at The Heritage and answered questions from the Board.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, presented the recommendation of the committee that Mr. Bob Olson, who has passed his 90 day probation period be approved as a permanent resident.

of The Heritage. It was moved, seconded and carried (Mrs. Stackhouse, Mrs. Livingston) to approve the recommendation.

Mrs. Hall reported that currently only room 108 on the Personal Care floor is vacant and ready for occupation.

PUBLIC NUTRITION PROGRAM

Mrs. Eliot, Chairman, reported that on January 20, she, along with Mr. Benedict, Mrs. Leonard, and Mr. Duey, visited Self Help for the Elderly. Next month Helen Yuen, from Self Help, will give a presentation to the Board on the project.

FOOD COMMITTEE

Mrs. von der Lieth, Chairman, reported on the results of the Food Committee meeting. Mr. Duey, Food Service Director, had reported on a recent seminar he attended on cholesterol. A new project for 1988 will be to minimize cholesterol in the resident menu by taking such steps as using Canola oil, egg beaters and providing education about cholesterol. The only complaint at the meeting was that sometimes ethnic foods are mixed. The example was given of putting Italian noodles in the Chinese chow mein.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, reported that the garden area around the new Health Center Renovation project was planted in time for the holidays. A new drainage system was put in which should direct rain run-off water away from the central courtyard where in the past buildup has caused flooding in offices below.

HEALTH COMMITTEE

Mrs. Applegarth, Chairman, reported that she, Roberta Helms, and Mr. Benedict recently drove to Pleasanton to meet with Mike McDermott, representative of Hill Rom. The purpose of their visit was to view the Hill Rom Electric bed which is under consideration for use in our Health Center. No final decision has been made as of yet regarding company or type of bed to be purchased.

HOUSE COMMITTEE

Mrs. Hiller, Co-Chairman, reported that two armchairs are in the process of being recovered for the new patient lounge in the Health Center. Also an armchair for the lobby is in the process of being reupholstered. She talked of plans for the next furniture sale which will probably be held after the next Board meeting.

LONG RANGE PLANNING COMMITTEE

Mrs. Avenali, committee member, reported that Miss Cooper, Chairman, had mailed a description of possible tasks for the committee to focus on. Mrs. Avenali will read the information and report to the Board.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

No Report.

ADHOC COMMITTEE

No Report.

FERGUSON FUND

Mrs. Abbott reported that there has been an application made by a candidate who is trying to qualify for the specific criteria of the grant.

SPECIAL EVENTS

Mrs. Stackhouse reported that the Christmas Party for the Health Center was a wonderful event. It was held in the new Activities Room.

OTHER BUSINESS

Mrs. Sherman expressed her appreciation to Miss Cooper and Mrs. Leonards for coming so close to budget for the Health Center Renovation Project.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,



Mrs. Frederick Moller, Jr.
Recording Secretary

BM:ml

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF January, 1988

<u>ME</u>	<u>JANUARY & YEAR TO DATE</u>
HLY CARE FEES	\$65,773
ATE PATIENT FEES	8,370
NMODATION FEES	17,457
IDY CLAIMS	-
CAL COST REIMBURSEMENT	5,540
T MEALS & LODGING	1,691
ESSING FEES	-
DENDS & INTEREST	41,351
(LOSS) ON SECURITY SALES	-
AGENCY FEE	-
AL INCOME - NET	36,919
TIONS & BEQUESTS	380
IC NUTRITION PROGRAM DONATION	-
R INCOME (EXPENSE)	-
TOTAL INCOME	<u><u>177,481</u></u>

ATING EXPENSE:

1 SERVICE	55,286
KEEPING	18,292
ITENANCE/SECURITY/GARDENS	11,382
TERM MAINTENANCE	-
VITIES	568
TH CENTER/RESIDENT MEDICAL	69,277
INISTRATION	21,240
RAL TOTAL OPERATING EXPENSE	16,173
DECIMATION	<u><u>192,218</u></u>
	<u><u>5,696</u></u>

TOTAL EXPENSE

GAIN (LOSS)	197,914
NET OPERATING EXPENSE	(20,433)
ER) UNDER BUDGET	188,955
	(3,263)

AGE NUMBER OF RESIDENTS

111

4

AGE NUMBER OF PRIVATE PATIENTS

1

{ CAPITA COST + DEPRECIATION

1,591 + 51 = 1,642

{ CAPITA INCOME - RESIDENTS

750

{ CAPITA INCOME - OTHER

708

(184)

{ CAPITA GAIN (LOSS)

188

955

(3,263)

ER CAPITA COST = operating expense less abatements: private patient fees, medical cost reimbursement and guest meals & lodging.

tes

We received our 1988 workers compensation insurance refund in December, 1987. Each month we will amortize 1/12 of the current year's refund in the amount \$1,578. as a credit to General expense.

Capital expenditure: \$585. to SM Landscaping for drainage and down-spout installation in the area outside the Administrator's office. Health Center Renovation Project expenses: \$292 for installation of bicycle curtain tracks for Room #2, and \$224. legal expense. Total project expense to date: \$1,098,054.

respectfully submitted,

Sra Mustacchi
23/88

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF DECEMBER 1987**

<u>COME</u>	<u>DECEMBER</u>	<u>YEAR TO DATE</u>
MONTHLY CARE FEES	64,317.	768,570.
PRIVATE PATIENT FEES	8,370.	83,655.
ACCOMMODATION FEES	18,121.	243,744.
DISIDY CLAIMS	-	79,741.
ICAL COST REIMBURSEMENT (1)	1,823.	49,935.
ST MEALS & LODGING	1,252.	15,739.
PROCESSING FEES	500.	3,200.
DIVIDENDS & INTEREST (1)	66,509.	565,312.
IN (LOSS) ON SECURITY SALES	-	549.
AGENCY FEE	(1,625.)	(6,500.)
TOTAL INCOME - NET	37,092.	300,318.
NATIONS & BEQUESTS (2)	5,062.	19,789.
ILIC NUTRITION PROGRAM DONATION	-	(674.)
TER INCOME (EXPENSE)	(25.)	(62.)
TOTAL INCOME	201,396.	2,123,316.

OPERATING EXPENSE:

JD SERVICE	56,190.	628,520.
JSEKEEPING	17,434.	191,675.
INTENANCE/SECURITY/GARDENS	11,674.	136,561.
NG-TERM MAINTENANCE (4)	10,200.	66,500.
IVITIES (5)	2,406.	9,761.
ALTH CENTER/RESIDENT MEDICAL	65,143.	773,235.
MINISTRATION	20,006.	229,328.
VERAL (3)	(3,501.)	162,343.
TOTAL OPERATING EXPENSE	179,552.	2,197,943.
RECIPIATION (1)	5,696.	67,175.
TOTAL EXPENSE	185,248.	2,265,118.
GAIN (LOSS)	16,148.	(141,802.)
GET OPERATING EXPENSE /ER) UNDER BUDGET	174,400. (5,152.)	2,092,800. (105,143.)
ERAGE NUMBER OF RESIDENTS PRIVATE PATIENTS	108	4
ER CAPITA COST + DEPRECIATION	1,557.	+ 53. = 1,610.
ER CAPITA INCOME - RESIDENTS		768.
ER CAPITA INCOME - OTHER		991.
ER CAPITA GAIN (LOSS)		149.

'ER CAPITA COST = operating expense less abatements: private patient fees, medical cost reimbursement and guest meals & lodging.

TES:

THIS REPORT DOES NOT REFLECT ALL YEAR-END ADJUSTMENTS AS SOME ARE TRADITIONALLY COMPLETED AS PART OF THE ANNUAL AUDIT. MOST SIGNIFICANTLY THIS YEAR IS THE DEPRECIATION FIGURE : YEAR TO DATE DEPRECIATION IN THIS REPORT HAS NOT YET BEEN ADJUSTED FOR FIRST YEAR'S DEPRECIATION OF THE HEALTH CENTER RENOVATION PROJECT. MEDICAL COST REIMBURSEMENT AND DIVIDEND AND INTEREST INCOME ARE ALSO AUDIT ADJUSTED FOR PRIOR YEAR AND CURRENT YEAR END RECEIVABLES.

DONATIONS AND BEQUESTS INCLUDE \$4,050. WHICH REPRESENTS THE CLOSING OF THE ELIZABETH TITTLE TRUST WHICH WE INHERITED WHEN WE MERGED WITH THE CROCKER HOME. UNDER A NEW PROBATE CODE EFFECTIVE 7/1/87, BANK OF CALIFORNIA WHICH ADMINISTERED THIS TRUST WAS ENPOWERED TO TERMINATE IT SINCE THE PRINCIPAL WAS UNDER \$20,000. WE HAD BEEN RECEIVING APPROXIMATELY \$400. A YEAR INCOME FROM THIS TRUST; THIS MONTH WE RECEIVED THE ENTIRE PRINCIPAL IN THE AMOUNT ABOVE. IN ADDITION, \$1,000. WAS RECEIVED IN MEMORY OF ANNA MOHLFELDT, RESIDENT WHO DIED NOVEMBER, 1987.

BOARD OF MANAGERS' MEETING

November 24, 1987

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on November 24, 1987 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Mesdames Abbott, Avenali, Dodge, Eliot, Hall, Hall, Jr., Hiller, LeFevre, Leonards, Livingston, Mustacchi, Reinecke, Scott, Sherman, Stackhouse, Stark, and von der Lietz.

BOARD MEMBERS ABSENT

Miss Cooper and Mesdames Applegate, Demott, Gallatin, Hultquist, Moller, Pinkham, and Tight.

STAFF PRESENT

Mr. Benedict, Administrator, and Miss Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. LeFevre, Mrs. Livingston) that the minutes of October 27, 1987 be accepted as mailed.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of October, 1987. (See distributed report.) It was moved, seconded and carried (Mrs. Hall, Jr., Mrs. LeFevre) to dispense with the reading of line items and proceed with the 1988 Budget review.

Mrs. Mustacchi presented the 1988 Budget to the Board of Managers for approval. After discussion, it was moved, seconded and carried (Mrs. Avenali, Mrs. Hall, Jr.) that the 1988 Operating Budget of \$2,237,459 be approved as presented.

Mrs. Mustacchi presented the 1988 Capital Expense Budget for approval. It was moved, seconded and carried (Mrs. Hall, Jr., Mrs. LeFevre) that the 1988 Capital Expense Budget of \$18,850 be approved as presented. Mrs. Mustacchi stated that two projects have been approved in concept by the Board of Trustees. These would be the purchase of Health Center equipment such as beds, and bedside/over-bed tables and a general plan for landscaping of the total Heritage grounds. Official approval will be based on actual costs when obtained.

GUEST SPEAKER

Ms. Roberta Helms, MS, RN, new Director of Nursing Services, gave a presentation on the Health Center. She talked of her background and current projects being addressed in her department.

CORRESPONDING SECRETARY

In the absence of Mrs. Tight, Corresponding Secretary, Mrs. Hall, Jr., read the list of donations made since the last meeting as follows: 1) Ms. Mary B. Bonura, in memory of Marie Rice; 2) Captain and Mrs. Girvin Wait, one small sofa; 3) Anonymous, two tickets for the San Francisco Symphony; and 4) Anonymous, cash donation.

Mrs. Hall, Jr. read a letter from Mrs. Finley, Chairman of the Advisory Council, to the Board of Managers expressing appreciation for being invited to the October Board meeting.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that we currently have a full house with all available rooms having been rented or reserved for incoming residents. Apartment 310, which had been used as a guestroom, had been rented to a resident who will enter in January.

PUBLIC NUTRITION PROGRAM

No Report.

FOOD COMMITTEE

Mrs. von der Lieth, Chairman, reported on the Food Committee meeting. There will be a special brunch served on New Year's Day from 11:00 a.m. to 1:00 p.m. There will be a continental breakfast available from 7-8 in the morning for early risers.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, reported that \$4,950 had been spent since the last meeting as authorized on drain pipe work to detour rain water away from the inner courtyard. The annual pruning of The Heritage grounds has also been completed. Cyclamen have been placed in pots in the Julia Porter Garden and in pots surrounding the fountains in the courtyard garden. Planting around the new Health Center Activity Room will be done as soon as the drain project is completed.

HEALTH CARE COMMITTEE

Mrs. Sherman, committee member, stated that the purchase of new beds for the Health Center is their current focus. Representatives from two companies selling electric beds have been interviewed. There is still more research to be finished before the final selection can be made.

HOUSE COMMITTEE

Mrs. Dodge, Co-Chairman, reported on the patient lounge decorating project. An oriental rug has been placed in the room and two chairs and a couch sent out for reupholstering. There are plans to have a storage room sale after the February Board of Managers meeting.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

No Report.

AD HOC COMMITTEE

Mrs. Abbott, Chairman, reported that the committee has met and is still working on its objectives.

SPECIAL EVENTS

Mrs. Stark, Chairman, reported that Ed Mackay will play the piano as background music for the Residents' Christmas Party on December 15th. There will be a meeting of the Special Events Committee on Tuesday, December 1st to address invitations to decorating the Theater Room because it is being used with regularity now for entertainment purposes for the residents.

RESIDENTS' COUNCIL COMMITTEE

Mrs. Avenali, committee member, reported on the November Residents' Council meeting stating that residents are very pleased with the television unit that Mr. Howard donated. This morning Henry Howard came again and brought a tape deck with a library of classical music tapes. The residents talked about plans for decorating the Theater Room because it is being used with regularity now for entertainment purposes for the residents.

OTHER BUSINESS

Mrs. Leonards stated that there would be a meeting at 1:00 p.m. for Chairman of Board committees.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:30 p.m.
Respectfully submitted,

Betty Leonards

Mrs. Richard Leonards
President (for Mrs. Moller
Corresponding Secretary)

BL:mL

BOARD OF MANAGERS' MEETING

October 27, 1987

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:38 on October 27, 1987 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Miss Cooper and Mesdames Abbott, Applegarth, Avenali, Gallatin, Hall, Hall, Jr., Hiller, Leonards, Moller, Mustacchi, Pinkham, Sherman, Stark and Tight, Richard Leonards.

BOARD MEMBERS ABSENT

Mesdames DeMott, Dodge, Eliot, Hultquist, Lefevre, Livingston, Resnecke, Scott, Stackhouse and von der Lieth.

ADVISORY COUNCIL MEMBERS PRESENT

Mesdames Finley, Lampen, McDaniel, Nigh and Richards.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Sherman, Mrs. Abbott) that the minutes of September 22, 1987 be accepted as mailed.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read a list of donations made since the last meeting as follows: 1) Mrs. George Rochfort, in memory of Mrs. Dora Mehl; and 2) Anonymous, an office desk chair.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of September, 1987. (See distributed report.) It was moved, seconded and carried (Mrs. Hall, Mrs. Avenali) that the September, 1987 report be accepted as presented.

ADMINISTRATOR'S REPORT

See distributed report.

Miss Elizabeth Bolitho who is a resident of The Heritage is the administrator of the estate of Dr. Lorna Feng, a resident who died in October. Miss Bolitho has requested that she be allowed to move to Room 312, which had been Dr. Feng's room. This would require a policy decision by the Board. After discussion, it was determined that Miss Bolitho's present room, 224, is located behind the roof of the new Health Center Activities Room, and therefore now has a blocked view of the courtyard. A precedent was set by allowing Mrs. Rosenstein, who lived in room 223 and faced a similar obstructed view due to construction to move to another room. It was moved, seconded and carried (Mrs. Sherman, Miss Cooper) to make an exception to the current policy on room changes and allow Miss Bolitho to move to room 312.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, presented the recommendation of the committee, that Miss Katharine White-Hide, who has passed her 90 day probation period, be voted as a permanent resident of The Heritage. It was moved, seconded and carried (Mrs. Hall, Mrs. Moller) that the motion be approved.

PUBLIC NUTRITION COMMITTEE

No Report.

FOOD COMMITTEE

Mrs. Gallatin, committee member, reported on the Food Committee meeting. There were a few complaints that are in the process of being addressed such as cold plates being served at dinner time and boiled eggs served too hot or too cold. (87)

FOOD COMMITTEE (continued)

There have been several events during the last month which were very well received including Oktoberfest and the Chanticleers Champagne Party.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, presented the three year plan for landscaping The Heritage Garden which had recently been completed by our landscape architect. The project will cost \$75,000. It was moved, seconded and carried (Mrs. Pinkham, Mrs. Moller) to approve the project in concept, to be presented formally to the Board of Trustees for final approval. It was also moved, seconded and carried (Mrs. Hall, Mrs. Pinkham) to approve the expenditure of \$4,950 for more immediate planting under the window of the new Health Center Activities Room, replacement of the hedge and drainage project.

HEALTH CARE COMMITTEE

Mrs. Applegarth, Chairman, reported that the Finance Committee and the Board of Trustees agree that new electric beds are needed for the Health Center. The 19 which are the oldest will be replaced first. The Health Care committee will begin investigating bed costs and visit homes in the area to see what they recommend. A definite figure will be presented when available. Also the committee is looking into replacing bedside and over-bed tables.

LONG RANGE PLANNING COMMITTEE

Miss Cooper, Chairman, presented a two phase plan to the Board for consideration. The first phase would be to initiate long range planning for nonroutine maintenance items. She asked the House Committee to make a list of items such as refrigerators, curtains, etc. that would need replacing in approximately the next five to ten years. The Garden and Health Care Committees are already in the process of assessing this type of need. In this manner, a plan for routine replacement could be developed. The second phase would be to enhance our existing community outreach activities. This could include offering more activities at The Heritage that would be available to elderly individuals in the area. Miss Cooper will be consulting with John Killeen, Director of Activities and Resident Relations about the possibility of doing this. Any further ideas should be referred to Miss Cooper.

NOMINATING COMMITTEE

Mrs. Abbott reported that she did write to Mrs. Hultquist confirming her year's leave of absence.

The name of Mrs. Peter Richards was submitted for membership on the Board of Managers when an opening occurs.

PERSONNEL, POLICIES AND PROCEDURES

Mrs. Avenali, Chairman, reported that her committee plans to meet sometime during the next several weeks.

SPECIAL EVENTS

Mrs. Stark, Chairman, announced that the dessert/coffee get-together with residents will take place this afternoon after lunch in the new Health Center Activities Room.

FERGUSON FUND

Mrs. Applegarth reported that we currently have a candidate who is interested in residency at The Heritage under the Ferguson Fund guidelines. He has received an application and is filling it out.

AD HOC COMMITTEE

No Report.

RESIDENTS' COUNCIL

Mrs. Stark highlighted the minutes of the October Residents' Council meeting.

OTHER BUSINESS

Mrs. Pinkham commented that she had recently spoken with a retired Trustee

OTHER BUSINESS (continued)

who was unaware of recent activities at The Heritage. It was agreed that it would be nice for retired Trustees to receive the minutes to keep them updated. This will be brought up to the Trustees for discussion.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,



Mr. Frederick Moller, Jr.
Recording Secretary

BM:ml

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF OCTOBER, 1987

	OCTOBER	YEAR TO DATE
ONE TIME CARE FEES	\$66,248	\$639,355
PATIENT FEES	9,795	67,185
REIMBURSEMENT FEES (1)	23,533	209,144
SIDY CLAIMS	-	79,741
JICAL COST REIMBURSEMENT	334	40,680
ST MEALS & LODGING	1,235	13,286
CESSING FEES	200	2,400
DENDS & INTEREST	41,433	447,688
N (LOSS) ON SECURITY SALES	-	549
AGENCY FEE	-	(4,875)
TAL INCOME - NET	35,417	226,200
ATIONS & BEQUESTS	-	14,527
LIC NUTRITION PROGRAM DONATION	-	(37)
IER INCOME (EXPENSE)	-	(674)
TOTAL INCOME	<u>178,195</u>	<u>1,735,169</u>

RATING EXPENSE:

JD SERVICE	52,188	520,909
SEKEEPING	16,918	157,407
INTERANCE/SECURITY/GARDENS	10,770	110,586
G-TERM MAINTENANCE (2)	4,000	56,300
VITIES	661	6,165
ALTH CENTER/RESIDENT MEDICAL	61,882	642,603
MINISTRATION	16,395	192,931
ERAL	14,817	151,613
TOTAL OPERATING EXPENSE (2)	<u>177,631</u>	<u>1,838,514</u>

PRECIATION

TOTAL EXPENSE	183,327	1,894,297
GAIN (LOSS)	(5,132)	(159,128)
GET OPERATING EXPENSE (ER) UNDER BUDGET	174,400 (3,231)	1,744,000 (94,514)
ERAGE NUMBER OF RESIDENTS	110	

ERAGE NUMBER OF PRIVATE PATIENTS

ER CAPITA COST + DEPRECIATION	1,512	+	52	=	1,564
ER CAPITA INCOME - RESIDENTS					818
ER CAPITA INCOME - OTHER					699

ER CAPITA GAIN (LOSS)

PER CAPITA COST = operating expense less abatements; private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging.

Notes:

- 1) Accommodation fee revenue includes \$7,972. unamortized balance of res ident who died this month.
- 2) One-month operating expense is \$3,200. over budget largely due to \$4,000. long term non-routine maintenance expenditure for materials purchase for Health Center wall covering project for non-renovated rooms.
- 3) Capital expenditures: Hoyer lift for Health Center - \$696; Ivac thermometer - \$373; and payment to landscape architects for Master Plan for the gardens - \$2,094.
- 4) HC Project expenses - Tracks and installation of privacy curtains for the 2 new patient rooms - \$474; payment for new dishwasher for Health Center - \$275; and \$120. for delayed billing, geri chair rental for basement health center. Total project expense to date - \$1,026,128. with final payment to contractor still being withheld.

Respectfully submitted,

Dora Mustacchi
Dora Mustacchi
11/24/87

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF September, 1987**

16.

<u>ME</u>	<u>Sept</u>	<u>YEAR TO DATE</u>
THLY CARE FEES	\$65,331	\$573,107
ATE PATIENT FEES	10,350	57,390
MMODATION FEES	15,369	185,611
SIDY CLAIMS	-	79,741
ICAL COST REIMBURSEMENT	6,584	40,346
ST MEALS & LODGING	1,517	12,052
ESSING FEES	500	2,200
ENDS & INTEREST	39,499	406,254
LOSS) ON SECURITY SALES	-	(4,875)
AGENCY FEE	(1,625)	549
TAL INCOME - NET	37,065	190,782
ATIONS & BEQUESTS	20	14,527
IC NUTRITION PROGRAM DONATION	-	(674)
ER INCOME (EXPENSE)	-	(37)
TOTAL INCOME	174,610	1,556,973

RATING EXPENSE:

D SERVICE	53,108	468,721
SEEKEEPING	16,241	140,489
NTENANCE/SECURITY/GARDENS	13,471	99,816
G-TERM MAINTENANCE	7,018	52,300
IVITIES	551	5,504
LTH CENTER/RESIDENT MEDICAL	61,568	580,722
INISTRATION	19,450	176,536
ERAL	14,192	136,797
TOTAL OPERATING EXPENSE	185,599	1,660,885
RECATION	5,696	50,087
TOTAL EXPENSE	191,295	1,710,972
GAIN (LOSS)	(16,685)	(153,999)
GET OPERATING EXPENSE ER) UNDER BUDGET	174,400 (11,199)	1,569,600 (91,285)
RAGE NUMBER OF RESIDENTS	110	
RAGE NUMBER OF PRIVATE PATIENTS	5	
R CAPITA COST + DEPRECIATION	1520 + 52 = 1572	
R CAPITA INCOME - RESIDENTS	738	
R CAPITA INCOME - OTHER	682	
R CAPITA GAIN (LOSS)	(152)	

ER CAPITA COST = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging.
otes

) One-month operating expense is \$11,000 over budget primarily due to Longterm Nonroutine Maintenance expenditure of \$7,018. This consisted of \$5,911. for final payment, Morgan & Perry Buildings carpeting, public areas (total project expense equalled \$43,993 which was approved after budget) and \$1,107. to re-carpet two protective care ward rooms, which was in budget.

-) In addition, in September we had to expense \$2,561. (Maintenance Equipment expense) partial cost to repair the Perry Building boiler last June. We were led to expect insurance would cover this cost but claim was denied.
-) Also in September \$1,309 was spent for sidewalk repairs as ordered by the City (included in Maintenance Building expense).

--Continued...

BOARD OF MANAGERS' MEETING

September 22, 1987

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. on September 22, 1987 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Mesdames Abbott, Applegarth, DeMott, Gallatin, Hall, Jr., LeFevre, Leonards, Livingston, Moller, Reinecke, Scott, Sherman, Stackhouse, Stark and von der Lieth. BOARD MEMBERS ABSENT

Miss Cooper and Mesdames Averali, Dodge, Eliot, Hall, Hiller, Hultquist, Mustacchi, Pinkham and Tight.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. LeFevre, Mrs. Hall, Jr.) that the minutes of July 28, 1987 be accepted as mailed.

CORRESPONDING SECRETARY

In the absence of Mrs. Tight, Corresponding Secretary, Mrs. Livingston read a list of donations made since the last meeting as follows: 1) Miss Dorothy Casavant, a desk and chair; and 2) Mr. Henry Howard, 26 inch television set, VCR and sound equipment set in armoire.

TREASURER'S REPORT

Mrs. Hall, Jr., Finance Committee member, presented the Report of the Finance Committee for the months of July and August, 1987. (See distributed reports.) It was moved, seconded and carried (Mrs. Gallatin, Mrs. Abbott) that the July, 1987 report be accepted as presented. It was moved, seconded and carried (Mrs. Reinecke, Mrs. LeFevre) that the August, 1987 report be accepted as presented.

Mrs. Hall presented the recommendation of the Finance Committee that the entrance fee for couples be raised from \$60,000 to \$70,000 and the monthly from \$1,300 to \$1,500 effective October 1, 1987. It was moved, seconded and carried (Mrs. Sherman, Mrs. Applegarth) to approve the above recommendation.

Mrs. Hall reported that the Health Care Committee had requested approval of the purchase of a \$500.00 dishwasher for the Health Center employee lounge to replace the one that was removed during the renovation project. It was moved, seconded and carried (Mrs. Sherman, Mrs. Livingston) to approve this purchase.

ADMINISTRATOR'S REPORT

See distributed report.

There was discussion regarding Mr. Howard's generous donation of an armoire with television, VCR and sound equipment inset. It is a beautiful piece that will be much enjoyed by the residents. Mrs. Leonards will write and thank Mr. Howard on behalf of the Board of Managers.

Mr. Benedict reported that he had decided not to pursue mandatory durable power of attorney for health care decisions forms for residents of The Heritage. As discussed at the July meeting, Dr. Henderson had requested the consideration of this action. Residents have been asked to file the power of attorney form and to date, two thirds have cooperated.

Mr. Benedict stated that he would like to use a form similar to that of The Sequoias that would inform prospective residents of our policy regarding H.M.O.s. This would be signed by the applicant as evidence of accepting the policy.

ADMISSIONS COMMITTEE

Mrs. von der Lieth, committee member, presented the recommendation of the committee, that Mrs. Eya Biagini, who has passed her 90 day probation period, be voted as a permanent resident of The Heritage. It was moved, seconded and carried (Mrs. Moller, Mrs. Stackhouse) that the motion be approved.

ADMISSIONS COMMITTEE (continued)

Mrs. von der Lieth stated that currently rooms 310 (old guest room) and 223 are vacant.

Mrs. Leonards stated that Mrs. von der Lieth's name had been left off the original roster for the Admissions Committee. Please add her name.

PUBLIC NUTRITION

No report.

FOOD COMMITTEE

Mrs. Demott, committee member, reported that the Food Committee meeting had been very positive. Upcoming events such as celebrations for Halloween, Columbus Day and Oktoberfest were discussed.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, reported that annual pruning will be started soon at The Heritage. The Board of Trustees has recommended that a general plan for landscaping be developed for The Heritage. Our landscape architect is working on this plan now and wishes to preserve the feeling of the existing garden. To be included in the plans will be a ramp going from the new Health Center Activities Room to the garden space by Mr. Benedict's office.

HEALTH CARE COMMITTEE

Mrs. Applegarth, Chairman, reported that the committee is working on plans to upgrade general furnishings and to paint and wallpaper 12 old patient rooms to match the renovated areas. Such items as new beds, mattresses and over the bed tables will be considered. The committee met with the House Committee to discuss screens for the new Activities Room which will be used to provide privacy when patients are eating. Also the need for more appropriate furnishings for the new patient lounge was addressed.

In closing, Mrs. Applegarth noted that she attended the Health Center Quarterly meeting on September 2nd. The transition to the new pharmacy, CPS (Convalescent Pharmaceutical Services) has been very smooth.

HOUSE COMMITTEE

No Report.

NOMINATING COMMITTEE

Mrs. Abbott, Chairman, reported that Mrs. Hultquist, Board member, has returned to teaching for a year, and will not be able to attend the meetings during this time. After discussion, it was moved, seconded and carried (Mrs. Sherman, Mrs. Gallatin) to grant Mrs. Hultquist a leave of absence for one year.

Mrs. Leonards reported that Miss Laura Cooper has moved to Washington but does wish to remain active on the Board. She will be flying down for meetings.

ORIENTATION COMMITTEE

No Report.

PERSONNEL COMMITTEE

No Report.

SPECIAL EVENTS COMMITTEE

No Report.

AD HOC COMMITTEE

No Report.

FERGISON FUND

Mrs. Applegarth reported on current activities involving the Ferguson Fund. She had been in contact with Mr. William Kent regarding the candidate which he had referred to the committee. The candidate is interested, does have students, and is currently trying to address the concerns which were stated in the recent letter

FERGUSON FUND

written to him by Mrs. Applegarth. The next step will be to have him come to The Heritage to tour.

Mrs. Reinecke has invited Dr. August Coppala, Dean of Creative Arts of San Francisco State University, for lunch this week with Mr. Benedict in order to familiarize him with the Ferguson Fund.

OTHER BUSINESS

The Advisory Council will be invited to the next Board of Managers meeting and to have coffee and desserts in Morgan Hall with the residents following lunch. There was discussion regarding the choice of dates for this year's Board Christmas events. They will be as follows:

Monday, December 14, 1987: Decorating of The Heritage
Tuesday, December 15, 1987: Residents' Christmas Party
Wednesday, December 16, 1987: Health Center Christmas Party

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Susan Moller

Mrs. Frederick Moller, Jr.
Recording Secretary

BM:ml

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF AUGUST, 1987**

<u>COME</u>	<u>AUGUST</u>	<u>YEAR TO DATE</u>
MONTHLY CARE FEES	\$65,010	\$507,776
PRIVATE PATIENT FEES	10,845	47,040
ACCOMMODATION FEES	22,803	170,242
ESTD CLAIMS (-)	58,577	79,741
DICAL COST REIMBURSEMENT	2,828	33,762
EST MEALS & LODGING	1,115	10,534
ACCESSING FEES	100	1,700
WIDENDS & INTEREST	26,231	366,756
IN (LOSS) ON SECURITY SALES	-	549
AGENCY FEE	38,285	(3,250)
VITAL INCOME - NET (3)	1,620	153,718
VATIONS & BEQUESTS (2)	(250)	14,507
ILIC NUTRITION PROGRAM DONATION	(56)	(674)
TER INCOME (EXPENSE)	(37)	(37)
TOTAL INCOME	<u>227,108</u>	<u>1,382,364</u>

OPERATING EXPENSE:

R SERVICE	51,064	415,613
R KEEPING	14,884	124,248
R MAINTENANCE/SECURITY/GARDENS	11,871	86,345
R-TERM MAINTENANCE (4)	28,687	45,281
RIVITIES	323	4,953
RALTH CENTER/RESIDENT MEDICAL	63,205	519,153
RINISTRATION	17,281	157,086
RERAL	14,384	122,605
TOTAL OPERATING EXPENSE	<u>201,699</u>	<u>1,475,284</u>
RECIATION	<u>5,696</u>	<u>44,392</u>
TOTAL EXPENSE	<u>207,395</u>	<u>1,519,676</u>
GAIN (LOSS)	19,713	(137,312)
GET OPERATING EXPENSE (4)	174,400	1,395,200
TER UNDER BUDGET	(27,299)	(80,084)
R CAPITA GAIN (LOSS)		179
RAGE NUMBER OF RESIDENTS	110	
RAGE NUMBER OF PRIVATE PATIENTS	5	
R CAPITA COST + DEPRECIATION	1,167	= 1,219
R CAPITA INCOME - RESIDENTS		799
R CAPITA INCOME - OTHER		599
RAGE CAPITA COST		179

TER CAPITA COST = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging.

Notes

- 1 Subsidy claim revenue in the amount \$58,577 was received from the Patricia Davidson trust. Miss Davidson, who died August 1986, was one of several residents who entered in the early 1960's whose assets at the time were placed, as part of their entry agreement, in a Wells Fargo Bank trust jointly owned by The Heritage and the resident. The trust specified full payment of our subsidy claim upon death of the resident, to the extent the trust balance allowed; in addition, 1/3 of any remaining monies after payment of subsidy claim would revert to us. Donation and bequest income of \$1,620, is the additional cash we received from Miss Davidson's trust. A reserve of approximately \$5,000 is being retained by the bank in an interest bearing account pending filing of final income tax returns. Once an approximately 18-month waiting period elapses, we should receive that cash.

....continued...

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF JULY, 1987**

175

<u>INCOME</u>	<u>JULY</u>	<u>YEAR TO DATE</u>
MEDICAL CARE FEES	\$64,661	\$442,766
RESIDENTIAL PATIENT FEES	8,370	36,195
COMMODITY CLAIMS	15,098	147,439
RESIDENTIAL COST REIMBURSEMENT	3,235	21,164
MEALS & LODGING	764	30,934
GAMING FEES	200	9,419
INTEREST & DIVIDENDS & INTEREST	48,772	1,600
LOSS ON SECURITY SALES (1)	11	340,525
AGENCY FEE		(3,250)
ONLINE INCOME - NET (2)	37,122	549
OPERATIONS & BEQUESTS	-	115,432
PUBLIC NUTRITION PROGRAM DONATION	-	12,888
SUPERIOR INCOME (EXPENSE)		(424)
TOTAL INCOME	<u>178,233</u>	<u>1,155,256</u>

See pg. 11

OPERATING EXPENSE:

GENERAL SERVICE	56,417	364,549
HOUSEKEEPING	16,146	109,364
MAINTENANCE/SECURITY/GARDENS	10,413	74,474
LONG-TERM MAINTENANCE	-	16,594
CIVITIES	560	4,630
EARTH CENTER/RESIDENT MEDICAL	67,025	455,949
ADMINISTRATION	18,602	139,805
GENERAL	15,063	108,221
TOTAL OPERATING EXPENSE (3)	<u>184,226</u>	<u>1,273,586</u>
DEPRECIATION	<u>5,696</u>	<u>38,696</u>
TOTAL EXPENSE	189,922	1,312,282

ET GAIN (LOSS) (11,689) (157,026)

BUDGET OPERATING EXPENSE (3) 174,400 (9,826) 1,220,800 (52,786)

AVERAGE NUMBER OF RESIDENTS

AVERAGE NUMBER OF PRIVATE PATIENTS

PER CAPITA COST + DEPRECIATION	1,562	+	52	=	1,614
PER CAPITA INCOME - RESIDENTS					727
PER CAPITA INCOME - OTHER					781
PER CAPITA GAIN (LOSS)					(106)

*PER CAPITA COST = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging.

NOTES

- 1) Gain on sale of security of \$11. resulted from sale of half a share of BellSouth.
 - 2) Rental income reflects Cathedral Hill Hotel rent increase from \$11,500 to \$34,000 a month effective July 1.
 - 3) One month operating expense is over budget due to:
 - A) Food expense is \$1,500. over one month budget. Two special events, Independence Day and Bastille Day celebrations, contributed. Year to date this line is on budget.
 - B) Health Center outside services is \$2,000 over one month budget, primarily due to need to use nursing registry services; however, registry use in July was \$2,000 less than in June.
- ...continued...

BOARD OF MANAGERS' MEETING

July 28, 1987

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on July 28, 1987 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Miss Cooper and Mesdames Abbott, Applegarth, Dodge, Eliot, Hall, Hall, Jr., Hultquist, Leonards, Livingston, Moller, Mustacchi, Pinkham, Scott, Sherman, Stackhouse, Tight, and von der Lieeth.

BOARD MEMBERS ABSENT

Mesdames Avenaili, DeMotz, Gallatin, Hiller, LeFevre, Reinecke, and Stark.

STAFF PRESENT

Mr. Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Applegarth, Mrs. Eliot) that the minutes of June 23, 1987 be accepted as mailed. Mrs. Sherman, noted that Mrs. Henry Howard, who passed away in June, was a former member of the Board of Managers who resigned when her husband, a lawyer, became a member of the Board of Trustees.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read a list of donations made since the last meeting as follows: 1) Mr. & Mrs. Walter N. Jess, cash donation; 2) Mr. & Mrs. Leonard Losacco, a framed mirror; 3) Mrs. Mary Rogers, in memory of Mr. Ernest Blum and Mr. Richard E. Smith; and 4) Mrs. Mary Clawson, one orange desk chair.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of June, 1987. (See distributed report.)

Mrs. Mustacchi presented the recommendation of the Finance Committee that \$500.00 be given as a gift to Fe Bacani, in honor of her anniversary of 25 years employment as a Waitress at The Heritage. It was moved, seconded and carried (Mrs. Pinkham, Mrs. Hall) that the recommendation of the Finance Committee be approved.

ADMINISTRATOR'S REPORT

See distributed report.

Mr. Benedict reported that it is the desire of Dr. Henderson, our medical director, that residents be requested to have a Durable Power of Attorney for Health Care Decisions on file as a condition for admittance into The Heritage. He explained that this document allows the resident to designate an individual to be their attorney-in-fact to make health care decisions for them subject to any limitations or statement of desires that are included in the document. Department heads have unanimously approved of this suggestion. To date, residents have been encouraged to fill out the power of attorney form with about 40% responding. After discussion, it was agreed that for now the filing of the Durable Power of Attorney for Health Care Decisions will not be mandatory. An ad hoc committee will be formed to study this recommendation further.

Mr. Benedict stated that the issue of resident eligibility for Health Maintenance Organization membership was raised for discussion at the March meeting of the Board of Trustees. It was unanimously approved that non-membership in a risk Health Maintenance Organization is a requirement for entrance into The Heritage unless there is a pre-existing condition without ability to obtain other Medi-Gap insurance. He suggested that a form be signed upon entrance into The Heritage as a resident stating that the resident had been informed by The Heritage of the above policy. It was agreed that this concern would also be addressed by the ad hoc committee.

The Board of Managers agreed to select an ad hoc committee which would study the current continuing care contract, and address the preceding concerns regarding the Durable Power of Attorney for Health Care Decisions and the HMO policy. Mrs. Abbott will chair the committee which will consist of herself, Mrs. Avenaili, Mrs. Hall, Miss Cooper, Mrs. Applegarth, Mrs. Mustacchi and Mr. Benedict.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that currently rooms 223 (awaiting installation of fire

ADMISSIONS COMMITTEE (continued)

safe window) and 310 (the old guestroom) are vacant.

Mrs. Hall reported that Mrs. Isabelle Sheldon and Mr. & Mrs. Leonard Losacco had passed their 90 day probation periods. It is the recommendation of the Admissions Committee that they be approved as permanent residents of The Heritage. It was moved, seconded and carried (Mrs. Pinkham, Mrs. Livingston) that this recommendation be approved.

PUBLIC NUTRITION PROGRAM

Mrs. Hultquist, Chairman, reported that 11,865 meals were served to the Chinatown Meal program at a cost of \$2.49 per meal during the month of June.

FOOD COMMITTEE

Mrs. von der Lieth, Chairman, reported on the Food Committee meeting. There will be a Luau for the residents at lunchtime on September 22nd. Board members are invited to attend following the Board meeting on that day. It was moved, seconded and carried (Mrs. Sherman, Mrs. Hultquist) that the Board supply flowers for a centerpiece to be used on the luau food table. Mrs. von der Lieth also stated that after polling the residents, it was decided that the breakfast serving time of 8:30 a.m. will remain the same. A sign will be made asking residents not to pour their own coffee. In closing, the request for a screen by the kitchen entrance off the Dining Room will be referred to the House Committee for evaluation.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, reported that plans have been received from the landscape architect for the work to be done around the new Health Center Renovation project. It was moved, seconded and carried (Mrs. Sherman, Mrs. Tight) that the garden committee proceed with landscaping within the budget as approved.

It was moved, seconded and carried (Mrs. Sherman, Mrs. Mustacchi) that the \$1,800 donated in memory of Mrs. Dorothy Jordan, former member of the Board of Managers, be used to landscape the area between Mr. Benedict's office and the new patient lounge. This garden will be dedicated in her memory.

HEALTH CARE COMMITTEE

No Report.

HOUSE COMMITTEE

No Report.

LONG RANGE PLANNING COMMITTEE

Ms. Cooper, Chairman, reported that the committee will be working on increasing long range planning and considering new ideas such as the possibility of providing day care for children of staff members. Mrs. Applegarth mentioned that new beds for the Health Center should be part of long range planning.

OTHER BUSINESS

Ms. Cooper reported on the progress which is being made on completing the punchlist items for the Health Center Renovation Project. There will be a meeting this week to determine how to proceed to correct the problem with the Activities Room floor. The windows in residential room 223 are being worked on today. Special fire-rated windows are being installed in order to meet regulations.

Mrs. Leonards announced that August is Board vacation month. Currently the only scheduled routine meeting is the Admissions Committee on August 4.

FERGUSON FUND

Mrs. Applegarth reported that we are waiting for a response from the candidate referred through Mr. William Kent. A letter had been written asking for clarification regarding the candidate's qualifications in terms of meeting the criteria of association with the San Francisco Opera and/or Symphony.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:08 p.m.

Respectfully submitted, *Betty C. Kewitt*
Mrs. Richard Leonards, *President*, Frederick Moller, Jr. Recording Secretary
for Mrs. Frederick Moller,

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF JUNE, 1987

	<u>JUNE</u>	<u>YEAR TO DATE</u>
INCOME		
MONTHLY CARE FEES	\$63,681	\$378,105
PRIVATE PATIENT FEES	7,885	27,825
COMMODATION FEES	15,098	132,340
SUBSIDY CLAIMS (1)	8,888	21,164
EDICAL COST REIMBURSEMENT	10,736	27,699
EST MEALS & LODGING	1,423	8,656
PROCESSING FEES	400	1,400
DIVIDENDS & INTEREST	66,132	291,753
AIN (LOSS) ON SECURITY SALES	(1,625)	538
NS AGENCY FEE	5,444	(3,250)
ENTAL INCOME - NET (2)	60	78,309
NATIONS & BEQUESTS	(424)	12,888
PUBLIC NUTRITION PROGRAM DONATION (3)	(50)	(424)
TOTAL INCOME	<u>177,648</u>	<u>977,022</u>

OPERATING EXPENSE:

000 SERVICE	51,929	308,132
000 KEEPING	16,027	93,219
AINTENANCE/SECURITY/GARDENS	11,738	64,060
0NG-TERM MAINTENANCE	7,200	16,594
CIVITIES	527	4,070
EALTH CENTER/RESIDENT MEDICAL	72,874	388,924
MINISTRATION	21,396	121,203
GENERAL	14,150	93,158
TOTAL OPERATING EXPENSE (4)	<u>195,841</u>	<u>1,089,360</u>
EPRCIATION	<u>5,696</u>	<u>33,000</u>
TOTAL EXPENSE	<u>201,537</u>	<u>1,122,360</u>
ET GAIN (LOSS)	(23,889)	(145,338)
DGET OPERATING EXPENSE (OVER) UNDER BUDGET	174,400 (21,441)	1,046,400 (42,960)
PERAGE NUMBER OF RESIDENTS PERAGE NUMBER OF PRIVATE PATIENTS	110 <u>4</u>	1,569 720 632
'ER CAPITA COST + DEPRECIATION	1,517 + 52 =	1,569
'ER CAPITA INCOME - RESIDENTS		720
'ER CAPITA INCOME - OTHER		632
'ER CAPITA GAIN (LOSS)		(217)

PER CAPITA COST = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging).

Notes:

1) Subsidy claim revenue of \$8,888. was received from the estate of Mrs. Rae Hamilton, resident who died in September, 1986.

2) Rental expense includes \$9,127. for appraisal fees for the Cathedral Hill Hotel land in order to determine the rent increase effective July 1, 1987 - 1997, in accord with our longterm lease. We are to be reimbursed \$2,500. which will show as a credit to this expense when received. Net appraisal expense to us this year, then, will be \$6,627. vs. \$10,000. budgeted. As of July 1, 1987 monthly rental income from our Van Ness Avenue property will be \$34,000. This is within \$500. of our budget estimate.

3) Public Nutrition Program excess of expense over revenue in the amount \$424. was cost of food donated for Self Help for the Elderly's June fundraiser.

...continued...

BOARD OF MANAGERS' MEETING

June 23, 1987

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on June 23, 1987 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Nesdunes Abbott, Applegarth, Avenali, DeMott, Dodge, Hall, Hall, Jr., Hiller, Hultquist, Leonardis, Livingston, Mustacchi, Reinecke, Sherman, Stackhouse, Stark, Tight and von der Lieth.

BOARD MEMBERS ABSENT

Miss Cooper and Mesdames Eliot, Gallatin, Lefevre, Moller, Pinkham, and Scott.

GUESTS PRESENT

Mr. Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Abbott, Mrs. Hultquist) that the minutes of May 26, 1987 be accepted as mailed.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mrs. George Rochfort, two easy chairs; and 2) Mrs. A. W. Clausen, miscellaneous furniture.

She noted that contributions were made from the Board in memory of Mr. Byron Nishkian, husband of long-time Board member and now Advisory Council member, Mrs. Byron Nishkian, and Mrs. Anne Howard, wife of Mr. Henry Howard, member of the Board of Trustees, both of whom passed away during the past month. The Board expressed their sympathy.

Mrs. Tight read a thank you note to the Board from Mrs. Abbott for the gift of a silver picture frame given in appreciation for her years of service as president of the Board of Managers. A note of appreciation was also written by Mrs. Leonards for the beautiful garden bench that was dedicated in both her and Miss Cooper's honor for their work on the Health Center Renovation Project. In closing, Mrs. Tight read a note from a Heritage resident, Miss Yetta Tanenbaum, expressing appreciation for the renovated Health Center, particularly the new patient lounge.

TEASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of May, 1987. (See distributed report.) Mrs. Avenali noted that a third zero was needed on the \$17,000 amount listed under note 3. With this correction, it was moved, seconded and carried (Mrs. Avenali, Mrs. Hall, Jr.) to accept the Treasurer's Report as presented.

GUEST SPEAKER

Marla Long, Assistant Administrator, gave a presentation on a marketing seminar which the California Association of Homes for the Aging provided in January of this year. The emphasis of the seminar was to stress the importance of the development of a marketing plan to insure that homes like The Heritage remain competitive in the changing market place of retirement housing.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that the committee interviewed two applicants in May and have one interview scheduled for July. Currently rooms 223 (awaiting installation of fire safe window) and 310 (the old guestroom) are vacant.

PUBLIC NUTRITION PROGRAM

Mrs. Hultquist, Chairman, reported that 11,480 meals were served to the Chinatown Meal Program at a cost of \$2.60 during the month of May. She noted that the new contract with Self Help for the Elderly should be in effect as of July 1, 1987.

FOOD COMMITTEE

Mrs. von der Lieth, Chairman, reported on the Food Committee meeting. Several upcoming events such as the cocktail party in the new Health Center were discussed. The committee noted the ongoing difficulty in preventing residents from leaving their own coffee. She stated that the results of the breakfast time survey had been tallied with 44 residents wishing breakfast to be served at 8:30 a.m., 17 at 8:00 and 3 at 7:30.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, reported that the committee has had several meetings and is in the process of arranging for the landscaping around the new Health Center Activities room and surrounding areas effected by the construction. Twenty terra-cotta pots have been ordered for the Julia Porter Garden. These will replace the plastic pots now housing the geraniums along the garden wall. Because resident reaction was not positive to wooden furniture that had been ordered for the Julia Porter Garden, it has been moved to another area and consideration is being given to ordering more Jordan furniture. Finally, she noted that petunias have been planted in the receptacles around the fountains in the courtyard garden, affording some temporary color until landscaping is completed in this area.

HEALTH CARE COMMITTEE

Mrs. Applegarth, Chairman, noted that the Health Center is operating well. She reported that a new pharmaceutical service has been hired effective July 9th. The name of the group is Convalescent Pharmaceutical Services, CPS.

HOUSE COMMITTEE

Mrs. Hiller, Co-Chairman, stated that the painting of the hallways in the Perry building has been completed. The date for this year's Furniture Sale has not yet been established but organization work has begun in the storeroom.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

No Report.

OTHER BUSINESS

Mrs. Leonards showed a picture of the new Health Center Activities Room which was created from a courtyard perspective by the Dining Room Supervisor, Tony Lawrence, for use as a cover for the resident menu. She commented that this was an example of the quality of the staff that is employed by The Heritage.

Mrs. Leonards reminded the Board that an "Every-Year" calendar of events is available through Marla Long. Those interested in receiving a copy may leave their names at the front desk and a calendar will be mailed with the minutes.

Mrs. Leonards reported that there has been some delay in completing the punchlist of remaining construction detail for the Health Center Renovation Project. This is due in part to the change of ownership of the Olson Construction Company which was recently bought by another group. There will be a meeting on June 25th which will include a representative from Carl Olson & Sons, the architects, our job inspector, Mr. White, Chairman of the Board of Trustees and members of the Health Center Renovation Committee. The purpose will be to come to an agreement on the items that need to be completed and a schedule to accomplish the work.

FERGUSON FUND

Mrs. Abbott reported that she had discussed with Mrs. Ferguson, the recent recommendation of a candidate by Mr. William Kent for the Ferguson Fund. Mrs. Ferguson had a few questions concerning the candidate's qualifications in terms of meeting the criteria

of association with the San Francisco Opera and/or Symphony. A letter was written to Mr. Kent asking for further information. Mr. Kent in turn wrote to the candidate relaying the concerns. We are awaiting a response from the candidate. Copies of the two letters will be forwarded to Mrs. Ferguson.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Betty C. Leonard

Mrs. Richard Leonards

President

for

Mrs. Frederick Moller, Jr.

Recording Secretary

BL:ml

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF May, 1987

<u>INCOME</u>	<u>MAY</u>	<u>YEAR TO DATE</u>
DAILY CARE FEES	\$63,829	\$314,424
PRIVATE PATIENT FEES	4,940	19,940
ACCOMODATION FEES (1)	26,576	117,242
SUBSIDY CLAIMS (2)	12,276	12,276
MEDICAL COST REIMBURSEMENT	1,282	16,963
MEALS & LODGING	1,826	7,232
TEST FEES	500	1,000
PROCESSING & INTEREST	49,323	225,622
LOSS (GAIN) ON SECURITY SALES	-	538
NS AGENCY FEE	-	(1,625)
ENTAL INCOME - NET	14,590	72,865
ONATIONS & BEQUESTS	208	12,828
PUBLIC NUTRITION PROGRAM DONATION	-	-
OTHER INCOME (EXPENSE)	-	69
TOTAL INCOME	175,350	799,374

OPERATING EXPENSE:

OOD SERVICE	54,876	256,203
OUSEKEEPING	15,801	77,192
MINTENANCE/SECURITY/GARDENS	11,456	52,323
ONG-TERM MAINTENANCE	9,394	9,394
CTIVITIES	832	3,543
EALTH CENTER/RESIDENT MEDICAL	65,606	316,050
DMINISTRATION	16,981	99,807
ENERAL	16,444	79,008
TOTAL OPERATING EXPENSE (3)	191,390	893,520
EPRECIATION	5,696	27,304
TOTAL EXPENSE	197,086	920,824
ET GAIN (LOSS)	(21,736)	(121,450)
BUDGET OPERATING EXPENSE (OVER) UNDER BUDGET	174,400	872,000
	(16,990)	(21,520)

VERAGE NUMBER OF RESIDENTS

VERAGE NUMBER OF PRIVATE PATIENTS

PER CAPITA COST + DEPRECIATION	1,555	+	52	=	1,607
PER CAPITA INCOME - RESIDENTS					826
PER CAPITA INCOME - OTHER					583

PER CAPITA GAIN (LOSS)

*PER CAPITA COST = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging).

Notes

- 1) Accommodation fees includes \$11,881. unamortized balance of entry fee of resident who died in May.
- 2) We received \$12,276. payment in full for subsidy claim upon the estate of Emmy Clark, resident who died in December, 1986.
- 3) One-month operating expense is \$17,000. over one-month budget due to:
 - A) Longterm Non-routine Maintenance expense of \$9,394. which is one-third payment for carpeting of Morgan & Perry Buildings hallways (labor as well as materials). This project was approved this year as an unbudgeted item.

--Continued...

BOARD OF MANAGERS' MEETING

May 26, 1987

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on May 26, 1987 at 3400 Laguna Street, San Francisco, California by the First Vice-President, Mrs. J. Jerrold Applegarth.

1)

BOARD MEMBERS PRESENT

f James Applegarth, Avenali, Dodge, Gallatin, Hall, LeFevre, Livingston, Moller,
Mustacchi, Reinecke, Sherman, Stackhouse, Stark, Tight and von der Lieth.

BOARD MEMBERS ABSENT

f Miss Cooper and Mesdames Abbott, Demott, Eliot, Hall, Jr., Hiller, Hultquist, Leonards,
Pitsman, and Scott.

GUESTS PRESENT

Mr. Edward Benedict, Administrator, Ms. Marla Long, Assistant Administrator, Mr. John Kilileen, Director of Activities and Resident Relations, and his assistant, Ms. Nancy Garfield.

MINUTES

It was noted that Mrs. Stackhouse was present at the April 28 meeting and was recorded as absent. It was moved, seconded and carried (Mrs. LeFevre, Mrs. Avenali) that the minutes of April 28, 1987 be accepted as mailed with the attendance record corrected as noted.

CORRESPONDING SECRETARY

Mrs. Tight, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mrs. Donald Graham, donation for the Health Center; 2) Anonymous, cash donation; 3) Anonymous, in memory of Mr. Lloyd Wilson; and 4) Mrs. Frances Stacy, in memory of Mrs. Marcia Kelly.

GUEST SPEAKER

John Kilileen, Director of Activities and Resident Relations and Nancy Garfield, Assistant Activities Director, gave an informative talk on their department. They stated that they were very pleased with the new Activities Room in the Health Center. Their concept of the room is to keep it simple with as little permanent furniture as possible to allow for flexibility in its use. In closing, they noted that the Heritage Happenings is currently being produced by Nancy Garfield until a resident editor can be found.

TREASURER'S REPORT

Mrs. Mustacchi, Treasurer, presented the Report of the Finance Committee for the month of April, 1987. (See distributed report.) It was moved, seconded and carried (Mrs. Hall, Mrs. Gallatin) to accept the Treasurer's Report as presented.

Mrs. Mustacchi reported that the Finance Committee approved the purchase of a garden bench for the area surrounding the Health Center Activities Room in honor of Miss Cooper and Mrs. Leonards, Health Center Renovation Project Co-Chairmen, at a cost of \$660.00. The Board unanimously approved of this action.

Mrs. Mustacchi reported that the Board of Trustees had approved in principle the painting of the Perry Building hallway before carpeting. This will be done at a cost of \$7,200. The Finance Committee would like the final approval of the Board of Managers. It was moved, seconded and carried (Mrs. Gallatin, Mrs. Hall) to approve this action.

Mrs. Mustacchi stated that on June 1st a letter will be mailed to Heritage residents informing them of a 2% increase in their monthly care fees effective July 1, 1987. Also private patient fees will be increased as of July 1st to \$75.00 per day for a two bed room and \$70.00 per day for a four bed room. This raise will not effect those private patients already in residence.

ADMINISTRATOR'S REPORT

ee distributed report. Mr. Benedict noted that Julia Porter was admitted to the Heritage Health Center as a private patient on May 19.

MISSIONS COMMITTEE

Page Two

Ms. Hall, Chairman, reported that Mrs. Mary Ellen Rogers, Mr. Jerome Brody and Mrs. Irma Clark have reached the end of their 90 day probation period. It is the recommendation of the Admissions Committee that these individuals be approved as permanent residents of the Heritage. It was moved, seconded and carried (Mrs. LeFevre, Mrs. Avenali) to approve this recommendation.

She reported that currently rooms 223 (awaiting the installation of fire proof glass), 310 (the old guest room) and 408 are vacant.

PUBLIC NUTRITION PROGRAM

In the absence of Mrs. Hultquist, Chairman, Mrs. Stackhouse reported that 10,860 meals were served to the Chinatown Meal Program at a cost of \$2.36 per meal during the month of April.

FOOD COMMITTEE

Mrs. von der Lietz, Chairman, reported on the Food Committee meeting. Resident response on several food items was discussed. The possibility of offering an earlier breakfast seating was presented. There will be a poll circulated to the residents asking if they would prefer a 7:30, 8:00 or 8:30 seating.

GARDEN COMMITTEE

Mrs. Sherman, Chairman, stated that the committee would meet after the Board meeting today. The committee is focusing on the landscaping work to be completed outside the new Health Center Activities Room. She reported that the committee would like to purchase a bench to match the Cooper/Leonards bench. Perhaps funds from the Dorothy Jordan memorial allocation could be used for this purpose.

HEALTH CARE COMMITTEE

Mrs. Applegarth, Chairman, reported that she has been on a tour of the "new" Health Center. Ms. Logan, Director of Nursing Services, reports that everything is going nicely with a few things still on the punch list to be completed.

HOUSE COMMITTEE

No Report.

LONG RANGE PLANNING COMMITTEE

No Report.

INITIATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

No Report.

SPECIAL EVENTS

No Report.

OTHER BUSINESS

It was moved, seconded and carried (Mrs. Sherman, Mrs. Gallatin) that August be chosen as Board vacation month this year.

Mrs. Applegarth reminded Committee Chairmen to check with Stephanie Oakes, Controller, regarding remaining funds in their committee budgets for the year.

Mrs. Reinecke reported that she had been in contact with Dr. August Coppala, Dean of Creative Arts of San Francisco State University regarding possible candidates for the Ferguson Fund. There was discussion regarding other possible contacts that could be made for referrals for the fund.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:55 a.m.

Respectfully submitted,

Mrs. Frederick Moller, J.R., Recording Secretary

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF APRIL 1987

	APRIL	YEAR TO DATE
INCOME		
MONTHLY CARE FEES	62,340.	250,595.
PRIVATE PATIENT FEES	3,750.	15,000.
ACCOMMODATION CLAIMS	14,465.	90,666.
SUBSIDY COST REIMBURSEMENT	<u>1,122.</u>	-
MEDICAL MEALS & LODGING	1,298.	15,680.
GUEST MEALS & FEES	100.	5,407.
PROCESSING FEES	43,891.	500.
DIVIDENDS & INTEREST	<u> </u>	176,299.
GAIN (LOSS) ON SECURITY SALES	<u> </u>	538.
THIS AGENCY FEE	(1,625.)	(1,625.)
NET INCOME - NET	14,658.	58,275.
DONATIONS & BEQUESTS	169.	12,619.
PUBLIC NUTRITION PROGRAM DONATION	<u> </u>	-
OTHER INCOME (EXPENSE)	<u> </u>	69.
TOTAL INCOME	<u>140,248.</u>	<u>624,023.</u>
OPERATING EXPENSE:		
FOOD SERVICE	48,496.	201,327.
HOUSEKEEPING	13,774.	61,391.
MAINTENANCE/SECURITY/GARDENS	9,810.	40,866.
LONG-TERM MAINTENANCE	<u> </u>	-
ACTIVITIES	1,376.	2,711.
HEALTH CENTER/RESIDENT MEDICAL	59,699.	250,443.
ADMINISTRATION	21,136.	82,825.
GENERAL	15,526.	62,565.
TOTAL OPERATING EXPENSE	<u>169,817.</u>	<u>702,128.</u>
DEPRECIATION	5,696.	21,608.
TOTAL EXPENSE	<u>175,513.</u>	<u>723,736.</u>
NET GAIN (LOSS)	(35,265.)	(99,713.)
BUDGET OPERATING EXPENSE (OVER) UNDER BUDGET	174,400. <u>4,583.</u>	697,600. (4,528.)
AVERAGE NUMBER OF RESIDENTS	109	109
AVERAGE NUMBER OF PRIVATE PATIENTS	2	2
PER CAPITA COST + DEPRECIATION	1,501. + 52. = 1,553.	
PER CAPITA INCOME - RESIDENTS		705.
PER CAPITA INCOME - OTHER		524.
PER CAPITA GAIN (LOSS)		(324.)

*PER CAPITA COST = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging.
NOTES: April, 1987 Budget Report

1. Depreciation has been adjusted, after auditors' review, for 1986 additions and deletions. As part of the 1987 audit, we will adjust for current year which will include first year's depreciation of the Health Center renovation project.
2. The name of our meal program for senior citizens in Chinatown, reimbursed us each month by Self Help for the Elderly, has been re-titled Public Nutrition Program rather than Federal Nutrition Program since Self Help is no longer federally funded. There was unanimous agreement to make this correction when proposed to the 1986 audit committee (Peat, Marwick representatives, Mr. Perkins, Mr. Morshead, Mrs. Abbott, Mrs. Leonards, Mr. Benedict and Ms. Oakes).

BOARD OF MANAGERS' MEETING

April 28, 1987

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:38 a.m. on April 28, 1987 at 340 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Mrs. Cooper and Mesdames Abbott, Applegarth, Avenali, Demott, Gallatin, Hall, Hall, Jr., Hultquist, Moller, Mustacchi, Reinecke, Sherman, Stark and von der Lieth, Abbott, III.

BOARD MEMBERS ABSENT

~~Ms. Hultquist, Chairman~~

Mesdames Bates, Dodge, Eliot, Hiller, LeFevre, Leonards, Pinkham, Scott, ~~Stettheim~~, and Tlight.

GUESTS PRESENT

Mr. Benedict, Administrator, Ms. Marla Long, Assistant Administrator and Mrs. Carl Livingston, Jr., Board of Manager nominee.

MINUTES

It was moved, seconded and carried (Mrs. Avenali, Mrs. Hultquist) that the minutes of March 24, 1987 be accepted as mailed with the following correction: On page three, under "Ferguson Fund", the first sentence should read Mr. not Mrs. William Kent.

CORRESPONDING SECRETARY

Mrs. von der Lieth, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Miss Marjorie A. Brown, in memory of her mother, Mrs. Marjorie Brown; 2) Miss Lila Liston, in memory of Miss Lucile Fosser; and 3) Anonymous, cash donation to The Heritage.

TREASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of March, 1987. (See distributed report.) It was moved, seconded and carried (Mrs. Sherman, Mrs. Avenali) to accept the Treasurer's Report as presented.

Mrs. Hall, Jr. presented the recommendation of the Finance Committee that in addition to the recently approved purchase of carpeting for the Perry Building at a cost of \$38,000, an additional non-routine maintenance item be approved. This would be the painting of the hallways and public areas of the Perry Building at an estimated cost of \$8,000. Two additional bids will be solicited for this work. It was moved, seconded and carried (Mrs. Avenali, Mrs. Sherman) that this recommendation be approved as presented.

Mrs. Hall, Jr. reported that new entrance and monthly fee rates have been established for incoming residents to be effective July 1, 1987. These rates were recommended by the Finance Committee and approved by Mr. Perkins, Chief Financial Officer, and Mr. Northead, President of the Board of Trustees. The rates will be \$40,000 as an entrance fee and \$765.00 per month.

Mrs. Hall, Jr. presented the Treasurer's Report for 1986-87.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that there are currently three vacancies, 310, the old Guestroom, 223 which will not be ready for occupation until a fire safe window is installed and 308, a single room. She stated that two doctors will be interviewed next week by the Admissions Committee. She read her committee report for 1986-87.

FEDERAL NUTRITION PROGRAM

Mrs. Hultquist, Chairman, reported that 10,430 meals were served to the Chinatown Meal Program at a cost of \$2.60 during the month of March. She read her committee report for 1986-87.

*Corrections per minutes of May 26, 1987.

FOOD COMMITTEE

Mrs. DeNott, committee member, reported on the Food Committee meeting. She stated that it was a very positive meeting. She Ron Puey does as Food Service Supervisor. She had a good review of the work that

GARDEN COMMITTEE

In the absence of Mrs. Dodge, Mrs. Hall, committee member, read the annual committee report for 1986-87.

HEALTH CARE COMMITTEE

Miss Cooper, Co-Chairman, reported that the Health Center Renovation project is scheduled for completion on April 30. Most of the work will be finished by this date. The dedication will take place on May 7th, the day of the annual meeting. Board members and residents will be invited to this celebration.

HOUSE COMMITTEE

No report. In the absence of Mrs. Scott, Chairman, Mrs. Abbott read the committee report for 1986-87.

Mr. Benedict stated that the storage room is very crowded and in need of clearing. He asked the House Committee to tag the articles which they wished to retain. Mrs. Avenali will organize this effort. Mrs. Abbott and Mrs. Hultquist volunteered to assist.

LONG RANGE PLANNING COMMITTEE

Miss Cooper, Chairman, stated that the Health Center Renovation Project made a greater impact than expected on second floor Morgan Building resident rooms. The roof of the new activity room impacts the views from two rooms. One of the rooms will have to have special fire safe glass installed due to the close proximity of the roof. She would like the Board to consider eventually changing the policy on room changes for the residents to allow for changes other than those made for medical reasons.

NOMINATING COMMITTEE

Mrs. Reinecke, Chairman, stated that the nominations for the upcoming Board year were approved at the March meeting. The Board will be at full capacity for the upcoming year.

ORIENTATION COMMITTEE

Mrs. Gallatin, Chairman, reported on the orientation procedure that is used for new Board members. Mrs. Livingston and Mrs. Tight will receive their orientation today.

PERSONNEL, POLICIES AND PROCEDURES

Mrs. Avenali, Chairman, gave the committee report for 1986-87. She stated that there is a list of items to be considered during the next year including a possible revision of the room change policy and consideration of charging for services which go beyond those outlined in the Life Care Agreement.

SPECIAL EVENTS

Mrs. Stark, Chairman, reported on the planned festivities following the meeting. Today there will be a luncheon honoring the staff and residents for their cooperation and contributions to the Health Center Renovation Project. The Board of Managers will be joining them at lunch, buffet style in the Dining Room.

OTHER BUSINESS

Mrs. Abbott stated that Mr. William Kent had written a letter to Mrs. Ferguson regarding a possible candidate for the Ferguson Grant. All annual committee reports are on file in the Board of Managers Office at The Heritage.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,
Mrs. Piero Mustacchi
Recording Secretary

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF MARCH, 1987

	<u>MARCH</u>	<u>YEAR TO DATE</u>
HOME CARE FEES	63,166.	188,255.
MONTHLY PATIENT FEES	3,875.	11,250.
RESIDENTIAL FEES (1)	46,250.	76,201.
ACCOMMODATION CLAIMS	-	-
SUPERVISORY COST REIMBURSEMENT	4,358.	14,559.
MEDICAL COSTS & LODGING	977.	4,109.
QUEST MEALS & LODGING	300.	400.
POSTMESSING & INTEREST	49,927.	132,408.
DIVIDENDS & INTEREST ON SECURITY SALES	44.	538.
AGENCY FEE	-	-
NET AGENCY FEE	14,795.	43,616.
NET RENTAL INCOME - NET	10,025.	12,450.
DONATIONS & BEQUESTS (2)	-	-
FEDERAL NUTRITION PROGRAM DONATION	(5.)	(11.)
OTHER INCOME (EXPENSE)		
TOTAL INCOME	<u>193,712.</u>	<u>483,775.</u>

OPERATING EXPENSE:

FOOD SERVICE	51,796.	152,831.
HOUSEKEEPING	16,802.	47,617.
Maintenance/SECURITY/GARDENS	11,131.	31,056.
LONG-TERM MAINTENANCE	-	-
ACTIVITIES	624.	1,335.
HEALTH CENTER/RESIDENT MEDICAL	69,702.	190,744.
ADMINISTRATION	22,172.	61,690.
GENERAL	14,708.	47,039.
TOTAL OPERATING EXPENSE (3)	<u>186,935.</u>	<u>532,312.</u>
DEPRECIATION	5,304.	15,912.
TOTAL EXPENSE	<u>192,239.</u>	<u>548,224.</u>
NET GAIN (LOSS)	1,473.	(64,449.)
BUDGET OPERATING EXPENSE (OVER) UNDER BUDGET	174,400. (12,535.)	523,200. (9,112.)
AVERAGE NUMBER OF RESIDENTS	109	
AVERAGE NUMBER OF PRIVATE PATIENTS	2	
PER CAPITA COST + DEPRECIATION		
PER CAPITA INCOME - RESIDENTS		
PER CAPITA INCOME - OTHER		
PER CAPITA GAIN (LOSS)		

PER CAPITA COST = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging).

NOTES:

- 1) March accommodation fee revenue includes \$32,046. unamortized balances of the 2 residents who died this month.
- 2) Donation revenue includes \$10,000. received from Marjorie Brown in memory of her mother Marjorie Brown, Heritage resident who died in February.
- 3) One-month operating expense is over budget as a result of:

 - a) Second progress payment for the 1986 audit - \$5,000.
 - b) Medical fees, Health Center residents and regular residents, are \$3,000. over one-month budget.

Committee, May -

110

Report on ...
...wide Services is \$2,800. over one-month
time and the beginning of

Respectfully submitted,

Barbara B. Hall
Barbara B. Hall
4/28/87

Barbara B. Hall
4/28/87

BOARD OF MANAGERS' MEETING

March 2, 1987

CALL TO ORDER

A regular meeting of the Board of Managers of the Protection and Relief Society was called to order at San Francisco Ladies 167 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOD MEMBERS PRESENT

Miss Cooper and Mesdames Abbott, Applegarth, Avenali, Debott, Dodge, Gallatin, Hall, LeFevre, Leonards, Mustacchi, Pinkham, Reinecke, Scott, Stachiusse, Tigue, and von der Lieeth.

BOD MEMBERS ABSENT

Mesdames Bates, Eliot, Hall, Jr., Miller, Hultquist, Moller, Sherman and Stark.

STAFF PRESENT

Mr. Edward Benedict, Administrator, Ms. Marla Long, Assistant Administrator and Mr. Ron Duey, Food Service Director as Guest Speaker.

GUEST SPEAKER

Mr. Ron Duey, Food Service Director, spoke to the Board about the complicated procedure that is necessary to produce the completed five week menu cycle for the residents. He answered questions from the Board.

MINUTES

It was moved, seconded and carried (Mrs. LeFevre, Mrs. Avenali) that the minutes of the meeting held on February 24, 1987 be accepted as mailed.

RESPONDING SECRETARY

Ms. von der Lieeth, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mrs. Jack S. Logen, in memory of Mr. Charles Gallatin and 2) Mrs. William H. Nigh, 6 leather purses.

Ms. von der Lieeth read a note to the Board from Mrs. Miller expressing her appreciation for the white tulip arrangement which was sent to her in sympathy for her broken hip.

TREASURER'S REPORT

Miss Cooper, Assistant Treasurer, presented the Report of the Finance Committee for the month of February, 1987. (See distributed report.) It was moved, seconded and carried (Mrs. Tight, Mrs. Dodge) that the Treasurer's Report be accepted as presented.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that there are currently two vacancies, 310, the old guestroom and 223, which will not be ready for occupation until a fire safe window is installed. This window was necessitated by the proximity of the roof of the new Health Center Activities Room.

FEDERAL NUTRITION PROGRAM COMMITTEE

In the absence of Mrs. Hultquist, Chairman, Mrs. Debott, Committee Member, reported that 7,995 meals were served to the Chinaron Meal Program at a cost of \$2.89 per meal during the month February. The amount of meals being served per day has decreased. Mr. Benedict, Ron Duey, Mrs. Hultquist and Holly Carson of Food Dimensions Incorporated will plan to begin earlier this year on the 1987-88 contract with Self Help for the Elderly.

FOOD COMMITTEE

Mrs. Gallatin, Chairman, reported on the Food Committee meeting. Ron Duey stated that the new menu cycle began yesterday. The substitute list will be posted on the bulletin board. Whenever advisable from the dietician's point of view the residents wishes will be taken into account.

GARDEN COMMITTEE

No Report.

HEALTH CARE COMMITTEE

No Report.

Mrs. Leonards reported on the Health Center Quarterly Meeting which was held on March 4, 1987.

Miss Cooper reported that a new completion date of April 30th has been set for the Health Center Renovation Project. She stated that the transfer of patients to the lower level of the residential portion of The Heritage continues to go smoothly. Mrs. Abbott again praised both Miss Cooper and Mrs. Leonards for their hard work on the renovation project.

HOUSE COMMITTEE

No Report.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

Mrs. Reinecke, Chairman, presented the following slate of nominations for the Board of Managers 1987-88:

Mrs. Frank Abbott III
Mrs. J. Jerrold Applegarth
Mrs. Peter Avenali
Miss Laura Cooper
Mrs. Richard DeMott
Mrs. George W. Dodge
Mrs. Theodore Eliot
Mrs. Walter Gallatin
Mrs. Charles E. Hall
Mrs. James Lowe Hall Jr.
Mrs. Robert Hiller
Mrs. Gary Hultquist

Mrs. Allan D. LeFevre
Mrs. Richard Leonards
Mrs. Carl Livingston, Jr.
Mrs. Frederick Moller Jr.
Mrs. Piero Mustacchi
Mrs. David J. Pinkham
Mrs. Robert Reinecke
Patricia K. Scott
Mrs. Robert Sherman
Mrs. Phillips Stackhouse
Mrs. Charles B. Stark
Mrs. Dexter Tight
Mrs. Robert von der Lieth

Mrs. Reinecke presented the following slate of officers for the Board of Managers for 1987-88:

President
First Vice-President
Second Vice-President
Treasurer
Assistant Treasurer
Recording Secretary
Assistant Recording Secretary
Corresponding Secretary

Mrs. Richard Leonards
Mrs. J. Jerrold Applegarth
Mrs. Charles E. Hall
Mrs. Piero Mustacchi
Miss Laura Cooper
Mrs. Frederick Moller Jr.
Mrs. Richard DeMott
Mrs. Dexter Tight

Mrs. Frank Abbott III
Mrs. Charles E. Hall

It was moved, seconded and carried (Mrs. Avenali, Mrs. Stackhouse) to accept the 1987-88 slates as presented.

Mrs. Pinkham, committee member, reported that Mrs. Jean A. Livingston has agreed to accept her nomination to the Board of Managers for 1987-88.

ORIENTATION COMMITTEE

Mrs. Gallatin, Chairman, reported that it is currently planned to provide orientation for both Mrs. Eliot and Mrs. Livingston at the same time.

OTHER BUSINESS

Mrs. Abbott announced that the April Board schedule should be corrected to read that the regular Board of Managers' meeting will be held on Tuesday, April 28th at April 21st.

Mrs. Hall reported on the monthly meeting of the Residents' Council. A major topic was the purchase of a large screen television set for use by residents. The committee wished to have it placed in the far north sitting room off the lobby. Because the Health Center has been designed with the new community room addition in gathering in the evenings for activities like group movie viewing on a large screen set, it was agreed that no decision should be made regarding the housing of the screen off the lobby until the project is over and access available to the new community room. With the completion of the project, first floor residents will be utilizing the new community room during the day allowing the Julia Porter lounge to be utilized for small group television viewing during the day.

Mrs. Abbott reminded the Board members to send in their committee choices for 1987-88 as soon as possible. She also updated instructions for committee reports asking that chairmen come to the April meeting prepared to read them and preferably have a typed copy available at this time for Mrs. Abbott's reference.

FERGUSON FUND

*Mr. **

Mrs. Abbott reported that ~~Mr.~~ William Kent was recently given a tour of The Heritage and was very enthusiastic about what he saw. Mr. Kent is a potential referral source for the Ferguson Fund and already has a gentlemen in mind who fits the criteria.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Piero Mustacchi

Mrs. Piero Mustacchi
Recording Secretary

M:ml

* Correction per minutes of April 28, 1987.

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF FEBRUARY 1987

	<u>FEBRUARY</u>	<u>YEAR TO DATE</u>
HOME CARE FEES	63,525.	125,089.
PRIVATE PATIENT FEES	3,500.	7,375.
PRIVATE CLAIMS	14,579.	29,951.
DISABILITY COST REIMBURSEMENT	7,183.	-
REST MEALS & LODGING	1,523.	10,201.
TEST FEES	100.	3,132.
PROCESSING FEES	31,877.	100.
REWARDS & INTEREST	14.	82,482.
DIVIDENDS (LOSS) ON SECURITY SALES (1)	-	494.
AGENCY FEE	14,147.	-
IS AGENCY FEE	970.	28,820.
NET INCOME - NET	-	2,425.
DONATIONS & BEQUESTS (2)	-	-
FEDERAL NUTRITION PROGRAM DONATION	-	(6.)
FEDERAL INCOME (EXPENSE)	-	290,063.
TOTAL INCOME	137,418.	

OPERATING EXPENSE:

FOOD SERVICE	48,113.	101,036.
HOUSEKEEPING	14,632.	30,814.
Maintenance/SECURITY/GARDENS	9,258.	19,926.
LONG-TERM MAINTENANCE	-	-
UTILITIES	369.	711.
HEALTH CENTER/RESIDENT MEDICAL	58,555.	121,041.
ADMINISTRATION	15,866.	39,518.
SERIAL (3)	14,968.	32,330.
TOTAL OPERATING EXPENSE	161,761.	345,376.
 DEPRECIATION	 5,304.	 10,608.
 TOTAL EXPENSE	 167,065.	 355,984.
 NET GAIN (LOSS)	 (29,647.)	 (65,921.)
 BUDGET OPERATING EXPENSE	 174,400.	 348,800.
 (OVER) UNDER BUDGET	 12,639.	 3,424.
 AVERAGE NUMBER OF RESIDENTS	 110	
 AVERAGE NUMBER OF PRIVATE PATIENTS	 2	
 PER CAPITA COST + DEPRECIATION	 1,360.	 1,408.
PER CAPITA INCOME - RESIDENTS	+	711.
PER CAPITA INCOME - OTHER	427.	427.
 PER CAPITA GAIN (LOSS)	 (270.)	

*PER CAPITA COST = operating expense less abatements; private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging).

NOTES - FEBRUARY, 1987 BUDGET REPORT

- 1) Gain on sale of securities of \$14.00 is cash proceeds of a partial share of Imo Delaval which we received in conjunction with the Transamerica stock which was part of the McDonnell sisters' bequest.
- 2) Donations & Bequests - \$944. was received from the Amasa Willey trust and a donation in memory of Marjorie Brown.
- 3) Utilities - Reference Note 5, January 1987 budget report: An inspector from the water department did visit and verified that our January meter readings were indeed correct. When he was told about the construction accident that caused our water pipe to break, he advised that could explain our bill being higher than usual.

February 24, 1987

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:45 a.m. on February 24, 1987 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Miss Cooper and Mesdames Abbott, Applegarth, Avenali, DeMott, Dodge, Eliot, Gallatin, Hall, Hall, Jr., Hiller, Hultquist, LeFevre, Leonards, Moller, Mustacchi, Pinkham, Sherman, Stackhouse, Stark and von der Lieth.

BOARD MEMBERS ABSENT

Mesdames Bates, Reinecke, Scott, and Tight.

ADVISORY COUNCIL MEMBERS PRESENT

Mesdames Finley, Lampen, McDaniel, Miller, Nigh, Richards and Vermilya.

STAFF PRESENT

Mr. Benedict, Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Applegarth, Mrs. Hall) that the minutes of January 27, 1987 be accepted as mailed.

MEMBER OF BOARD OF MANAGERS AND ADVISORY BOARD

Mrs. Abbott introduced Mrs. Eliot and welcomed her on behalf of the whole Board.

Mrs. Abbott expressed her pleasure at the presence of several members of the Advisory Board.

CORRESPONDING SECRETARY

Mrs. von der Lieth, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mrs. Mary Rogers, book donation to the library, 5 photo albums; 2) Anonymous, microwave oven for the Health Center; 3) Mrs. Gertrude Rosenstein, one chest and one pillow; 4) Mrs. Mary Rogers, framed religious print of Mother and Child; and 5) Anonymous, donation in memory of Mrs. Marjorie Brown.

TEASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the report for January 1987 as distributed and explained why expenses had exceeded the proposed budget (primarily expenses connected with Health Center Renovation). It was moved, seconded and carried that the January 1987 financial report be accepted as distributed (Mrs. LeFevre, Mrs. Pinkham).

Mrs. Hall, Jr. reported on behalf of the Finance Committee that the replacement of the carpeting on the stairs and hallway had been delayed but appears necessary at present. The cost is approximately \$38,000. It was moved, seconded and carried (Mrs. Pinkham, Mrs. Sherman) that this expense be incurred if the Board of Trustees concurs.

Mrs. Hall also reported that if the Board of Trustees concurs as of July 1st, incoming residents will be asked to pay \$788.00 per month. Mrs. Miller suggested that we do not have a fixed monthly fee as some residents might be able to pay more. This sum is in line with the Sequoia's monthly fees.

ADMINISTRATOR'S REPORT

See distributed report.

The Health Center census is very low as some residents are still in the Personal Care section while awaiting the end of the renovation project. The daily move of the patients is handled with gentle care by the staff and with the help of some of the residents. The whole staff of the Health Center was praised for its outstanding performance.

The title of Barbara Cox has been changed from Executive Housekeeper to Director of Resident Accommodations.

It was moved, seconded and carried (Mrs. Pinkham, Mrs. Dodge) that Mrs. Antoinette Mason and Miss Anne Basista be accepted as permanent residents.

FEDERAL NUTRITION PROGRAM COMMITTEE

Mrs. Hulequist reported that 9,355 meals were served in January 1987. Because the number is less than expected the cost per meal is higher. The program is planning to decrease the number of home deliveries to reduce expenses.

FOOD COMMITTEE

Mrs. DeMott reported that all is proceeding in a satisfactory fashion. Ron Duey will report at the next meeting on the American Dietary Council recommendations.

GARDEN COMMITTEE

No Report.

HEALTH CARE COMMITTEE

Miss Cooper reported that all is proceeding well and that if somewhat later than expected, construction should be completed in early April. The Board was invited to visit the center at the close of the meeting.

Mrs. Leonards commented on the positive aspects that have emerged as a consequence of the work in progress. A feeling of comaderie appears to have developed among the patients, all are taking part in the program prepared for them. Also bed patients seem more alert.

HOUSE COMMITTEE

No report. Mrs. Abbott informed the Board that Mrs. Scott's mother has passed away and that she had written of condolences to Mrs. Scott.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

Mrs. Pinkham asked for and received unanimous approval to ask Mrs. Jean A. Livingston to join the Board of Managers.

ORIENTATION COMMITTEE

Mrs. Gallatin will have a meeting with Mrs. Eliot following the next meeting of the Board of Managers.

PERSONNEL, POLICIES AND PROCEDURES COMMITTEE

No Report.

SPECIAL EVENTS

Mrs. Stark reminded all the ladies present to attend the tea in the afternoon.

OTHER BUSINESS

Residents' Council: Mrs. Avenali had a request for assistance from the Garden Committee and Mrs. Hall will attend the next meeting.

Mrs. Abbott requested Mrs. Stark and Mrs. Leonards to start making plans for a party to celebrate the end of the renovation project. Mr. Morshed and Mrs. Abbott would like members of Board of Managers to think about a gift to the staff involved in the project. This will be approved. In future recommendation submitted to the Trustees, although there is no budgetary provision for this expense, it is most likely that it will be approved. In future meetings there will be discussion on the subject of new medical techniques for prolonging life as our residents, in view of the cost of new medical replacements, cardiac bypasses, rehabilitation therapy, etc.)

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:00 and all present were encouraged to visit the "temporary activities center."

Respectfully submitted,

Piero Mustacchi

Mrs. Piero Mustacchi
Recording Secretary

Djl:ml

BOARD OF MANAGERS' MEETING

January 27, 1987

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on January 27, 1987 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Miss Cooper and Mesdames Abbott, Applegarth, Avenali, DeMott, Gallatin, Hall, Hill, Jr., Hiller, LeFevre, Leonards, Mustacchi, Pinkham, Reinecke, Sherman, Stackhouse, and Tight.

BOARD MEMBERS ABSENT

Mesdames Bates, Dodge, Hultquist, Moller, Scott, and Stark. On leave, Mrs. von der Lieeth.

STAFF PRESENT

Mr. Edward Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Avenali, Mrs. Hall, Jr.) that the minutes of November 25, 1986 be accepted as mailed.

CORRESPONDING SECRETARY

Mrs. Hiller, Acting Corresponding Secretary, read the list of donation made since the last Board meeting as follows: 1) Ms. Mary Frances Hazelton, in memory of Miss Pat Davidson; 2) Mrs. William Nigh, clothing; 3) Mrs. Byron Nishkian, one case of wine; 4) anonymous, cash donations; 5) anonymous, 6 English history gold frame prints; 6) Mrs. Dorothy Ilg, cash donation; 7) Mrs. A.M.D. Lampen, donation of stocks; 8) Mrs. Alice Lauer, 1 picture; 9) anonymous, in memory of Mrs. Genevieve Watts; 10) Mrs. Doris Hurley, one chest and one typewriter stand; 11) Mrs. James Keesling, Jr., one hooked rug; 12) Mrs. David McDaniel, in memory of Mrs. Genevieve Watts; 13) anonymous, 6 piece Sterling Tea Set with Sheffield tray, and 14) Mr. & Mrs. A. Barlow Ferguson, cash donation for earmarked purpose.

Mrs. Hiller read a thank you note written by Mr. Benedict in appreciation for his Christmas gift of "California's finest."

TREASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the months of November and December, 1986. (See distributed report.) It was moved, seconded and carried (Mrs. Mustacchi, Mrs. Avenali) that the Treasurer's Reports be accepted as mailed.

Mrs. Hall reported that the 1987 Operating and Capital Expense budgets were approved as presented to the Board of Managers at the December Board of Trustees meeting.

ADMINISTRATOR'S REPORT

See distributed report.

Mr. Benedict reported that Mrs. Hall, as Chairman of the Finance Committee, had approved the purchase of 3 more geri chairs which were not budgeted for. These chairs were needed for the daily relocation of patients to the lower level of the building which became necessary as a result of the Health Center Renovation Project. Mrs. Abbott took this opportunity to praise the staff for their excellent attitude and skill in adapting to the demands of the renovation project. She also expressed her appreciation to the Health Care Committee for their ongoing involvement in the project.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that it was the recommendation of the Admissions Committee that Miss Emilie Marohn be voted in as a permanent Resident of The Heritage. It was moved, seconded and carried (Mrs. Gallatin, Mrs. Hiller) to approve this recommendation.

s. Hall stated that the committee continues to interview two applicants each month. There is a suite available at the moment, with an interested couple to be interviewed next week. The old guestroom (310) remains unoccupied.

GERAL NUTRITION PROGRAM

, Report.

OD COMMITTEE

rs. Gallatin, Chairman, reported on the monthly meeting of the Food Committee. Chinese New Year's celebration is planned for January 29th which should provide lift for all.

ARDEN COMMITTEE

rs. Hall, committee member, reported that a teak bench with two matching chairs has been purchased for the Julia Porter Garden. She also reported that Mrs. Porter had called to thank the Board for sending "get well" flowers to her.

FALTH CARE COMMITTEE

rs. Leonards mirrored Mrs. Abbott's sentiments that the staff is showing an exceptional attitude in coping with the daily relocation of patients. She gave particular praise to Donetta Logan, Director of Nursing Services for keeping The Heritage in compliance with Title 22 during this time. Miss Cooper added that in spite of problems that we have come up against the overall project seems to be going well.

OUSE COMMITTEE

o Report.

ONG RANGE PLANNING COMMITTEE

o Report.

ONITATING COMMITTEE

rs. Reinecke, Chairman, reported that there will be a meeting of the committee on February 10 at 10:00 a.m. to begin work on the roster for next year. If any board member had a name to give to the committee for consideration as a future member, they should contact the Nominating Committee.

ORIENTATION COMMITTEE

o Report.

PERSONNEL, POLICIES AND PROCEDURES

rs. Avenali, Chairman, reported that the committee will be meeting soon to continue work on existing policies and procedures.

SPECIAL EVENTS

Irs. Abbott commended Mrs. Stark, Chairman, for the success of this year's Residents' Christmas party. She also stated that there will be a Residents' Tea following the February Board meeting at 2:00 p.m. The Board of Managers meeting, good time to invite the Advisory Council, will be contacted to issue the invitation.

ESIDENTS' COUNCIL

o Report.

DJOURNMENT

There being no further business, the meeting was adjourned at 11:40 a.m.

espectfully submitted,

Dona Mustacchi

Mrs. Piero Mustacchi
Recording Secretary

N:ml

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF JANUARY 1987

	<u>JANUARY</u>	<u>YEAR TO DATE</u>
CARE FEES	61,564.	
PATIENT FEES	3,875.	
FE PATIENT FEES	15,371.	
ADMISSIONS	-	
CLAIMS	3,018.	
AL COST REIMBURSEMENT	1,609.	
MEALS & LODGING	-	
MEALS FEES	50,605.	
SSING FEES	480.	
ENDS & INTEREST	-	
(LOSS) ON SECURITY SALES	-	
(LOSS) AGENCY FEE	14,673.	
GENCY FEE	-	
INCOME - NET	1,456.	
LL INCOME BEQUESTS	-	
TIONS & BEQUESTS	-	
PROGRAM DONATION	(6.)	
NUTRITION PROGRAM		
INCOME (EXPENSE)		
INCOME (EXPENSE)	152,645.	

ATING EXPENSE:

SERVICE	52,922.	
KEEPING	16,182.	
ENTANCE/SECURITY/GARDENS	10,668.	
TERM MAINTENANCE	-	
TERM MAINTENANCE	342.	
VITIES	62,486.	
TH CENTER/RESIDENT MEDICAL	23,652.	
NSTRATION	17,362.	
TAL TOTAL OPERATING EXPENSE	183,614.	
RECATION	5,304.	
TOTAL EXPENSE	188,918.	
GAIN (LOSS)	(36,273.)	
GET OPERATING EXPENSE	174,400.	
ER) UNDER BUDGET	(9,214.)	
RAGE NUMBER OF RESIDENTS	109	
RAGE NUMBER OF PRIVATE PATIENTS	2	
R CAPITA COST + DEPRECIATION	1,607.	+
R CAPITA INCOME - RESIDENTS	49.	=
R CAPITA INCOME - OTHER	706.	
R CAPITA GAIN (LOSS)	617.	
OTES:	(333.)	

PER CAPITA COST = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging).

OTES:

-) One-month operating expense is over budget primarily due to
 - A) \$5,000. for first progress billing, 1986 audit.
 - B) January wages and benefits reflect a holiday month.
 - C) Health Center license fee to Department of Health Services for 8 months of 1987 was paid in the amount \$1,646.
- i) \$480. gain on sale of securities was net gain on sale of four of the stocks we received as part of the Elizabeth and Anne McDonnell bequest: 104 sh. Transamerica BankameriCorp; 30 sh. First Interstate; 99 sh. PG&E pfds; and 59 sh. Transamerica Corp.
- j) Donations and Bequests in January were all from members of the Board of Managers, \$1,180. of which is earmarked for the Health Center project and \$225. of which was given in memory of Mrs. Watts.

NOTES - January, 1987 continued.

- 4) Food Service house room staff.

for the dining room staff.

5) Utilities - There was an apparent discrepancy in the meter reading for the dining room staff. We were obliged to pay the full amounts billed to avoid service. We were inspecting from the water company will be coming out service, but an inspector from the water company will be credited on our bill investigation. If there was an error we will be credited on our bill.

6) Capital expenditure - \$8,426. for new sanitizer/flusher for the H.A. investigation.

7) Construction in progress expense: Carl Olson (contractor), period ended 11/30/06: \$96,753.; Spencer Associates (architects), period ended 1/31: \$2,548; Robt Holmer (project inspector), period ended 1/31: \$1,918.; and miscellaneous - \$454. for a total \$117.; extra staffing - \$1,918.; and miscellaneous - \$454. for a total bringing total project expense to date to \$595,183.

Respectfully submitted,

Barbara Neel

Barbara B. Hall
2/24/87

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF DECEMBER 1986**

	<u>YEAR TO DATE</u>	<u>DECEMBER</u>
Care Fees	63,773.	748,368.
Patient Fees (2)	3,875.	61,225.
Resident Fees	43,141.	234,017.
Claims	-	10,870.
Cost Reimbursement (i)	1,823.	37,424.
Meals & Lodging	1,299.	15,935.
Meals Fees	200.	2,300.
Interest (i)	76,093.	590,297.
Less) on Security Sales	-	167,794.
Agency Fee	(1,625.)	(6,500.)
Income - Net	14,738.	170,938.
Income & Requests (3)	46,797.	172,364.
Program Donation	-	(4,995.)
Total Income	250,114.	2,200,959.
 OPERATING EXPENSE:		
Service	50,955.	594,294.
Maintenance/Gardens (6)	17,178.	181,413.
Term Maintenance (5)	11,458.	126,521.
Utilities (1)	1,947.	18,390.
Health Center/Resident Medical	2,674.	8,543.
Administration	63,744.	709,847.
General (4)	17,643.	212,586.
Total OPERATING EXPENSE	2,643.	156,579.
Amortization (2)	168,242.	2,008,173.
Amortization (1)	5,304.	65,059.
TOTAL EXPENSE	173,546.	2,073,232.
GAIN (LOSS)	76,568.	127,727.
NET OPERATING EXPENSE (B) UNDER BUDGET	164,236. (4,006.)	1,970,839. (37,334.)
verage number of residents	112	2
verage number of private patients	1,439.	+ 47. = 1,486.
Capital cost + depreciation	1,439.	956.
Capital income - residents	-	1,214.
Capital income - other	-	684.
Capital gain (loss)	-	-
Capital cost = operating expense less abatements: private patient fees.	-	-
Capital claims, medical cost reimbursement and guest meals & lodging.	-	-

Capital cost = operating expense less abatements: private patient fees.
 Capital gain (loss)
 Capital cost = operating expense less abatements: private patient fees.
 Capital claims, medical cost reimbursement and guest meals & lodging.

This year end report, while comparable to the December 1985 figures in all cases, Several audit report, does not represent final year-end figures in all cases. Several audit reviewed entries are not yet booked. Lines which definitely will be adjusted reviewed entries are not yet booked. Lines which definitely will be adjusted. Any dividend and interest income, medical reimbursement and depreciation as 1986 bills received before we close the books will be accrued back as 1986 expenses. The main expense category affected by the final accounts payable entry is medical expense.

Accommodation fee revenue - Fourteen residents had entered recently enough that their inheritance of ten. Several of these residents taken as revenue amounted to \$28,297. Their unamortized entry fee balances taken as revenue the month they died were \$43,743. We also received this month \$1,304. cash proceeds of the Merrill Lynch Fund. The total McDonnell bequested amount \$132,821. In December, unamortized balances taken as revenue the date of court distribution, donations and Bequests - In December we received the date of court distribution, Elizabeth and Anne McDonnell bequest, valued as of the date of court distribution, the amount \$43,743. We also received this month \$1,304. cash amounted to \$132,821. In December, unamortized balances taken as revenue the date of court distribution, the total McDonnell bequested amount \$1,550. in donations earmarked for the Health Center. In December, unamortized balances taken as revenue the date of court distribution, the total McDonnell bequested amount \$1,550. in donations earmarked for the Health Center.

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF NOVEMBER 1986**

	<u>NOVEMBER</u>	<u>YEAR TO DATE</u>
Care Fees	63,628.	684,595.
Patient Fees	3,750.	57,350.
Administrative Fees	14,844.	190,876.
Claims	-	10,870.
Cost Reimbursement	7,050.	35,600.
Meals & Lodging	1,222.	14,636.
Meeting Fees	-	2,100.
Raising & Interest	40,200.	514,204.
Rents & Interest	-	167,794.
(Loss) on Security Sales	-	(4,875.)
Agency Fee	14,909.	156,200.
Agency Income - Net	681.	125,567.
Bequests (1)	-	(4,995.)
Capital Nutrition Program Donation	45.	922.
Capital Nutritio (Expense)	146,329.	1,950,844.
TOTAL INCOME	146,329.	1,950,844.

BUDGET EXPENSE:

Service	49,568.	543,338.
Sleeping/Gardens	14,994.	164,234.
Maintenance	9,787.	115,064.
Administrative	-	16,443.
Utilities	959.	5,869.
Health Center/Resident Medical	62,047.	646,103.
Administration	14,376.	194,943.
Total	14,632.	153,936.
TOTAL OPERATING EXPENSE	166,363.	<b">1,839,930.</b">
DEPRECIATION	5,304.	59,755.
TOTAL EXPENSE	171,667.	<b">1,899,685.</b">
GAIN (LOSS)	(25,338.)	51,159.
NET OPERATING EXPENSE	164,236.	1,806,595.
(B) UNDER BUDGET	(2,127.)	(33,334.)

page number of residents
page number of private patients

capita cost + depreciation	1,378.	+ 47. = 1,425.
capita income - residents	701.	
capita income - other	498.	
capita gain (loss)	(226.)	

capita cost - operating expense less abatements: private patient fees,
residents, medical cost reimbursement and guest meals & lodging).

Capital Expenditures: New copy machine for Health Center - \$1,033. New
carpet for reception office - \$905. A Resident donated \$500. toward the
purchase of the typewriter, so net cost to The Heritage was \$405.

Instruction in Progress Expense: Carl Olson (contractor), progress payment
#3 - \$74,350.; Spencer Associates (architects), 9/30 billing - \$4,110.;
Bob Holmer (project inspector), progress payment #3 - \$1,911.; Soil's testing
fee; miscellaneous - \$60. for a total of \$81,245. bringing total expense
to \$367,164.

Sincerely submitted,

Doug B. Hall
Doug B. Hall

BOARD OF MANAGERS' MEETING

November 25, 1986

ALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. on November 25, 1986 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Mrs. Cooper and Mesdames Abbott, Applegarth, Dodge, Gallatin, Hall, Hall, Jr., Elquist, Noller, Mustacchi, Pinkham, Reinecke, Scott, Starkhouse, Stark and Right.

BOARD MEMBERS ABSENT

Sidney Avenali, Bates, DeMott, Hiller, LeFevre, Leonards, and Sherman. On leave, Mrs. von der Lieth.

STAFF PRESENT

Mr. Edward Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

NOTES

It was moved, seconded and carried (Mrs. Applegarth, Mrs. Hall, Jr.) that the minutes of October 28, 1986 be accepted as mailed.

RESPONDING SECRETARY

In the absence of Mrs. Hiller, Acting Corresponding Secretary, Mrs. Scott read the list of donations made since the last Board meeting as follows: 1) Mrs. Jamie Springer, 1 outdoor U.S. flag; 2) Mrs. Cary Wienand, 1 chair; 3) Mr. & Ms. Walter Gallatin, a donation in memory of Miss Pat Davidson; and 4) Mr. Henry Hiller, 2 small refrigerators.

TREASURER'S REPORT

Ms. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of October, 1986. (See distributed report.) It was moved, seconded and carried (Mrs. Pinkham, Mrs. Hultquist) that the Treasurer's Report be approved as presented.

Ms. Hall announced that the deadline for contributions to this year's Employees' Appreciation Fund is December 3.

Ms. Hall reported that currently the water in the dishwasher is not heating adequately (for rinse water) to meet regulations. Because there is no December Finance Committee meeting, she is bringing the expenditure of approximately \$3,200 for a different kind of boiler which will run on gas to the attention of the General Board. It was moved, seconded and carried (Mrs. Gallatin, Mrs. Hall) to approve the purchase of the boiler.

Ms. Hall presented the 1987 Budget to the Board of Managers for approval. After discussion, it was moved, seconded and carried (Mrs. Pinkham, Mrs. Scott) that the 1987 Operating Budget of \$2,092,800.00 be approved as presented.

Ms. Hall presented the 1987 Capital Expense Budget for approval. It was moved, seconded and carried (Mrs. Gallatin, Mrs. Scott) that the 1987 Capital Expense Budget of \$10,050 plus gas pump in boiler room to be determined. The Health Center Renovation cost not included in the contract capital expense budget (wall covering and furniture) to be determined. It was moved, seconded and carried (Mrs. Gallatin, Mrs. Scott) to approve the 1987 Capital Expense Budget as presented.

ADMINISTRATOR'S REPORT

Ms. Benedict received a letter from Pacific Bell because the offering insurance for wiring repair at a cost of 50¢ per month, it is recommended that the residents would be responsible for the telephones is intertwined with the Heritage phones. The residents, it was unanimously agreed to purchase the insurance. It was unanimously agreed to approve this recommendation.

Mr. Benedict presented the case of a resident who desires a room change due to obstruction of her window view by the building of a new community room for the Health Center Renovation project. After discussion, it was moved, seconded and carried (Mrs. Gallatin, Mrs. Scott) to allow an exception to our policy of no moves except for medical reasons in this case. The resident, Mrs. Rosenstein, will be responsible for paying the moving fees outlined in her life care contract.

Mr. Benedict outlined the current concern over our residents' eligibility for H.M.O. membership. Because The Heritage, with respect to health services provided and guaranteed by the life care contract, is in effect a Health Maintenance Organization while entering a life care agreement for a resident maintaining H.M.O. membership for many services normally provided with The Heritage. We would have to utilize those services without billing Medicare. He would be limited to the hospital and the physicians of the H.M.O. Should he become a Health Center patient, there would be inevitable involvement with our Medical Director and the difficulty of keeping lines of communication open with the attending physician. Finally, The Heritage could not bill Medicare on behalf of residents who retain H.M.O. membership. The H.M.O. policy decision has been placed on the agenda for the December Board of Trustees meeting.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman reported that the Admissions Committee has been interviewing two potential residents per month. It was the recommendation of the Admissions Committee that Mr. Phillip Lyons and Mrs. Alexina Burgin be voted permanent residents of The Heritage. It was unanimously voted to approve this recommendation.

FEDERAL NUTRITION PROGRAM

Mrs. Hultquist, Chairman, reported on her recent trip to Self Help for the Elderly. She commented that we are now on target for the cost per meal quotation in the contract. In October there were 11,530 meals served for the Chinatown Meal Program at a cost of \$2.34 per meal.

FOOD COMMITTEE

No Report.

GARDEN COMMITTEE

Mrs. Judge, committee member, reported that the benches in front of The Heritage have been painted.

HEALTH CARE COMMITTEE

Mrs Cooper reported that the Health Center Renovation project is progressing well. Several unexpected items have come up such as the discovery of asbestos covering on some of the pipes.

BUDGET COMMITTEE

No Report.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

Ms. Reinecke, Chairman, reported that due to the recent resignation of Mrs. William Shirley, there is a vacancy on the Board. It is the recommendation of the Board that Mrs. T. (Pat) Eliot be nominated for the vacancy. It was unanimously voted to approve this recommendation.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

SPECIAL EVENTS

Mr. Stark reported that there will be a Residents' Tea following the Board meeting

in the afternoon from 2:00 - 3:00 p.m. Board members are encouraged to attend. Mrs. Stark reported on the arrangements for this year's Christmas party for the residents. There will be two groups entertaining during the cocktail party. The "Band of Gold" will play for one hour and a group of children from Fort Mason will sing for the other hour. Miss Cooper suggested that key individuals associated with the renovation project also be invited.

RESIDENTS' COUNCIL

Mrs. Abbott reported that elections for the council are coming up in December.

FERGUSON FUND

Mrs. Abbott read a letter from a prospective candidate for the fund stating that although the offer was attractive, he felt that the living arrangements would not suit his current life style.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:25 p.m.

Respectfully submitted,



Mrs. Piero Mustacchi
Recording Secretary

W:ml

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF OCTOBER, 1986**

	<u>OCTOBER</u>	<u>YEAR TO DATE</u>
Care Fees	61,768.	620,967.
Monthly Patient Fees	3,875.	53,600.
Respite Care Fees	14,326.	176,032.
Accommodation Claims	-	10,870.
Cost Reimbursement	2,224.	28,551.
Respite Health & Lodging	1,198.	13,444.
Interest	51,437.	2,100.
Dividends & Interest	-	474,004.
(Loss) on Security Sales	-	167,794.
Agency Fee	9,244.	(4,875.)
Income - Net (2)	75.	141,290.
Contributions & Bequests	-	124,886.
National Nutrition Program Donation	60.	(4,995.)
General Income (Expense) (3)	T44,207.	877.
TOTAL INCOME	T44,207.	1,804,515.
 <u>OPERATING EXPENSE:</u>		
Salaries	50,418.	493,770.
Residence/Maintenance/Gardens	15,874.	149,240.
Long-term Maintenance (4)	10,309.	105,276.
Activities	593.	16,443.
Health Center/Resident Medical	771.	4,910.
Administration	62,754.	584,056.
Central	17,394.	180,567.
TOTAL OPERATING EXPENSE (1)	173,571.	1,673,567.
Depreciation	5,304.	54,451.
TOTAL EXPENSE	178,875.	1,728,018.
NET GAIN (LOSS)	(34,668.)	76,497.
NET OPERATING EXPENSE (OVER) UNDER BUDGET	164,236. (9,335.)	1,642,360. (31,207.)
Average number of residents	111	
Average number of private patients	2	
Per capita cost + depreciation	1,498.	+ 48. = 1,546.
Per capita income - residents		686.
Per capita income - other		548.
Per capita gain (loss)		(312.)
Per capita cost = operating expense less abatements: private patient fees, residential claims, medical cost reimbursement and guest meals & lodging).		

NOTES:

- 1) One-month operating expense is \$9,300. over budget due to:
- a) The General Account (utilities, insurance, workers compensation dividend/lack thereof) is \$4,300. over one-month budget
- b) Medical expense (regular resident and permanent health center resident) is \$2,000. over one-month budget
- c) Health Center outside services is \$2,600. over one-month health center due to unavoidable nursing registry use to maintain health center staffing.
- d) Rental expense, investment properties in October included \$5,000. over appraisal fee for Cathedral Hill Hotel land in order to determine the amount of the July, 1987 rental increase as per the longterm lease agreement.
- e) Miscellaneous income of \$60. is additional furniture sale income, bringing total proceeds to \$1,115. over

Report of the Finance Committee
October, 1986
Page 2

- 4) Long-term maintenance expense of \$593. was cost to re-carpet floor room #119, as budgeted.
- 5) Capital expenditures: All for Health Center: one autoclave, \$2,126.; a 3-position recliner (geri-chair) - \$736.; and one Hoyer scale - \$309.
- 6) October construction in progress expenditures: Carl Olson, (contractor), payment #2 for period ended October 31 - \$704; Spencer Associates (architects) for period ended August 31, \$3,060.; Robert Holmer (project inspector), payment #2 for ended October 31 - \$2,093.; soil testing expense - \$2,849.; miscellaneous expenses related to the project - \$133. (He is advised by our auditors that any expenses we incur because of project should be charged to the Construction in Progress account. Included in the \$133. were costs to re-locate telephone in the temporary doctor's office, for example. Many hidden costs we can not charge out, but obvious ones we must). Total construction in progress expense for October - \$86,538. bringing total expenditure to \$285,919.

Respectfully submitted,


Barbara B. Hall

11/25/86

BOARD OF MANAGERS' MEETING

October 28, 1986

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Relief Society was called to order at 10:40 a.m. on October 28, 1986, Protection and Relief Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Miss Cooper and Mesdames Abbott, Avenali, DeMott, Dodge, Gallatin, Hall, Hall, Jr., Hiller, Hultquist, Leonards, Moller, Jr., Mustacchi, Sherman, Stark and Tight, and Mesdames Applegarth, Bates, LeFevre, Pintham, Reinecke, Scott, Shirley and Stackhouse.

BOARD MEMBERS ABSENT

Mrs. von der Lieth.

Mesdames Applegarth, Bates, LeFevre, Pintham, Reinecke, Scott, Shirley and Stackhouse.

STAFF

Mr. Edward Benedict, Administrator, and Ms. Maria Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Avenali, Mrs. Leonards) that the minutes of September 23, 1986 be accepted as mailed.

RESPONDING SECRETARY

In the absence of Mrs. von der Lieth, Corresponding Secretary, Mrs. Hiller read the list of donations made since the last Board meeting as follows: 1) Ms. Lisa Bogatko, clothing and miscellaneous items; 2) Mrs. Frances Stacy, a gift in memory of Miss Patricia Davidson and Mrs. Harriet Young and one apartment size refrigerator; 3) Miss Dorothy Casavant, 1 brass table lamp and 1 round pedestal end table; and 4) Mrs. Doris Hurley, 3 framed floral prints.

Mrs. Abbott reported that Mrs. von der Lieth has requested a three month leave of absence. Mrs. Hiller will be acting as Corresponding Secretary in the interim.

Mrs. Hiller read a letter of resignation from Mrs. William Shirley. It was moved, seconded and carried (Mrs. Avenali, Mrs. Hall, Jr.) to accept her resignation with regret.

TREASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of September, 1986. (See distributed report.) It was moved, seconded and carried (Mrs. Sherman, Mrs. Gallatin) that the Treasurer's Report be approved as presented.

Mr. Benedict commented on a recent generous donation from a Japanese group who toured The Heritage led by John Killeen.

ADMINISTRATOR'S REPORT

See distributed report.

The Board noted with regret the deaths of Mrs. May J. Pelkan and Mrs. Mila Bonar.

Mr. Benedict informed the Board that a small copy machine would be desirable for use by the Health Center in copying patient charts for hospital transfer. There currently is a sale on a recommended brand. This is an unbudgeted capital expense if purchased this year. The Board of Managers gave their approval for purchase pending final consent from Mr. Morshead.

MISSIONS COMMITTEE

It was moved, seconded and carried (Mrs. Hultquist, Mrs. Avenali) that Mr. & Mrs. Service Sands be voted as permanent residents of The Heritage.

Mr. Hall, Chairman, reported that at present we have only one vacancy, apartment 310. It was suggested at the last Board meeting, this room has been furnished and readied for incorporation as a backup guestroom. After discussion, the Board recommended that the House Committee pursue permanent possibilities for upgrading of the room.

FEDERAL NUTRITION PROGRAM

Page Two

Mrs. Hultquist, Chairman, reported that a total of 11,190 meals were served for the Chinatown Meal Program in September at a cost of \$2.44 per meal. This is still a little above the contracted rate but this is due to a smaller amount of meals being served. If the number had matched that stated in the contract we would be right on target. Mrs. Abbott asked Mrs. Hultquist to attend the next Trustees meeting on December 11 to give a report on the Federal Nutrition Program. Mrs. Hultquist agreed.

FOOD COMMITTEE

Mrs. DeMott, committee member, reported on the monthly meeting of the Food Committee. The new uniforms for the waitresses were shown to the Food Committee and given approval. Norma Esperanza, one of The Heritage waitresses, modeled a sample uniform for the Board. All agreed that it was very attractive. After the new year, the purchase of new uniforms for the waiters will be considered.

GARDEN COMMITTEE

Mrs. Abbott stated that an acting chairman for the committee will be needed during Mrs. von der Lieth's absence. Mrs. Dodge, committee member, volunteered to chair the committee in the interim.

Mrs. Hall reported that there is a pine tree in the parking lot which has dripped sap on the two residents' cars below it since the pruning was done in August. The possibility of removing this tree and replacing it with a "cleaner" tree(s) was discussed. The Garden Committee feels that the pine tree should be saved. The Committee explored the cost of car covers for the two affected resident cars. They cost approximately \$100.00. After discussion, the Board agreed that this issue should be tabled at present with the recommendation that residents who potentially would park in this area of the parking lot be warned that they might want to purchase a car cover to protect their cars.

HEALTH CARE COMMITTEE

Mrs. Leonards, Chairman, reported that the foundation for the new Friendship Room in the Health Center had been laid. Framing for this portion of the project should begin next Tuesday. She again praised residents and staff for their positive attitudes during the project.

HOUSE COMMITTEE

No Report.

LONG RANGE PLANNING COMMITTEE

No Report.

INVITATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES & PROCEDURES

No Report.

SPECIAL EVENTS

Mrs. Stark, Chairman, announced that there will be a Tea on the afternoon of the next Board meeting, Tuesday, November 25th from 2:00 - 3:00 p.m. Possible dates for this year's Christmas festivities were discussed. It was agreed that Christmas decorating of The Heritage would be on Tuesday, December 16th, the Health Center party on Wednesday, December 17th and the Residents' Christmas Party on Thursday, December 18th. Possibilities for the Residents' Christmas Party entertainment were discussed. Mrs. Stark thought that something more lively would be in order.

OTHER BUSINESS

Mrs. Avenall reported on the October Residents' Council meeting. The residents

OTHER BUSINESS (continued)

Page Three

expressed interest in having the washer/dryer laundry area moved to a new location. This kitchenette area on the Third Floor accommodates the laundry activity. A possible new spot would be the Craft Room at the end by the sink. Perhaps a partition could be put in to close off the area when necessary. This concern will be referred to the House Committee for review.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:50 a.m.,
respectfully submitted,

Doris Mustacchi

Ms. Piero Mustacchi
Recording Secretary

MML

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF SEPTEMBER, 1986**

	SEPTEMBER	YEAR TO DATE
Care Fees	65,084.	559,199.
Monthly Patient Fees	3,750.	49,725.
Private Patient Fees (1)	38,038.	161,706.
Accommodation Fees	-	10,870.
Resident Claims	3,712.	26,327.
Medical Cost Reimbursement	1,616.	12,216.
Guest Meals & Lodging	200.	2,100.
Postage Fees	55,566.	422,567.
Interest & Dividends & Losses	-	167,794.
Dividend Fee	(1,625.)	(4,875.)
Net Income - Net	14,797.	132,046.
Donations & Requests (2)	87,924.	124,811.
Health Center/Nutrition Program Donation	-	(4,995.)
Other Income (Expense) (3)	110.	1,817.
TOTAL INCOME	269,172.	1,660,308.

OPERATING EXPENSE:

Net Service	50,018.	443,352.
Housing/Sustaining	14,331.	133,366.
Maintenance/Security/Gardens	9,133.	94,966.
Long-term Maintenance (4)	4,521.	15,850.
Activities	339.	4,139.
Health Center/Resident Medical (5)	58,557.	521,302.
Administration	15,481.	163,173.
General	13,410.	123,847.
TOTAL OPERATING EXPENSE	161,721.	1,499,995.
DEPRECIATION	5,304.	49,147.
TOTAL EXPENSE	167,025.	1,549,142.
NET GAIN (LOSS)	102,147.	111,166.
BUDGET OPERATING EXPENSE (OEB) UNDER BUDGET	164,236.	1,478,124.
(2,515.)	-	(21,871.)

Average number of residents

Average number of private patients

Resident cost + depreciation

Resident income - residents

Resident income - other

Resident gain (loss)

Resident cost = operating expense less abatements: private patient fees, liability claims, medical cost reimbursement and guest meals & lodging.

Notes:

1) Accrued resident fees revenue balance \$23,832. Unamortized balances of residents fees ended in September.

2) Donations & Bequests - We were bequeathed the entire estate of Anne and Elsie Jeanne Johnson (11), two residents, sisters, who died in January of this year. We received the cash portion of the estate this month. At this amount \$187,774.00. The securities portion is yet to be received.

We also received \$150, an memory of Miss Pat Davison. An additional \$100, was received in our memory with instructions it was for the annual employee bonus.

3) Merchandise income of \$110. was additional proceeds of the furniture sale. Furniture total receipts to \$1,055.

4) Long-term investments maintenance expense of \$452. was purchase of new long-term investments.

continued - over

September, 1986 Notes - continued

- 5) The refund of the entry fee to the estate of Margaret Dimitroff issued this month. \$2,539. of medical expenses we paid on behalf was deducted from the refund and is a credit to account #4536, Resident Medical expense, in September. (net refund of \$37,500. entry fee paid was \$34,960.63).
- 6) In August report a capital expenditure of \$4,700. was noted to replace steam boiler in the Francisco Street flats. In September we received insurance reimbursement for this expenditure in the amount \$3,700. The policy includes a deductible of \$1,000. net capital expenditure for this boiler replacement is \$1,000.
- 7) September capital expenditure: \$1,065. for 2 new Electrolux vacuum cleaners.
- 8) September Construction in Progress expense: Legal expense for additional construction contract review - \$727.; Spencer Assoc. July billing - \$2,928.; Carl Olson & Sons contractor, first payment based upon 7% completion - \$349,405.; and Construction first progress payment based upon 7% completion - \$1,274. for September expenditure of \$54,334. Total expense, this account through September amounts to \$199,381.

Respectfully submitted,



Barbara B. Hall
10/28/86

Board of Managers' Meeting
September 23, 1986

ORDER

Regular meeting of the Board of Managers of the San Francisco Ladies' Protection Society was called to order at 10:38 a.m. on September 23, 1986 at 3400 16th Street, San Francisco, California by the First Vice-President, Mrs. Richard Benedict.

MEMBERS PRESENT

Mrs. Averali, DeMott, Gallatin, Hall, Hall, Jr., Hultquist, LeFevre, Mrs. Richard Benedict, Scott, Sherman, Stackhouse, Trigett and von der Lieeth.

MEMBERS ABSENT

Mrs. Abbott, Applegarth, Dodge, Hiller, Moller, Mustacchi, Pinkham, Shirley, Stark, Trigett. On leave, Mrs. Bates.

Richard Benedict, Administrator, and Ms. Maria Long, Assistant Administrator.

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It is moved, seconded and carried (Mrs. LeFevre, Mrs. Hall, Jr.) that the minutes of May 22, 1986 be accepted as mailed.

RESPONDING SECRETARY

Richard von der Lieeth, Corresponding Secretary, read the list of donations made since last board meeting as follows: 1) Miss Yetta Tanenbaum, one mattress, box springs, frame; 2) Miss Dorothy Casavant, one chair, 1 end table; 3) Miss Lila Liston, dining chair; 4) Mrs. Charles Schmoll, 1 television set, 1 lamp shade; 5) Mrs. Shirley, 1 formica top table; 6) Miss Merida Cummings, mattress, box springs, frame, miscellaneous supplies for Activities Department and miscellaneous clothing; 7) Mrs. Lips Stackhouse, in memory of Miss Patricia Davidson; and 8) Ms. Lucille Rowins, in memory of Miss Patricia Davidson.

TREASURER'S REPORT

Richard Hall, Jr., Treasurer, presented the Report of the Finance Committee for the months of July and August, 1986. (See distributed reports.) It was moved, seconded and carried (Mrs. Averali, Mrs. LeFevre) that the Treasurer's Report be approved as stated.

TRUSTEE'S REPORT

Distributed report.

Richard noted with regret the deaths of Miss Pat Davidson and Mrs. Harriet Young.

EDUCATION COMMITTEE

Richard Hall, Jr., Treasurer, reported that a permanent resident of The Heritage, Mrs. Shirley, be voted a permanent resident on the continuing list and 15 applications pending. She expressed concern about the improved possibility of room 310 which was at one time a guestroom. Many possibilities for improvement of the room were discussed with general agreement that as a first step the room be readied for occupancy as a backup guestroom. Mrs. Scott, as Chairman of this Committee, will organize the furnishing of the room for this purpose.

NUTRITION PROGRAM

Hultquist, Chairman, reported that a total of 12,075 meals were served for the Senior Meal Program in July and 11,885 in August. Hultquist reported on the September 4 Self Help for the Elderly Fundraising which she and her husband attended. This was the celebration of the 20th anniversary of the Self Help program.

COMMITTEE

Gallatin, Chairman, reported on the monthly meeting of the Food Committee.

COMMITTEE

Several topics were discussed including: 1) consideration of starting breakfast at 7:45 instead of 8:00 a.m. for the early seating of waitresses; 2) types of soup served; the selection of new uniforms for the waitresses; 3) the formation of a committee.

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van der Liedt, chairman, reported that the annual pruning preparation for the renovation construction, the camelias outside transplanted to the Julia Porter Garden, was done in August. The 1987 budget for the Health Center submitted this week.

There have been complaints from residents regarding the pine tree which protrudes into part of the parking lot near the cottage. It produces sap which falls on cars parked in its place. The Garden Committee has been made to remove it, planting a cleaner and cost and present this information to the Board for consideration at the next meeting.

WIT CARE COMMITTEE

Laura Cooper reported on the Groundbreaking Ceremony for the Health Center Extension Project which took place on September 2. She then discussed progress of the project which has scheduled some of the noisiest portions during the next few days. So far the patients are responding well with most of the stress effecting members whose offices and working areas surround the construction area. There will be a weekly construction meeting on Tuesdays at 9:30 a.m. in the Theater Room. Miss Cooper will be a representative from the architects, construction contractor, and project inspector present at these meetings. Members of the Board are invited to attend. In conclusion, Miss Cooper noted that Carl Olson Construction Company did charge us the 15% extra allocated in the contract for recent necessary changeorders to the project.

S. Leonardis, Chairman of the Health Care Committee, commented on the September 10th Health Center Quarterly meeting which she attended stating that she was impressed with the excellent quality of care which is given to our patients in the Heritage Center.

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Scott, Chairman, reported that the Furniture Sale which was held in August raised \$1,055.00.

SALVAGE COMMITTEE

Kieneke, Chairman, reported that the committee had lunch this summer at The Hague with a prospective candidate for Board membership. However, as there are vacancies at present no formal invitation has been made.

STATION COMMITTEE

420

POLICIES AND PROCEDURES
Alegali, Chairman, reported that the Board of Trustees is currently addressing concern regarding patients who might require extra care beyond that provided

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BUSINESS
Herrin reported on the results of the September Residents' Council meeting pointing that the residents' only complaint was that the old boiler which had been destroyed from the Francisco street flats was now being kept as unsightly. Mr. Benedict explained that it was being kept for business purposes at present and would be removed as soon as possible. Abbott, informing the Board of Managers of the Music Hall, read a note from Mrs. Scafidi, who was the business manager of the Music Hall, on August 22nd with Joseph Scafidi, who was head of the Music Hall, and Jerry Spain, who was head of the Music Hall.

BUSINESS (continued)

Page Three

Both men were very interested in the Ferguson Grant. This candidate is still very active as a pianist and has a long history with Mrs. Abbott, Mr. Benedict and Ms. Long at The Heritage on September 16.

After being no further business, the meeting was adjourned at 11:56 a.m.

Carefully submitted,

Robert von der Lieth
Robert von der Lieth

Recording Secretary

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF AUGUST, 1986**

AUGUST

	<u>YEAR TO DATE</u>
Care Fees	\$63,965
Patient Fees	3,875
Visitation Fees	14,156
Claims	-
Cost Reimbursement	3,181
Meals & Lodging Fees	1,542
Parking Fees	700
Losses & Interest	25,137
Losses on Security Sales	-
Loss Fee	-
Income - Net	14,768
Bequests	-
Nutrition Program Donation	-
Income (Expense)	-
TOTAL INCOME	<u>128,269</u>
 <u>OPERATING EXPENSE:</u>	
Service	50,711
Staffing	15,901
Finance/Security/Gardens	13,699
Item Maintenance	919
Utilities	544
Lender/Resident Medical	62,037
Administration	16,253
TOTAL OPERATING EXPENSE	<u>174,522</u>
 <u>PRIVATE PATIENT EXPENSE:</u>	
Number of residents	5,304
Number of private patients	43,843
TOTAL EXPENSE	<u>179,826</u>
 <u>LOSS:</u>	
GAIN (LOSS)	(51,557)
OPERATING EXPENSE	164,236
UNDER BUDGET	(10,286)
 <u>RESIDENTS:</u>	
# of residents	115
# of private patients	2
# of cost + depreciation	1,443
# of income - residents	+ 46
# of income - other	= 1,489
# of gain (loss)	355
# of gain (loss)	(448)

Operating cost = operating expense less abatements: private patient fees, utility claims, medical cost reimbursement and guest meals & lodging.

Operating cost = operating expense less abatements: private patient fees, utility claims, medical cost reimbursement and guest meals & lodging.

Last 1-month operating expense is over budget primarily due to

Annual pruning expense was paid this month in the amount \$4,000. (Garden committee).

We were obliged to pay a "loss development surcharge" of \$1,696.

for workers compensation insurance dividends we were paid for 1983-84 policy years. Mr. Bruce Scollin, Board of Trustees Insurance consultant, reviewed the billing and confirmed we must make the re-payment. This expense is included in "General" expense.

Resident medical expenses paid in August amounted to \$2,700, over 1-month budget.

\$919, budgeted Longterm Non-routine Maintenance expense was to replace carpeting in 2 of our first floor resident rooms.

...continued

REPORT OF THE FINANCE COMMITTEE
AUGUST, 1986

Notes - continued

- 2) Miscellaneous income of \$145.00 from the sale of the new House Committee banner.
- 3) Construction in progress between 1984-1985. Progress is slow due to June building which requires extensive renovations.
- 4) Capital endowment - The amount will be determined by the Board of Directors at their meeting in September.

Respectfully submitted,

Barbara B. Hall

Barbara B. Hall
8/23/86

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF JULY, 1986**

	<u>JULY</u>	<u>YEAR TO DATE</u>
72 Rent fees	62,913.	
73 Rent fees	5,240.	430,150.
74 PMS	17,751.	42,100.
75 Reimbursement	-	109,512.
76 Lodging fees	5,101.	10,870.
77 Interest	1,749.	19,434.
78 Security Sales	33,608.	9,058.
79 Total - Net	-	1,200.
80 Requests & Donation Program	14,752.	341,865.
81 (Expense)	(1,290.)	(3,250.)
82 Income	-	102,480.
83 Total	<u>139,824.</u>	<u>36,887.</u>
84 <u>EXENSE:</u>		<u>(4,995.)</u>
85		<u>1,262,867.</u>

86	53,508.	342,624.
87 Security/Gardens	16,161.	103,133.
88 Maintenance	10,561.	72,134.
89 Client Medical	-	14,478.
90 Interest	366.	3,255.
91 Depreciation	51,741.	400,708.
92	17,882.	131,438.
93	14,141.	95,980.
94 TOTAL DEPREATING EXPENSE	<u>164,360.</u>	<u>1,163,750.</u>
95	5,304.	38,540.
96 TOTAL EXPENSE	<u>169,664.</u>	<u>1,202,290</u>
97 LOSS	<u>(29,840.)</u>	<u>60,577</u>
98 EXPENSE	164,236.	1,149,652
99 BUDGET	(124.)	(14,098.)

Number of residents
number of private patients

100 Cost + depreciation	1,336.	+ 47. = 1,383.
101 Income - residents		708.
102 Income - other		413.
103 Gain (Loss)		(262.)

104 cost = operating expense less abatements: private patient fees,
claims, medical cost reimbursement and guest meals & lodging).

105 Revenue includes \$4,240. unamortized balance of
clients who died this month.

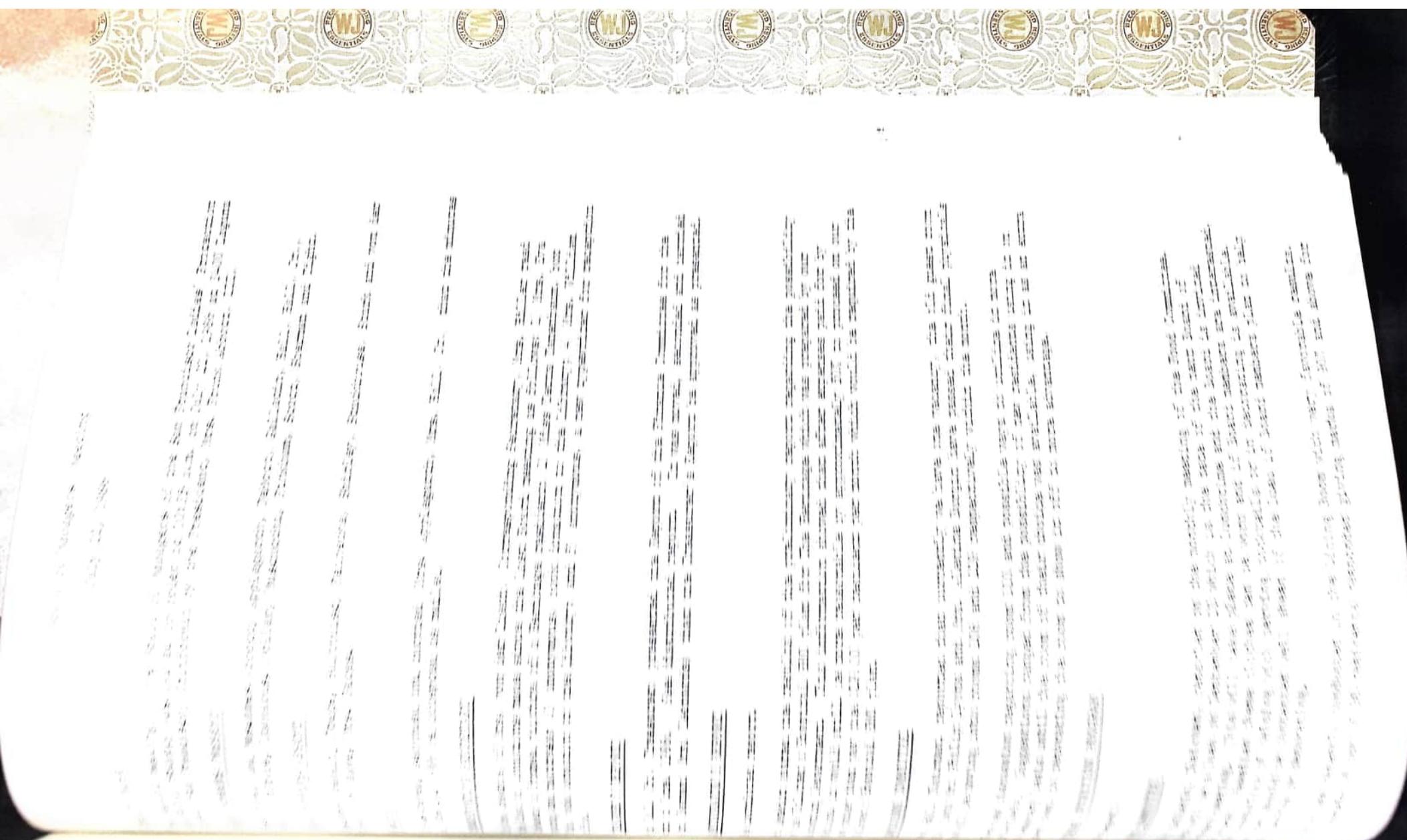
106 Nutrition Program donation consists of \$250.00, purchase
of Self Help For The Elderly's annual fund raiser banquet;

107 Unemployment expense, former Chinatown cook.

108 In progress expense this month: \$500. legal fees for
legal review, bringing total expense to \$139,697.

109 Legal expenditures - none.

110 Submitted,
John Hall



the attractiveness and temperature of food, speed of service, and courteousness of waiters and waitresses.

No new procedures will be initiated in the kitchen at a time instead of the Dining Room. The first will be to bring 8 plates out of the kitchen at a time instead of this might slow down service but in the standard 25. At First temperature. The second change begins today and involves the serving of jam in sealed individual servings rather than out of jam jars on the tables.

GARDEN COMMITTEE

Mrs. Hall, committee member, reported that the fusions which have been hanging in boxes in the Julia Porter garden have been replaced with ivy geraniums. Also agapanthus bordered by pelargoniums have been planted. Also

HEALTH CARE COMMITTEE

Mrs. Leonards, Chairman, reported that interviews were conducted with 4 selected contractors during the week of July 7. Henry Hedges from Spencer Associates provided a pertinent list of questions. Ms. Cooper, representing the Health Care Committee perspective also developed a list of relevant concerns. They seemed to be sensitive and aware of the contractors were most impressive. The presentations from all frailty of the population of residents in the Health Center who will be enduring the construction process. The following contractors made bids:

Name	Base	Slate Roof Option	Project Days
Maya & Jensen	\$778,467	\$23,542	180
Carl Olson & Sons	\$698,000	\$26,500	180
Plant Builders	\$780,500	\$13,000	210
Hedgen Construction Incorporated	\$727,053	\$26,551	180

Mrs. Leonards expressed her appreciation to Mr. Morshead and Mr. White, Trustees, who were present during the first day of interviewing assisting in getting the process off to a smooth start.

After careful consideration, it is the recommendation of the Health Care Committee that Carl Olson & Sons be selected as the contractors for the Health Center Renovation Project. Their bid is the lowest and they have extensive experience working with health care facilities. This recommendation will be presented to the Board of Trustees at their July 23 meeting for approval.

HOUSE COMMITTEE

Mrs. Scott, Chairman, reported that the Furniture Sale has been scheduled for August 13. Residents will enter at 9:00, staff at 10:00 and Board members at 11:00 a.m. She asked for volunteers from the Board to help the day of the sale. Mrs. Abbott, Mrs. LeFevre, and Mrs. Hiller offered their assistance. Mrs. Scott will try to circulate a list of what will be available to Board members before the sale.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

No Report.

SPECIAL EVENTS

No Report.

OTHER BUSINESS

Mrs. Abbott reported that Mrs. Robert Wert has resigned from the Advisory Council. The Board accepted her resignation with regret.

Mrs. Abbott stated that Mrs. Avenali, Board Member, has submitted the name of a

contact for a prospective candidate for the Ferguson Fund.

Mrs. Abbott announced that August is Board vacation month. Also she will be absent from the September Board meeting. Mrs. Leonards will lead that meeting in her capacity of First Vice-President.

The Board met in executive session to discuss certain aspects of the life care contract which is signed by residents at the time of their admission.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Dore Mustacchi

Mrs. Piero Mustacchi
Recording Secretary

DM:mjl

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF JUNE 1986**

<u>INCOME</u>	<u>JUNE</u>	<u>YEAR TO DATE</u>
Monthly Patient Fees	61,096.	367,237.
Private Donation Fees	5,765.	36,860.
Private Claims	-	91,761.
Subsidy Cost Reimbursement	4,063.	10,870.
Medical Meals & Lodging	1,224.	14,333.
Guest Fees	200.	7,309.
Processing & Interest	80,173.	1,200.
Dividends & Interest on Security Sales	(1,625.)	308,256.
Gain in Agency Fee - Net	14,750.	167,794.
NS Income - Net	286.	(3,250.)
Rentals & Bequests	-	87,728.
National Nutrition Program Donation	-	36,887.
Federal Income (Expense)	-	(3,705.)
Other Total INCOME	<u>178,910.</u>	<u>1,123,042.</u>

OPERATING EXPENSE:

Food Service	46,082.	289,115.
Housekeeping	14,674.	86,972.
Maintenance/Security/Gardens	9,000.	61,574.
Long-term Maintenance	900.	14,478.
Activities	394.	2,889.
Health Center/Resident Medical	60,447.	348,966.
Health Center	16,213.	113,557.
Administration	12,644.	81,839.
General	160,354.	999,390.
TOTAL OPERATING EXPENSE		
DEPRECIATION	5,304.	33,236.
TOTAL EXPENSE	165,658.	1,032,626.
NET GAIN (LOSS)	13,252.	90,416.
BUDGET OPERATING EXPENSE (OVER) UNDER BUDGET	164,236. 3,882.	985,416. (13,974.)

Average number of residents
Average number of private patients

Per capita cost + depreciation
Per capita income - residents
Per capita income - other
Per capita gain (loss)

112
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1,333. + 47. = 1,380.
662.
836.
118.

Per capita cost = operating expense less abatements: private patient fees,
subsidy claims, medical cost reimbursement and guest meals & lodging).

June, 1986 Budget Report

Contributions & Bequests - \$286. was received from the Elizabeth Tittel Trust.
Long-term Maintenance expense of \$900. was the cost to repair as needed
and repaint all the gutters along the Morgan Building roof.

Resident Medical expense of \$6,912. includes \$6,411. paid for Mrs. 3-month
resident Margaret DiMinno, life care contract resident who died during her stay.
All medical expenses were paid by Spencer Associates. (See Note C, May budget report).
The refund of her entry fee will be deducted from this expense.
We pay on her behalf are to be deducted from the refund. To date, total
the month the refund is issued we will see a credit to this expense.
The equal to the total amount deducted from the refund is \$8,097.
Medical expense paid for Mrs. DiMinno is \$8,097.

Hospital expenditure - \$1,084. for 2 new refrigerators for the Perry Build.
Residents communal kitchens. \$1,200. was our budget allocation.

Construction in Progress expense paid this month: Spencer Associates May
Building - \$6,469. and legal expense - \$31. Total cost to date \$139,197.

Quinn, Lowe Hall, Jr.
Lowe Hall, Jr.

June 24, 1986

MOTION TO ORDER

The regular meeting of the Board of Managers of the Protection and Relief Society was called to order at San Francisco Ladies' Protection at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Miss Cooper and Mesdames Abbott, Applegarth, Avenali, DeMott, Dodge, Hall, Hall, Jr., Hiller, Mustacchi, Reinecke, Sherman, Stackhouse and von der Lieth.

BOARD MEMBERS ABSENT

Mesdames Gallatin, Hultquist, LeFevre, Leonards, Moller, Pinkham, Scott, Shirley, and right. On leave, Mrs. Bates.

MINUTES

It was moved, seconded and carried (Mrs. Avenali, Mrs. Hall) that the minutes of May 27, 1986 be accepted as mailed.

CORRESPONDING SECRETARY

Mrs. von der Lieth, Corresponding Secretary, read the list of donations made since the last Board meeting as follows: 1) Mrs. Carl W. Stern, in memory of Dorothy Jordan; 2) Mrs. Robert Reinecke, in memory of Dorothy Jordan; 3) Canon A.M.D. Lampen, black out shades for second floor Morgan sitting room; 4) Mrs. Victoria Cesari, box spring and frame; 5) Mrs. Doris Hurley, one framed picture of clown; 6) Miss Dorothy Casavant, RCA stereo record player and tuner in cabinet; 7) Miss Gloria Am Hollis, garden furniture; and 8) Mrs. Doris Hurley, 2 books, 1 lamp with shade, 1 mirror, and 1 Japnese wall piece.

TEASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of May, 1986. (See distributed report.) It was moved, seconded and carried (Mrs. Mustacchi, Mrs. Avenali), that the Treasurer's Report be approved as presented.

In reference to the notes of the Finance Committee report regarding the recent decision to refund the entry fee of a resident who died during her probationary period, Mrs. Avenali asked if this decision was establishing a policy. After discussion, it was determined that each case would be considered individually without obligation for refund.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that Mr. & Mrs. Sands will be signing their life care contract on June 30 in preparation for their move into Room 245. Currently we have one vacancy, the old guest room 310.

FEDERAL NUTRITION PROGRAM

Mrs. DeMott, committee member, stated that there were 11,569 meals served during the month of May for the Manilatown/Chinatown program at a cost of \$2.45 per meal.

FOOD COMMITTEE

Mrs. DeMott, committee member, reported on the monthly Food Committee meeting. There was discussion about the color choice for the new waitress uniforms. Ron Duey, Food Service Director, will bring samples to the next meeting. Mrs. Abbott should be made by stressed that the final decision on color and cost of uniforms appears to have been in the Board of Managers. The role of the Food Committee appears to have been in the process of change and it should be clarified that resident membership is solicited in order to obtain their input and feedback on food service at The Heritage. Mrs. DeMott closed by stating that Ron Duey had also pointed out the need for new chairs in the Dining Room. He is hoping that this will be approved for the 1987 budget.

GARDEN COMMITTEE

von der Lieth, Chairman, reported that Mrs. Hall had organized the planting of cyclamen and impatiens in the Julia Porter garden.

HEALTH CARE COMMITTEE

Miss Cooper reported that on May 21st, Mrs. Leonards accompanied by two of our architects, went to Sacramento to file the plans for review. During the week of July 7th, our selected contractors (5) will be interviewing with the Health Center renovation bidding process. In closing she reported on the success of the June 5th Open House. The purpose of this event was to inform our neighbors and residents of our Health Center renovation project and give them a chance to ask any questions they might have.

HOUSE COMMITTEE

Mrs. Hiller, committee member, reported that there will be a furniture sale soon, date to be announced.

LONG RANGE PLANNING COMMITTEE

No report.

MINIMATING COMMITTEE

No report.

ORIENTATION COMMITTEE

No report.

POLICIES AND PROCEDURES COMMITTEE

Mrs. Avenali, Chairman, reported that she had the completed revised Residents' manual in hand.

OTHER BUSINESS

Mrs. Avenali reported on the monthly meeting of the Residents' Council. The residents were very pleased with the recent inspector who came to The Heritage from the Department of Social Services. He had spent time talking with Mrs. Curry, the President of the Residents' Council, who had the opportunity to discuss her positive living experience at The Heritage.

Mrs. Abbott announced that Barbara Cox, Executive Housekeeper, had recently completed her A.I.T. program and received her skilled nursing home administrator's license. The Board plans to honor this achievement in a special way.

Mrs. Sherman pointed out that we have a guest book which for many years was in the lobby of The Heritage. Guests were asked to sign this book when a special event occurred. It would be nice to find this book and once again initiate its consistent use.

Mrs. Abbott stated that there are some changes to be made in the recent 1986-87 Committee assignment list. Mrs. Hiller should be removed from the Garden, Long Range Planning, Christmas/Residents Teas and Personnel, Policies and Procedures Committees. She will remain on the Admissions, Finance and House committees. Mrs. Zefcheck's name should be removed from the Finance Committee. Mrs. Avenali will join Mrs. Demott on the Resident's Council representative list. Mrs. Avenali's name should be removed from the Christmas Parties/Residents Teas committee.

Mrs. Abbott will contact Mrs. Finley, President of the Advisory Council to arrange dates for the council to attend the Board of Managers' meetings this year.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Piero Mustacchi
Mrs. Piero Mustacchi
Recording Secretary

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**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF MAY, 1986**

<u>INCOME</u>	<u>MAY, 1986</u>	<u>YEAR TO DATE</u>
Monthly Care Fees	\$60,528	\$306,141
Private Patient Fees	6,150	31,095
Accommodation Fees	12,496	78,782
Subsidy Claims	-	10,870
Medical Meals & Lodging	876	10,270
Guest Lodging Fees	1,125	6,085
Processing Fees	400	1,000
Dividends & Interest	45,245	228,084
Gain (Loss) on Security Sales	-	167,794
Gain (Loss) on Agency Fee	(1,625)	(1,625)
NHS Agency Income - Net	14,747	72,978
Rentations & Bequests (B)	130	36,601
Federal Nutrition Program Donation	-	(3,705)
Other Income (Expense)	-	(238)
TOTAL INCOME	140,072	944,132
OPERATING EXPENSE:		
Food Service	\$51,251	\$243,034
Housekeeping	13,583	72,298
Housekeeping/Security/Gardens	10,070	52,573
Long-term Maintenance	7,500	13,578
Activities	501	2,495
Health Center/Resident Medical	58,059	288,521
Administration	19,564	97,343
General	16,552	69,195
TOTAL OPERATING EXPENSE (A)	177,080	839,037
DEPRECIATION	5,304	27,932
TOTAL EXPENSE	182,384	866,969
NET GAIN (LOSS)	(42,312)	77,163
BUDGET OPERATING EXPENSE (OVER) UNDER BUDGET	164,236 (12,844)	821,180 (17,857)
Average number of residents	111	
Average number of private patients	3	
Per capita cost + depreciation	1,522 + 48 = 1,570	
Per capita income - residents	662	
Per capita income - other	527	
Per capita gain (loss)	(381)	

Per capita cost = operating expense less abatements; private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodgings.

Notes

i) One-month operating expense is over budget because two budgeted long-term non-routine maintenance projects were completed in May:
 1) the restoration/repainting of the perimeter fence and the re-glazing/replacement as necessary/repainting of the Morgan Building windows (Total cost for this project was \$10,700. vs. \$10,850. budgeted; \$6,200. paid in May and \$4,500. paid in April);
 2) replacement of the concrete in the Julia Porter Garden: \$1,300. vs. \$900. budgeted. Once this project commenced it was learned damage from the tree roots made it necessary to replace a larger area than previously anticipated, but the pavement is now hazard free. In addition, final payment for the 1985 audit was made this month in the amount \$3,400. Total audit expense was \$15,400 vs. \$15,500. budgeted.

ii) Donations of \$130. includes an additional \$60. in memory of Mrs. James Jordan, bringing the fund to \$1,870.

Continued - over

Report of the Finance Committee for May, 1986

- C) Life care contract resident Mrs. Margaret DiMinno, who died March 27, died in hospital May 11. She was still within the 3-month probationary period, and we are not obliged to refund her entry fee under the terms of her life care contract, as agreed by the Presidents of the Board of Trustees and was agreed by the Presidents of the Board of Managers and all Board members consulted that a Board of Managers and all Board members consulted that a written request from the appropriate relatives must be received: 1) A written request from the appropriate relatives must be received; 2) We will deduct all medical expenses we have paid for Ms. DiMinno since she entered The Heritage (\$1,686. to date); this writing, the written request is on file but the issue of the refund is being deferred pending receipt of additional medical bills.
- D) Board sponsored activities expense in May of \$178. represents the cost of the Open House on June 5th to acquaint our neighbors with the Health Center renovation project.
- E) Our insurance renewals were paid this month. The renewal premiums exceeded our budget estimations, especially our Liability Policy which increased from \$6,260. to \$27,751. Package Policy increased from \$21,376. to \$30,657.
- F) Construction in Progress expense this month was \$23,122. (\$11,053. for Spencer Associates April billing; \$10,269. for Office of Statewide Planning and Development for plans approved and \$1,800. to the City Planning Department, also for revision of plans.) Total Construction in Progress expense to date: \$132,697.
- G) Capital expenditures - none.

Respectfully submitted,

Barbara B. Hall

Barbara B. Hall
6/24/86

Board of Managers' Meeting

May 27, 1986

CALL TO ORDER

The regular meeting of the Board of Managers of the Protection and Relief Society was called to order at 10:45 a.m. on May 27, 1986 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

MEMBERS PRESENT

Mrsdames Abbott, Avenali, Gallatin, Hall, Hall, Jr., Hultquist, Leonards, Matsuuchi, Pinkham, Reinecke, Scott, Stackhouse, Stark, and Tight.

MEMBERS ABSENT

Miss Cooper, and Mesdames Applegarth, Demott, Dodge, Hiller, LeFevre, Moller, Shirley, and von der Lieth. On leave, Mrs. Bates.

STAFF PRESENT

Mr. Edward Benedict, Administrator, Ms. Marla Long, Assistant Administrator, Mr. Ron Duey, Food Service Director, Ms. Donetta Logan, new Director of Nursing Services, and Ms. Mae Oba, Acting Director of Nursing Services.

Mr. Benedict introduced Ms. Donetta Logan as the new Director of Nursing Services at The Heritage, effective June 6. He expressed his appreciation to Ms. Mae Oba, retired former Director of Nursing Services who returned to serve as Acting D.N.S. during the interim period of time after Ms. Barbara Brookshire submitted resignation until an appropriate replacement could be found.

Mr. Ron Duey, Food Service Director, gave a presentation on the Federal Nutrition Program. He drew attention to the history of The Heritage's work with Self Help for the Elderly and outlined some of the considerations for calculating this year's bid for the new contract which will run from July 1, 1986 - June 30, 1987. Mrs. Abbott commented on the request of Mr. Morshead that the Board of Managers visit the Federal Nutrition program site on a regular basis. Mrs. Hultquist has been following through with this request as Chairman of the Federal Nutrition Program Committee.

MINUTES

It was moved, seconded and carried (Mrs. Gallatin, Mrs. Leonards) that the minutes of April 22, 1986 be accepted as mailed.

RESPONDING SECRETARY

In the absence of Mrs. von der Lieth, Corresponding Secretary, Mrs. Reinecke read the list of donations made since the last meeting as follows: 1) Mrs. David J. Daniel, in memory of William Night; clothing for the Heritage closet and two tickets for Explorama; 3) Mrs. A.M.D. Lampen, in memory of Dorothy Jordan; 4) Mrs. Charles E. Hall, in memory of Dorothy Jordan; 5) Mrs. Robert von der Lieth, cash donation; 7) Mrs. Louise Nixon, hand knit sweater and 2 wooden folding tables; and 8) Miss Dorothy Casavant, 1 bed and 1 chair.

TEASURER'S REPORT

Mr. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of April, 1986. (See distributed report.) It was moved, seconded and carried (Mrs. Abbott, Mrs. Hall) to accept the Treasurer's Report as presented.

ADMINISTRATOR'S REPORT

He distributed report.

Mr. Benedict reported that Mrs. Julia Porter had called to The Heritage to express her special appreciation to the Board for the lovely dedication ceremony and luncheon in celebration of the renaming of the pocket garden in her honor.

MISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that there is currently only one vacant resident

Ms. Hultquist, Chairman, stated that there were 11,110 meals served during the month of April for the Manilatown/Chinatown program at a cost of \$2.48 per meal.

FOOD COMMITTEE

Ms. Gallatin, Chairman, reported that there were very few complaints at the monthly Food Committee meeting. There was discussion about the possibility of new uniforms for the waitresses. Also residents are starting to request special treatment of entrees according to individual taste. This will have to be curtailed with residents referred to the list of alternates which are available.

GARDEN COMMITTEE

Mr. Hall, committee member, reported in the absence of Mrs. von der Lieth, Chairman, flowers will be planted shortly along the border in front of The Heritage.

HEALTH CARE COMMITTEE

Ms. Leonards, Chairman, reported that she had traveled to the Office of Statewide Health Planning and Development (OSHPD) in Sacramento last week, accompanied by Sandy Barker, architectural consultant to the Health Center Renovation project. The purpose of this trip was to deliver our plans and filing fee to OSHPD.

The committee is in the process of designing the letter which will solicit bids from selected contractors for the project. This letter will go out soon so that bids can be evaluated at the upcoming Trustees meeting.

Ms. Leonards drew attention to the invitation which the Board members received at the meeting to the Open House which will be held on Thursday, June 5th from 6:00 to 8:00 p.m. Our neighbors and residents have been invited to this event and will have a chance to see the model of the proposed Health Center renovation. Sandy Barker will be present to answer questions.

HOUSE COMMITTEE

No Report.

LONG RANGE PLANNING COMMITTEE

No Report.

COORDINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

Ms. Gallatin, Chairman, reported that orientation for new Board members will be provided following the June Board of Managers meeting.

POLICIES AND PROCEDURES

No Report.

OTHER BUSINESS

Ms. Avenali reported on the May Residents' Council meeting which she attended. Ms. Abbott reported that she wrote a letter to Mr. James Jordann informing him of the very generous donations which had been made to The Heritage in memory of his wife Ms. James Jordann.

Ms. Pinkham asked about the possibility of The Heritage enrolling residents in the Children's Hospital plan as a possible way of offsetting medical costs. This idea was discussed and tabled for the present pending policy clarification by the Long Range Planning Committee.

JOURNALMENT

There being no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Ms. Piero Mustacchi
Recording Secretary

W.M.

**REPORT OF
FOR THE NOVEMBER
1986**

Monthly Care Fees	\$1,000
Private Patient Fees	1,000
Accommodation Fees	1,000
Subsidy Claims (1)	1,000
Medical Cost Reimbursement	1,000
Medical Meals & Lodging	1,000
Parking Fees	1,000
Interest	1,000
(Loss) on Security Sales	1,000
Agency Fee	1,000
Net Income - Net	1,000
Installations & Bequests (2)	1,000
Federal Nutrition Program Donation(s)	2,000
Other Income (Expense)	1,000
TOTAL INCOME	\$13,000

OPERATING EXPENSE:

Salaries and Service of Keeping Gardens Maintenance (4)	47,000.
Activities	14,364.
Health Center/Resident Medical Administration	9,880.
General	4,500.
TOTAL OPERATING EXPENSE	75,344.
DEPRECIATION	5,304.
TOTAL EXPENSE	170,750.
GAIN (LOSS)	(26,849.)
NET OPERATING EXPENSE (ER) UNDER BUDGET	144,906.

Average number of residents
Average number of private patients

Per capita cost + depreciation	1,372.	+	47.	=	1,419.
Per capita income - residents				663.	
Per capita income - other				519.	
Per capita gain (loss)				(237.)	

Per capita cost = operating expense less abatements: private patient fees,
subsidy claims, medical cost reimbursement and guest meals & lodging).

etc:

Subsidy claim revenue of \$3,329. was received from the estate of
Poppel Berlino.

Donations - An additional \$220. was received in Memory of Dorothy
Jordan bringing the fund in her name to \$1,810.
Federal Nutrition Program Donation consists of food & labor, \$33,100
Night fundraiser - \$2,250; Unemployment charge - \$1,217. and \$238;
our donated portion of flue cleaning expense.
Long term non-routine maintenance expense of \$4,500. represented
payments for the fence painting and Morgan Building window painting
projects.

Capital expense: \$872. Installation costs for the new freight purchased
in March, bringing total cost of this asset to \$1,742.
Construction in Progress: Spencer & Associates March 14, 1986
\$15,858. bringing total cost of this account to date to \$16,637.50.
Effectfully submitted,

Doris B. Hall, 5/27/86 / Doris B. Hall

Board of Managers' Meeting
April 22, 1986

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:30 a.m. on April 22, 1986 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Mrs. James Abbott, Applegarth, Avenali, DeMotte, Dodge, Gallatin, Hall, Hall, Jr., Hultquist, LeFevre, Leonards, Moller, Mustachi, Reinecke, Sherman, Stackhouse, Hiller, and von der Liebh.

BOARD MEMBERS ABSENT

Mrs. Cooper and Mesdames Pinkham, Shirley, and Stark. On leave, Mrs. Bates.

ADVISORY COUNCIL PRESENT

Mesdames Ferguson, Finley, Lampen, Logan, Miller and Nigh.

STAFF PRESENT

Mr. Edward Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Leonards, Mrs. Avenali) that the minutes of March 25, 1986 be accepted as mailed.

CORRESPONDING SECRETARY

Mrs. Hiller, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mrs. Gertrude Rosenstein, 2 green folding garden chairs; 2) Captain and Mrs. Girvin Wait, one 2 x 4 Chinese area rug; 3) Professor John Freccero, book donation to the library; 4) Mrs. Gerturde Rosenstein, two tablecloths; and 5) Mrs. David J. McDaniel, a donation in memory of Dorothy Jordan.

Mrs. Sherman reported to the Board that Mrs. Ralph Lyon, former member of the Board of Managers had died recently at the age of 97. A memorial service is planned for Mrs. Lyon in a few weeks and Mrs. Sherman suggested that it would be appropriate to offer the use of our chapel for this purpose. The Board gave its approval and suggested that a letter of condolence be written to the family.

TEASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of March, 1986. (See distributed report.) It was moved, seconded and carried (Mrs. Avenali, Mrs. Mustachi) to accept the Treasurer's Report as presented.

Mr. Benedict reported that the Chinatown kitchen was cited by the Fire Department for not having the flue recently cleaned. The bill to have this work done is estimated at \$800.00. Mei Lun Yuen has offered to pay for half of the costs involved.

ADMINISTRATOR'S REPORT

See distributed report.

MISSIONS COMMITTEE

Mr. Hall, Chairman, reported that there are currently two vacancies for new residents at The Heritage. We are contacting waiting list applicants to make appointments to show the rooms.

FEDERAL NUTRITION PROGRAM

Mrs. Hultquist, Chairman, reported that there were 10,740 meals served by the Federal Nutrition Program in March. These meals were served at a cost of \$2.45 per meal. The contract last year for a rate of \$2.23. The contract will be renegotiated and such increased costs per meal will be assessed. At this time the number of meals served shall be assessed.

FOOD COMMITTEE

Mrs. Gallatin, Chairman, reported that the Food Committee meeting had gone very well. The new menu cycle has been initiated with few complaints received.

HEALTH CARE COMMITTEE

Mrs. Leonards, Chairman, reported that the plans for renovation of the Health Center are 95% complete. They are currently being reviewed by the State, a process which should take approximately 3 months. We can put the plans out for bid and expect which begin construction in late summer. Mrs. Leonards had the plans available at the meeting for review by Board members.

HOUSE COMMITTEE

Mrs. Scott, Chairman, reported that the new outdoor furniture for the porch off the second floor Morgan sitting room has arrived and looks wonderful.

NOMINATING COMMITTEE

Mrs. Reinecke, Chairman, presented the following slate of nominations for the Board of Managers 1986-87:

Mrs. Frank Abbott, III	Mrs. Richard Leonards
Mrs. J. Jerryold Applegarth	Mrs. Fred Moller
Mrs. Peter Avenali	Mrs. Piero Mustacchi
Mrs. Richard J. Bates	Mrs. David J. Pinkham
Mrs. Laura Cooper	Mrs. Robert L. Reinecke
Mrs. Richard De Mott	Patricia K. Scott
Mrs. George W. Dodge	Mrs. Robert Sherman
Mrs. Walter Gallatin	Mrs. William Shirley
Mrs. Charles E. Hall	Mrs. Phillips Stackhouse
Mrs. James Lowe Hall, Jr.	Mrs. Charles B. Stark, Jr.
Mrs. Robert Hiller	Mrs. Dexter C. Tight
Mrs. Gary Hultquist	Mrs. Robert von der Lieth
Mrs. Allan D. LeFevre	

Mrs. Reinecke presented the following slate of officers for the Board of Managers for 1986-87:

President	Mrs. Frank Abbott, III
First Vice-President	Mrs. Richard Leonards
Second Vice-President	Mrs. Charles E. Hall
Treasurer	Mrs. James Lowe Hall, Jr.
Recording Secretary	Miss Laura Cooper
Assistant Recording Secretary	Mrs. Piero Mustacchi
Corresponding Secretary	Mrs. J. Jerryold Applegarth
	Mrs. Robert von der Lieth

Mrs. Reinecke presented the following members of the Board of Managers to serve on the Board of Trustees for 1986-87:

Mrs. Frank Abbott, III	Mrs. James Lowe Hall, Jr.
Mrs. Charles E. Hall	Mrs. Richard Leonards

It was moved, seconded and carried (Mrs. Hultquist, Mrs. Gallatin) to accept the 1986-87 slates as presented.

ORIENTATION COMMITTEE

Mrs. Gallatin, Chairman, reported that there will be a meeting of the Orientation Committee following the Board of Managers meeting in May.

MINUTES AND PROCEDURES COMMITTEE

Mrs. Avenali, Chairman, reported that the revised Residents' Manual is being prepared for printing.

OTHER BUSINESS

The April Residents' Council meeting was reported on. It was noted that the council's concerns about the heating system, particularly in the Perry building, were discussed and addressed.

Mrs. Abbott reminded committee chairmen that their annual reports are due. She also stated the cooperation of Board members in turning in their committee choices for 1986-87 as soon as possible.

Mrs. Finley reported on the meeting of the Advisory Council which was held immediately preceding the Board of Managers' meeting. The Council had discussed the possibility

Board of Managers' Meeting
April 22, 1986

Page Three

of displaying the handiwork of The Heritage's knitting class participants. It was decided that these items could be viewed in a display case near the room where they have their class. The Board residents, mail boxes or perhaps in the room where they have their class. The Board residents, mail the possibility of these residents selling their class. The Board residents, mail that this was not advisable due to the potential threat to our tax exempt status. Mrs. Abbott thanked Mrs. Ferguson for her generosity to The Heritage to The Admissions Program in many ways including her more recent donation to our tax exempt status. It was determined including her more recent donation to our tax exempt status. Mrs. Abbott expressed her disappointment in the form of the right candidate for the fund but confirmed the dedication in our inability to find continuing effort to solicit appropriate candidates. The Board discussed the possibility of obtaining permission from Fort Mason to find neighbors to park in their lot off Bay street once a month during the Board meeting. Yvonne Long was asked to contact Fort Mason to explore this option.

Adjournment

There being no further business, the meeting was adjourned at 11:45 a.m.
Respectfully submitted,

Piero Mustacchi

Mrs. Piero Mustacchi

Recording Secretary

Mail

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF MARCH, 1986**

March 1986

	<u>CARE FEES</u>	<u>YEAR TO DATE</u>
Monthly Patient Fees	\$60,167	\$183,628
Private Accommodation Fees	6,020	19,765
Residency Claims	12,901	53,386
Cost Reimbursement	7,541	7,541
Medical Cost Lodging	4,245	8,586
Guest Meals & Lodging Fees	1,369	3,870
Interest	300	600
Interest & Dividends on Security Sales	60,912	135,616
Net (Loss) on Security Sales	167,794	167,794
Agency Fee	-	-
Net Income - Net	14,745	43,356
Donations & Bequests	660	36,251
Capital Nutrition Program Donation	-	-
Other Income (Expense)	(234)	(234)
TOTAL INCOME	336,420	660,159

OPERATING EXPENSE:

Operating Service	49,801	144,699
Landscaping/Maintenance/Security/Gardens	14,696	44,351
Long-term Maintenance	9,417	32,623
Utilities	501	1,578
Health Center/Resident Medical	601	1,329
Administration	65,475	170,514
General	24,613	60,640
TOTAL OPERATING EXPENSE	177,062	<b">496,509</b">
DEPRECIATION	5,304	17,324
TOTAL EXPENSE	182,366	513,833
NET GAIN (LOSS)	154,054	146,326
BUDGET OPERATING EXPENSE	164,236	492,708
(OVER) UNDER BUDGET	(12,826)	(3,801)

Average number of private patients

Per capita cost + depreciation	1,410	+ 47	=	1,457
Per capita income - residents	655			
Per capita income - other	2,177			
Per capita gain (loss)	1,375			

Per capita cost = operating expense less abatements: Private patient fees, Subsidy claims, medical cost reimbursement and guest meals & lodging.

Interest rates

- 1) We sold our Atlantic Richfield stock in March, 4,120 shares, with a gain on sale of \$167,794.
- 2) Subsidy claim income of \$7,541 was received from the estate of Anne McDonnell, resident who died in January of this year.

- 3) March operating expense is over 1-month budget because: 1) \$8,500. Progress Payment to Peat, Marwick, Mitchell for the 1985 audit; and 2) \$6,000. back pay paid to former Health Center employee to settle a dispute out of court. The individual signed a release absolving us of any future claim or dispute. This \$6,000. is included in March Health Center salary expense.

- 4) Depreciation has been adjusted for 1986.
- 5) Donations & Bequests - \$640. was received this month in memory of Dorothy Jordan, bringing total gifts in her memory to \$1,590.
- 6) ...continued....

March, 1986 - Notes - Continued

- 6) Miscellaneous expense of \$234. is the difference between cost and payments received for the CAHA dinner hosted by The Heritage on March 15.

7) Longterm Non-routine Maintenance expense of \$501. is a correction from February, to move the carpet expense of a first floor (protective care ward) room from Housekeeping Equipment expense (where routine re-carpeting is charged) to Non-routine Maintenance (where routine re-carpeting is charged) to Non-routine Maintenance as per the 1986 budget.

8) Capital expenditures: \$862. for a new fryer for the kitchen; \$1,140 for one kitchen serving cart; 2 rug cleaning machines and 1 vacuum for one kitchen serving cart; \$2,346; and new heating system \$2,214; new EKG machine with cart; \$3,650.

9) One change the auditors did make was to create a new asset account Construction in Progress, to include architects' fees and any costs relating to the Health Center renovation before actual construction commences. This account will not be depreciated until construction is completed. March charges: \$15,511 for Spencer Associates February billing and \$4,000. for geotechnical investigation.

Respectfully submitted,

Barbara B. Hall
4/22/86

Board of Managers' Meeting
March 25, 1986

UNDER

Regular meeting of the Board of Managers of the San Francisco Ladies' Protective Society was called to order at 10:30 a.m. on March 25, 1986 at 3400 Polk Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

MEMBERS PRESENT

Mrs. and Mesdames Abbott, Applegarth, Avenali, DeMott, Gallatin, Reinecke, Scott, Sherman, Shirley, Mr. Hillquist, Leonards, Moller, Mustacchi, and von der Lieth.

On

MEMBERS ABSENT

James Dodge, Hiller, LeFevre, Pinkham and Stackhouse. On leave, Mrs. Bates.

PRESENT

Richard Benedict, Administrator.

On

COUNTS, COSTS, EXPENSES

\$143.00

COUNTS, COSTS, EXPENSES

COUNTS, COSTS, EXPENSES

It was unanimously agreed that the minutes of February 25, 1985 be accepted as

RESPONDING SECRETARY

Hiller, Corresponding Secretary, read the list of donations made since the meeting as follows: 1) The following made individual donations in memory of Mrs. Jordan: Patricia K. Scott, Mrs. Allan D. LeFevre, Mrs. George W. Dodge, Mrs. Daniel C. Cutter, Anonymous, Mr. & Mrs. Jerry L. Kingsley, Mrs. Lori B. Sims, Mr. & Mrs. Howard Hickingtonbotham, Mr. & Mrs. Henry Rolph, Mrs. John Brock, Mrs. Kendrick Miller, Mr. & Mrs. Edwin Amark, Mrs. Sueko Sameshima, Mr. Walter Gallatin and Mrs. Peter Avenali; 2) Mr. & Mrs. Walter Gallatin, donation in memory of Mr. Edwin R. Maleville; 3) Mrs. Ruth Probst, 1 television and 1 bed board; 4) Mrs. Victoria Cesari, one large gold frame mirror; and Charles Gunther, one motorized hospital bed.

Abbott reported that Mrs. Richard J. Bates wrote to the Board of Managers asking them for the flowers which they sent when she was ill. She requested a refund of absence which has been granted.

TREASURER'S REPORT

Bill, Jr., Treasurer, presented the Report of the Finance Committee for the month of February, 1986. (See distributed report.) It was unanimously agreed to accept the Treasurer's Report as presented.

FINANCIAL REPORT

Hiller explained the financial report for February 1986 and gave the following general information:

The Finance Committee has decided that the Newport legacy will be combined with other investments but will ultimately be used for the Health Center renovation.

The large number of donations in memory of Mrs. Jordan present a sum which would be used towards purchasing a "physical remembrance" in Mrs. Jordan's name. Mrs. Abbott will discuss this with Mr. Jordan.

The Finance Committee has recommended that the rates of reimbursement for guest meals be increased for the first time since 1982 as follows:

Breakfast	from \$2.50 to \$3.00
Lunch	from \$3.50 to \$5.00
Dinner	from \$4.50 to \$6.00
Sunday Dinner	from \$4.50 to \$7.00
Holiday Dinner	from \$6.00 to \$8.00
Sunday Supper	from \$3.50 to \$4.00

These sums would represent "break-even figures" according to Mr. Duey, Food Services Director. Discussion followed and it was the feeling of the Board that cost should be established to reflect a maximum of \$14.00 per day. It was unanimously agreed that rates for meals be increased to \$14.00 per day.

4. Mrs. Hall reported that following approval by the Finance Committee for the purchase of a carpet vacuum cleaning machine costing \$290, a new and lower bid was submitted. As this new machine is preferred by Mr. Benedict it was unanimously approved by the Board to purchase.

ADMINISTRATOR'S REPORT

See distributed report.

Marla Long is representing The Heritage at a national meeting of a committee for aging.

The number of private patients in the Health Center is down because of the uncertainty of when renovation will start. No long-term patients can be accepted.

ADMISSIONS COMMITTEE

Mrs. Hall, Chairman, reported that Mrs. Victoria Cesari, Mrs. Ruth Weil and Mrs. Yvne Langlais have passed their 90 day probation period. It was unanimously agreed to vote these three new residents in as permanent residents of The Heritage.

FEDERAL NUTRITION PROGRAM

Mrs. Hultquist, Chairman, reported that 10,210 meals were served in February. The cost is greater than estimated but The Heritage is reimbursed.

FOOD COMMITTEE

No Report.

GARDEN COMMITTEE

Mrs. Hall, Chairman, reported that the front hedge will probably be saved.

It was proposed by Mrs. Sherman that the pocket garden be renamed the Julia Foster Garden in honor of her many years of service to The Heritage. It was unanimously approved.

HEALTH CARE COMMITTEE

Mrs. Leonards, Co-Chairman, related that the cost estimation for the renovation project indicated that the current plan would bring us considerably over budget. A meeting will be held with the architects on March 28th. The next step will be to obtain bids by several contractors based on drawings that are 60% complete and that would provide the committee with a guaranteed estimate. If an acceptable bid is obtained work could begin in August or September.

Plans are to begin notifying our neighbors about our project. Mr. Morshead does not believe that this should happen right away and will be consulted before setting any dates. Mrs. Mustacchi will work with Mrs. Stark on the best way of obtaining the cooperation of the neighborhood.

HOUSE COMMITTEE

No Report.

IMMIGRATING COMMITTEE

The slate will be presented in April.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES COMMITTEE

Mr. Avenali, Chairman, requested that a description of their purpose be submitted by Special Events, Orientation and Federal Nutrition committees. The new Residents' Manual is almost ready for printing. Suggestion was made that the sentence be included in relation to fundraising: "The name of The Heritage may be used only when monies raised are for the benefit of The Heritage. Residents in order not to jeopardize the tax status. Any expenses incurred by Residents in relation to fund raisers may be submitted to the Council for reimbursement." 1,2,3

Mrs. Avenali also clarified that it is the policy of The Heritage to reserve double rooms for couples. In the event of the death or relocation to reserve center of one spouse, the other may be asked to move to a single room.

SPECIAL EVENTS

Mrs. Gallatin reported that Ron Duey has suggested a tea once a month for the residents since Advisory Council members will be held after the next Board meeting. The 3 fireplaces are to be checked to be sure they are safe to use.

On May 2, the residents will have a party, using the proceeds of the White Elephant Sale (approximately \$200).

An effort is being made to encourage the Residents to use The Heritage more as their home. The 3 fireplaces are to be checked to be sure they are safe to use.

OTHER BUSINESS

Mrs. Abbott reported that at the Board of Trustees meeting several matters were discussed. The problems created by the cost of property liability insurance which may increase from \$26,000 to \$150,000 per year were commented on.

It is most disappointing that no candidate has been found yet for the Ferguson support. Because it is a restricted fund, we may not go to the community or the media to publicize this generous offer. Mrs. Abbott has asked Mrs. Applegarth, Ms. Hultquist and Mrs. Mustacchi to work with her on this committee.

The Residents' Council has indicated the need to change the pictures in the Health Center. Mrs. Scott will take this up with the House Committee.

Mrs. Abbott reminded committee chairmen to have reports in by April 15, 1986.

AJOURNMENT

There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Piero Mustacchi

Mrs. Piero Mustacchi
Recording Secretary

M.M.L

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF FEBRUARY, 1986**

	<u>FEBRUARY</u>	<u>YEAR TO DATE</u>
Care Fees	61,191.	123,461.
In Patient Fees	5,840.	13,745.
Foundation Fees (1)	16,046.	40,486.
Claims	-	-
Cost Reimbursement (2)	-	-
Meals & Lodging Fees	948.	4,341.
Lodging Fees	200.	2,501.
Meals & Interest	26,759.	300.
Losses on Security Sales	-	-
Agency Fee	-	74,704.
Income - Net	13,985.	-
Bequests (3)	1,250.	-
Nutrition Program Donation	-	28,610.
Income (Expense)	-	35,591.
TOTAL INCOME	126,219.	-
 <u>OPERATING EXPENSE:</u>		<u>323,739.</u>
Service	45,026	94,897.
Keeping Finance/Security/Gardens	13,728.	29,654.
Item Maintenance	12,435.	23,206.
Item	-	1,078.
Center/Resident Medical	262.	727.
Administration	49,302.	105,038.
14,228.	15,502.	36,027.
TOTAL OPERATING EXPENSE	150,483.	28,818.
Item	6,010.	319,445.
TOTAL EXPENSE	156,493.	12,020.
Item (LOSS)	(30,274.)	331,465.
OPERATING EXPENSE	164,236.	(7,726.)
UNDER BUDGET	13,753.	328,472.
Item	-	9,027.
The number of residents	113	
The number of private patients	3	
Capita cost + depreciation	1,272.	= 1,325.
Capita income - residents	+ 53.	= 685.
Capita income - other	372.	(268.)
Capita gain (loss)	-	

Capita cost = operating expense less abatements: private patient fees, meals & lodging, claims, medical cost reimbursement and guest meals & lodging).

Accommodation fee revenue includes \$3,387. unamortized balance of resident who died this month.

Medical cost reimbursement: Our Medicare reimbursements were received too late to be returned, endorsed by residents and banked. The first check in March we have deposited \$3,200. in Medicare reimbursements.

Bequests - \$950. was received in memory of Mrs. Dorothy Jordan. (An additional \$640. in memory of Amasa Wiley Trust. received in March). \$300. was received from the Amasa Wiley Trust. Total expenditures - \$15,945. January 1986 Spencer & Associates Billing.

Submitted,
B. Hall

BOARD OF MANAGERS' MEETING

February 25, 1986

ALL TO ORDER

regular meeting of the Board of Managers of the San Francisco Ladies' Protection Relief Society was called to order at 10:45 a.m. on February 25, 1986 at 3400 Polk Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

MEMBERS PRESENT

Mrs. Cooper and Mesdames Abbott, Avenali, DeMott, Dodge, Gallatin, Hall, Jr., Gilmer, Lefevre, Leonards, Moller, Pinkham, Scott, Stackhouse, Stark, and von der Lieth.

MEMBERS ABSENT

Mesdames Applegarth, Bates, Hultquist, Mustacchi, Reinecke, Sherman and Shirley.

STAFF PRESENT

Mr. Edward Benedict, Administrator.

NOTES

It was moved, seconded and carried (Mrs. Hall, Mrs. Scott) that the minutes of January 28, 1986 be accepted as mailed with the following corrections:

Mrs. Pinkham should have been listed under members absent. Also under members absent, Mrs. O'Shea should be listed as Mrs. Moller (now Mrs. Frederick Moller).

Under Food Committee, first sentence, second paragraph should read: "Mrs. Gallatin would like to have a minimum of 6 Board members with 2 as hostesses present at each tea.

Under Administrator's Report, paragraph two, line three, "the resident" should read "Mr. and Mrs. Ralph Foyer."

Other Business, line five (top of page three) should read Mrs. Leslie Roos and Jane Galante.

RESPONDING SECRETARY

Mrs. Hiller, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mrs. Dorothy Herron, Health Center supplies; 2) Estate of Claire E. Newport, a cash donation; 3) Mrs. Victoria Cesari, book donation to the library; 4) Dr. Karl Pelikan, book donation to the library; 5) Mrs. M. K. Swingle, book donation to the library; and 6) The following individuals made a donation in memory of Mrs. James Jordan: Mrs. Marjorie A. Hamilton, Mr. A. R. Angell, Mrs. Helen Rochfort, Mr. & Mrs. Joe Cohen, Mr. & Mrs. James L. Hall, Jr., Mr. & Mrs. Mike Ferro, Dr. & Mrs. Robert Dingel, Mrs. William L. Shattuck, Mrs. John Hancock and Mrs. Frank Abbott, III.

The Board discussed the significant donation (\$34,266.91) which was received from the estate of Claire E. Newport, a former resident of The Heritage. Following a recommendation from the Finance Committee, it was moved, seconded and carried that the Board of Managers recommend to the Board of Trustees this sum be set aside for the new Health Center.

TREASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of January, 1986. (See distributed report.) It was moved, seconded and carried (Mrs. Hall, Mrs. Cooper) to accept the Treasurer's Report as presented.

Mrs. Hall, Treasurer, discussed paragraphs included in the report:
The 1985 Workers' Compensation refund which was less this year because of incidents in the Health Center.

The Ferguson restricted gift as of January 31 is \$52,366 including interest.

SPECIAL REPORT FROM THE PRESIDENT

With deep regret Mrs. Abbott informed the Board of the death of our Board member, Mrs. James Jordana.

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SPECIAL EVENTS

The Resident teas will be arranged by the Special Events Committee instead of the Food Committee.

OTHER BUSINESS

The Residents' Council meeting of February 4 was reported on. The White Elephant Sale was a great success. The proceeds of the sale will be added to the cash reserve of the Resident Council.

Resident Sherry parties were discussed posing the question of whether the sherry

should be provided by the Residents or by The Heritage.

The members of the Board were urged to continue searching for the San Franciscans who are somehow connected with the Performing Arts of San Francisco and could avail themselves of the \$25,000 gift offered to one applicant each year for 4 years from Mr. and Mrs. A. Barlow Ferguson in recognition of each applicant's work with the Performing Arts.

Mr. Benedict would like a policy formed to clarify the need for a Resident to vacate within a stated time an apartment designed for 2 occupants (a couple) when a spouse has died so the apartment can be rented to another couple. This request is to be referred to Mrs. Avenali, Chairman of the Policies and Procedures Committee.

DOCUMENT

There being no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Walter Gallatin

Mr. Walter Gallatin
Acting Recording Secretary

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF JANUARY, 1986**

	<u>JANUARY & YEAR TO DATE</u>
Care Fees	\$62,270
Hospital Patient Fees	7,905
Accommodation Fees (2)	24,439
Claims	-
Medical Cost Reimbursement	4,341
Meals & Lodging	1,553
Assisting Fees	100
Residends & Interest	-
(Loss) on Security Sales	47,946
Agency Fee	-
Net Income - Net	14,625
Net Income & Bequests (3)	34,341
Capital Nutrition Program Donation	-
Capital Income (Expense)	-
TOTAL INCOME	<u>197,520</u>
 <u>OPERATING EXPENSE:</u>	
Service	49,871
Residentkeeping	15,927
Maintenance/Security/Gardens	10,771
Term Maintenance (5)	1,078
Utilities	1,465
Health Center/Resident Medical	55,736
Administration	20,525
General (1)	14,590
TOTAL OPERATING EXPENSE (6)	<u>168,963</u>
DIMINUTION (4)	<u>6,010</u>
TOTAL EXPENSE	174,973
GAIN (LOSS)	22,547
NET OPERATING EXPENSE (OVER) UNDER BUDGET	164,236 <4,727>

Average number of residents
Average number of private patients

Capita cost + depreciation	1,361	+	53	=	1,414
Capita income - residents	762				
Capita income - other	850				

Capita gain (loss)

Capita cost = operating expense less abatements: private patient fees,
Medicare claims, medical cost reimbursement and guest meals & lodging.

Is approved during the 1986 budget process, 3 budget lines: workers compensation refund, utilities and insurance are no longer allocated amongst the different departments, cost centers. These are now presented as 1 budget line each, showing total expense (or refund) for any given month. These 3 lines are termed "General" expense.

Accommodation fee revenue: 3 life care contract residents died this month. Their collective unamortized entry fees amounting to \$11,780 were credited to revenue in January.

Bequests & Requests - Claire Newport, resident who died in July, 1985, bequeathed her estate to The Heritage. This bequest was received in January in the amount \$34,266. This is Depreciation expense - has not yet been adjusted for 1986. This is Standardly an audit adjustment so is delayed until several months into the new year.

continued...

Notes - January 1986 Budget Report

continued...

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5. Longterm Maintenance - \$1,078 for purchase of shelving for Food Service, as budgeted.
6. One-month operating expense is over budget due to several factors. \$3,500. first progress payment for the 1985 audit was paid this month. Many annual and semi-annual service agreements are paid in January. \$1,670 of general office supply purchases in January will carry us throughout most of the year. So these January outlays make us appear to be over expended but the variances will even out as the year progresses.
7. Capital expenditure - \$15,945 for Spencer Associates January, 1986 billing (December billing of \$10,450. was also paid this month but will be charged back as an audit adjustment to 1985.)
8. Not reflected in this report, but for your information:
 - A) We did receive in January, our 1985 workers compensation refund in the amount \$9,359. (vs. \$32,000. budgeted, but because of several 1985 incidents we were aware our dividend would be reduced). This refund will be applied to 1985 as part of the audit.
 - B) In January a second Ferguson restricted gift was received in the amount \$25,000. This was added to the Fidelity Money Market Fund (which consists only of the Ferguson ear-marked donations so the fund is separately identified and its interest clearly tracked) held by our Investment Management Service at Wells Fargo Bank. At January 31st, total Ferguson Fund including interest is \$52,366.

Respectfully submitted,

Barbara B. Hall

Barbara B. Hall
1/25/86

Board of Managers' Meeting

January 28, 1986

Meeting of the Board of Managers of the San Francisco Ladies' Protection Society was called to order at 10:35 a.m. on January 28, 1986, at 3400 Polk Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

MEMBERS PRESENT

Mrs. and Mesdames Abbott, Applegarth, Avenali, DeMott, Dodge, Gallatin, Hall, Hiller, Leonards, Mustacchi, Pinkham, Reinecke, Scott, Sherman, Shirley, and von der Lieeth.

MEMBERS ABSENT

Mrs. Hultquist, LeFevre, O'Steen, and Stark. On leave, Mrs. Jordan, Administrator.

Motion, seconded and carried (Mrs. Leonards, Mrs. Hall) that the minutes of the last board meeting be approved as mailed.

MEETING SECRETARY

Corresponding Secretary, read the list of donations made since the last board meeting as follows: 1) Miss Dorothy Casavant, 3 throw pillows; 2) Mrs. Casavant, large basket; 3) Anonymous, cash donation; 4) Ms. Matilda Toomey, donation to the library; 5) Mrs. Rachel Lahn, book donation to the library; 6) Linda K. Swingle, book donation to the library; 7) Mrs. Dorothy K. Herron, later supplies; and 8) Estate of Claire E. Newport, former resident of the home, a cash donation.

Mr. read a letter from Mrs. Jordan, requesting an extension of her leave of two months. It was unanimously agreed to grant this leave. She also read a letter of appreciation from Mrs. William Nigh for the letter of condolence sent to her by the Board in memory of her daughter.

Mr. read a letter from Mrs. Constance Wait, resident, expressing appreciation for the beautiful Christmas party that was given for the residents this year.

Mr. Phillips Lyons to the Admissions Committee was read. Mr. Lyons, applicant for residency at The Heritage, wished to thank the committee members for their interview with them.

It was noted that Mrs. David Bruns has remarried. Her new name is Mrs. William Shirley.

REPORTS

Mr. Jr., Treasurer, presented the Report of the Finance Committee for the months of November and December, 1985. (See distributed reports). It was moved, carried (Miss Cooper, Mrs. Sherman) to accept the Treasurer's Report.

It was stated that the 1986 Operating and Capital Expense Budgets were approved by the Board of Trustees at the December 12th meeting.

It was announced that the residents will be given a 3% increase in their monthly residential care fee effective July 1, 1986. Those residents who receive S.S.I. will be given a 1% increase as of February 1, 1986.

EDITOR'S REPORT

Editor's report.

It was announced that our licensing inspectors for the Health Center arrived and will be reviewing on site for the next few days.

* Correction per minutes of February 25, 1986.

official attention to the Employees' Christmas Party where a most generous gift fund was distributed to the staff.

will be an all residents' meeting on January 29, 1986. One of the agenda items will be an official presentation of a picture of Julia Morgan. In recently reviewing old Board minutes the discovery was made that Julia Morgan gave back \$5,000 of her architectural fees as a donation to The Heritage.

RESIDENTS COMMITTEE

Bill Chairman, announced that currently rooms 229, 310 and 113(personal care) available for occupation.

Unanimously voted to approve Mrs. Eva Schuster as a permanent resident of The

ARTS COMMITTEE

Salliein, Chairman, reported that she had breakfast with 3 new residents. At the Committee meeting, only minor problems were discussed. Mr. Dury, Food Director, and Mr. Semelick were not present.

Salliein would like to have ~~approximately 20 persons~~ ^{a minimum of 6 Board members with 2 as backup} attend the Residents' ~~lunch~~ ^{lunch} ~~Board~~ present at each month, von der Linden, Hall, DeMott, Scott and Sherman volunteered to be present

ARTS COMMITTEE

Bill Chairman, reported that this is the dormant season. The hedge problems at the street have been resolved. The Laguna street hedge is being worked on by the city.

ARTS COMMITTEE

Salliein, Co-Chairman, showed the plans that were approved by the Board of Directors but will continue to direct our project in the capacity of ~~Architect~~. The Activities Room had to be expanded to accommodate more residents. An additional shower room has been included. We will have only 2 rooms for the staff. The staff was very happy. The plans were \$25,000 over budget so at the last minute certain changes were made. The bulk of money will be used for the food structure, making do with fewer "trimmings." The decorating of all areas will be postponed. The appliances will not be included in construction cost, awaiting the contractor's overhead. Also landscaping will not be done through a contractor.

John Lepers, Co-Chairman, announced that Sandy Barker is no longer an employee of ~~Architect~~ and Associates but will continue to direct our project in the capacity of ~~Architect~~. The plans have been submitted to the State. It is hoped that in March the plans can be sent to bid and to the State for final approval. There will be a meeting on January 31 with Barbara Brookshire and Dr. Henderson for final approval of various aspects of the design. The Health Care Committee will also formulate a plan for community involvement, to be presented to the Board at the next meeting.

ARTS COMMITTEE

Bill Chairman, reported on a revision of the Residents' Manual.

ARTS COMMITTEE

Bill Chairman, announced that there will be a meeting of the Nominating Committee at The Heritage on February 11th at 10:00 a.m.

ARTS AND PROPERTIES COMMITTEE

Bill Chairman, reported that her committee is currently in the process of holding on a revision of the Residents' Manual.

BUSINESS

Bill Chairman, announced that Dr. and Mrs. Ostwald along with Mrs. Upton will also hold a lunch which was held with Dr. and Mrs. Applegarth. Mrs.

Applegarth and Mrs. Mistachchi regarding the Ferguson Fund. Whether she knows possible candidates and report to Mrs. Applegarth and whether she has interviewed one retired symphony player and reported that Miss Long had interviewed one retired

* Correction per minutes of February 25, 1986

Mrs. Sherman had met with Leslie →
wife candidates. Mrs. Applegarth, Roos and Jane Glanz *

in session of both a husband and wife. Further attempts will be made to find
while qualified persons.
"Residents' Council meeting was reported on by Mrs. von der Lieth. The
"party" has changed its meeting day so Mrs. von der Lieth will continue to be available however. At this meeting
was explained that the fountains in the lower level of the building during the rainy
which welcomes newcomers to The Heritage. It was suggested that a weekly
discussed the possibility of providing a sherry party might be useful in helping to welcome new residents. The
the Board or Residents' Council should provide this for the residents. The
be presented at the next Residents' Council meeting.

Abbott announced that Stephanie Oakes, Controller, would like to remind committee
to get this year's budget guidelines from the Accounting Department.

MENT

being no further business, the meeting was adjourned at 12:05 p.m.

Yours sincerely,
Jane Glanz

Aero Mustacchi
Meeting Secretary

* Corrector per minute of February 25, 1986.

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF DECEMBER 1985**

	<u>DECEMBER</u>	<u>YEAR TO DATE</u>
Care Fees	61,893.	
Patient Fees	7,905.	
Reimbursement Claims	13,679.	
Cost of Lodging	-	
Meals & Lodging Fees	4,155.	
Interest	1,432.	
Losses on Security Sales	78,941.	
Income - Net	(3,250.)	
Income & Requests	14,611.	
Nutrition Program Donation	280.	
Income	-	
TOTAL INCOME	179,946.	
OPERATING EXPENSE:		
Non-routine Maintenance	53,074.	
Service	26,102.	
Cleaning	10,397.	
Maintenance/Security/Gardens	2,518.	
Utilities	59,535.	
Center & Resident Medical	15,884.	
Administrative & Administration	167,510.	
TOTAL OPERATING EXPENSE	1,873,242.	
Depreciation	6,010.	
TOTAL EXPENSE	173,520.	
GAIN (LOSS)	6,426.	
OPERATING EXPENSE	150,741.	
(UNDER BUDGET)	(16,769.)	
Average number of residents	114	
Average number of private patients	4	
Units cost + depreciation	1,351.	
Units income - residents	+ 53.	=
Units income - other	795.	
Gains	56.	
Losses	56.	
Total Cost = operating expense less abatements: private patient fees, liability claims, medical cost reimbursement and guest meals & lodging.	1,404.	

Year-end audit adjustments have not yet been made, so this report does not represent final 1985 figures. Dividends and interest and Medicare revenue will be adjusted (1984 receivables backed out, 1985 receivables added in). Depreciation will also be adjusted as part of the audit. Finally, any 1985 bills paid before the audit is completed will be charged to 1985. Resident medical expense will be higher than reported here because there is often a several month lapse between services rendered and billing.

--continued--

2) One-month operating expense is over budget this month for several reasons:

- A) Salaries, all departments, reflect a holiday payroll and historically more staffing is utilized in December because of the holidays. Also, we had a high incidence of sick time due to a flu that affected residents as well as staff.
 - B) Benefits, all departments, are higher in December (and June) every year because pension expense is calculated on the basis of 3 payrolls versus 2 payrolls the other 10 months.
 - C) Utilities are \$3,100. over 1-month budget due to the cold temperatures and accompanying higher heating costs.
 - D) Holiday expenses: The Board sponsored Christmas party for the residents cost \$1,256.
 - E) Food cost is over 1-month budget. Again, the holidays account for most of this. Note that December guest meals revenues are as well. In addition, the year-end food inventory was lower than 1984's year end and resulted in an increase of \$1,663. to December's food costs.
 - F) We paid our 3rd Quarter 1985 unemployment billing this month in the amount \$1,319.
 - G) Resident medical fees were unusually high: \$4,772.
 - H) Maintenance equipment expense includes \$777. additional work on the emergency generator.
- 3) Benefits at year end are over budget because we have not received a workers compensation insurance refund for 1985 as of this writing, January 17. We were told earlier this month that after the dividend calculation was completed we had no dividend due. The case this was based on was denied as a workers comp claim so the underwriter is currently re-doing our dividend calculation. If we receive it before the audit closes we will be able to credit 1985 with the refund.

Respectfully submitted,



Barbara B. Hall
1/28/86

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF NOVEMBER 1985**

<u>COME</u>	<u>NOVEMBER</u>	<u>YEAR TO DATE</u>
Monthly Care Fees	60,785.	659,585.
Private Patient Fees	8,950.	82,710.
Accommodation Fees	13,464.	173,095.
Subsidy Claims	-	18,902.
Medical Cost Reimbursement	3,722.	36,403.
Guest Meals & Lodging	1,110.	11,615.
Processing Fees	300.	1,700.
Dividends & Interest	40,926.	515,539.
Gain (Loss) on Security Sales	60,750.	134,126.
Agency Fee	-	(3,250.)
Net Income - Net	14,739.	159,852.
Donations & Bequests	50.	1,457.
General Nutrition Program Donation	-	(2,556.)
Other Income	(25.)	472.
TOTAL INCOME	204,771	1,789,650.
 <u>OPERATING EXPENSE</u>		
Longterm Non-routine Maintenance	-	23,024.
Food Service	48,422.	531,586.
Custodial	22,865.	254,017.
Maintenance/Security/Gardens	11,560.	106,918.
Activities	607.	3,886.
Health Center & Resident Medical	50,786.	601,500.
General & Administration	14,532.	184,801.
TOTAL OPERATING EXPENSE	148,772.	1,705,732.
DEPRECIATION	6,010.	65,594.
TOTAL EXPENSE	154,782.	1,771,326.
NET GAIN (LOSS)	49,989.	18,324.
BUDGET OPERATING EXPENSE (OVER) UNDER BUDGET	150,741.	1,658,151.
Average number of residents	113	
Average number of private patients	5	
Per capita cost + depreciation	1,195 + 53 = 1,248	
Per capita income - residents		660
Per capita income - other		1,030
Per capita gain (loss)		442
Per capita cost = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging).		
Notes:		
1) Gain on security sales of \$60,750. resulted from the sale of R. J. Reynolds bond and preferred stock which we received in exchange for the remaining Nabisco stock we held after Nabisco merged with R.J. Reynolds in September.		
2) Other income of negative \$25. represents our donation in memory of Mrs. Nigh's daughter to St. John's Church, Ross, CA.		
Respectfully submitted,		
<i>Barbara B. Hall</i>		
Barbara B. Hall		
1/28/86		

November 26, 1985

TO ORDER

regular meeting of the Board of Managers of the San Francisco Ladies' Protection Relief Society was called to order at 10:30 a.m. on November 26, 1985 at 3400 Market Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Cooper and Mesdames Abbott, Applegarth, Avenali, Bruns, Dodge, Gallatin, Hall, LeFevre, Mustacchi, Reinecke, Scott, Stackhouse and Stark.

BOARD MEMBERS ABSENT

Gardner Bates, DeSott, Hall, Jr., Hiller, Leonards, O'Shea, Pinkham, Sherman, von der Lietz. On leave, Mrs. Jordan.

STAFF PRESENT

Edward Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

NOTES

"Nominating Committee", second page, that Mrs. Demott's name was noted under "Nominating Committee". With this correction made, it was moved, seconded and carried (Mrs. Avenali, Mrs. Gallatin) that the minutes of October 22, 1985 be accepted as mailed.

RESPONDING SECRETARY

In the absence of Mrs. Hiller, Corresponding Secretary, Mrs. Reinecke read the list of donations made since the last meeting as follows: 1) Mrs. William Nigh, miscellaneous bingo prizes; 2) Mrs. Lucille Poetz and Mr. & Mrs. Barlow Ferguson, donation in memory of Mr. Leon Smith; and 3) Mr. & Mrs. A. Barlow Ferguson, a donation in memory of Mr. John West.

TREASURER'S REPORT

In the absence of Mrs. Hall, Jr., Treasurer, Miss Cooper, Assistant Treasurer, presented the Report of the Finance Committee for the month of October, 1985. (See distributed report). It was moved, seconded and carried (Mrs. LeFevre, Mrs. Avenali) to accept the Treasurer's Report as presented.

Miss Cooper presented the 1986 Budget to the Board of Managers for approval. After discussion, it was moved, seconded and carried (Mrs. Gallatin, Mrs. Avenali) that the operating Budget of \$1,970,839.00 be approved as presented with \$21,655.00 for long term non-routine maintenance expense included as part of this total. These expense items were capitalized in the past.

Miss Cooper presented the 1986 Capital Expense Budget for approval. It was moved, seconded and carried (Mrs. LeFevre, Mrs. Hall) that the 1986 Capital Expense Budget of \$32,060.00 be approved as presented.

ADMINISTRATOR'S REPORT

It distributed report.

QUESTIONS COMMITTEE

Mrs. Hall, Co-Chairman, reported that rooms 209, 222, and 227 have been reserved for three new residents who will be signing their life care agreements during the month of December. Currently, only room 310 is vacant but it is temporarily occupied by a resident whose room is being refurbished.

GENERAL NUTRITION PROGRAM

Report.

FOOD COMMITTEE

Mrs. Gallatin, Chairman, reported on the monthly meeting of the Food Committee, Barbara Brookshire, Director of Nursing Services, and Mrs. Holly Carson, dietitian, were present at the meeting to answer any dietary concerns that the Committee might have.

Gilligan reported that the Residents' Tea which was held on Thursday, October 25, was however, less than usual attendance. It was agreed to return to Board Tuesdays for future Resident Teams.

COMMITTEE

CARE COMMITTEE

Mr. Morshead will be signing the contract with Cooper & Associates for the renovation of the Health Center this afternoon at Spencer's. There will be a meeting on December 6th at 1:00 p.m. at The Heritage. This will be a rehearsal for the December 12th, Board of Trustees meeting, where the architects will update the Trustees on preparation to proceed with the design drawings and contractual documents.

COMMITTEE

REPORT

NAME PLANNING COMMITTEE

REPORT

SPRING COMMITTEE

Mrs. DeMott was pleased to be asked to join the Board of Managers. Although she has accepted membership, she was unable to attend the meeting.

STATION COMMITTEE

REPORT

NAME, POLICIES AND PROCEDURES COMMITTEE

REPORT

TIL EVENTS AND PUBLIC RELATIONS COMMITTEE

Mrs. Abbott, Chairman, reminded Board members that the Health Center Christmas Party will be on Wednesday, December 18th from 2:00 - 3:00 p.m. Board members are encouraged to attend. The Residents' Christmas Party will be on Thursday, December 19th from 5:30 - 7:30 p.m. Invitations will be sent out the first week of December. Board members and their spouses are invited to attend along with their Heads, residents and their guests.

Members were invited to help decorate The Heritage for Christmas on Tuesday, December 17th beginning at 9:30 a.m.

BUSINESS

Mrs. Abbott reported that a special meeting was held at her house on October 31st regarding the Ferguson Fund. Many options and possible contacts for referral were discussed. Mrs. Abbott stated that leaflets regarding the grant were available immediately following the meeting for those who wished additional information.

Mrs. Abbott announced that Mr. Morshead has informed her that there will be three possible candidates for nomination to the Board of Managers, is absent's dictated.

Mrs. Abbott announced that Mrs. Bates, member of the Board of Managers, is currently at Children's Hospital due to a recent heart attack. She is currently being treated. The Board expressed its sympathy and asked that flowers be sent to the hospital.

The meeting was adjourned at 12:10 p.m.

DOCUMENT

Being no further business, the meeting was adjourned at 12:10 p.m.
Artfully submitted,
John Mustacchi
Hero Mustacchi
Meeting Secretary

Meeting of the Board of Managers of the San Francisco Ladies' Protection Society was called to order at 10:35 a.m. on October 22, 1985 at 2400 Stockton, San Francisco, California by the President, Mrs. Frank Abbott, III.

MEMBERS PRESENT

Saint and Lesineutes Abbott, Applegarth, Avenali, Gallatin, Hall, Sherman and Stackhouse, Lafeyere, Leonard, Nustacchi, O'Shea, Sherman and Stackhouse.

MEMBERS ABSENT

Bogas, Bruns, Dodge, Jordan, Pinkham, Reinecke, Scott, Stark and Tisch.

COUNCIL MEMBERS PRESENT

Ferguson, Finley, Lampen, McDaniel, Nigh and Vermilya.

MEMBERS ABSENT

Mart Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

It was voted that the Treasurer's Report was missing from the September Minutes. It was moved, seconded and carried (Mrs. Stackhouse, Mrs. LeFevre) that the minutes of October 14, 1985 be accepted as mailed with the addition of the Treasurer's Report.

STANDING SECRETARY

Hall, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Miss Dorothy Casavant, a brass floor lamp; and 2) Mr. Robert P. Hall, 1 velvet chair, 1 red couch, 1 dresser, 1 square arm chair, 1 small folding visit table and 2 lamps.

Hall read a letter of appreciation from June Chan, receptionist, for the beautiful visit with the Board sent to her at the hospital.

TRUSTEE'S REPORT

Attributed report.

Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of October, 1985. (See distributed report). It was moved, seconded and carried (Mrs. Nustacchi, Mrs. Applegarth) to accept the Treasurer's Report as presented.

TRUSTOR'S REPORT

Attributed report on a recent donation of \$500.00 which was made to C.A.H.A. to aid in reversing a recent decision regarding the legal expenses involved in carrying out the life care contract as it relates to entrance fees being partially paid to heirs in the event of a premature resident death.

FOOD COMMITTEE

Hall, Leonards) that Miss Dorothy Leonards, permanent residents of The Heritage, and Mrs. Elizabeth Falk be made permanent residents of The Heritage. Hall, Chairman, reported that rooms 209, 222, and 227 have been reserved for hall applicants pending the results of their final physicals. Rooms 208 and 310 are vacant.

NUTRITION PROGRAM

Ron

FOOD COMMITTEE

Gallatin, Chairman, reported on the monthly meeting of the Food Committee. Ron Bog Services Director, invited Mrs. Gallatin to attend a regular meeting of employees in his department which would be held in the afternoon.

Ron
Food Committee.
of
Meeting of
Food Committee
to attend a regular meeting of
employees in his department which would be held in the afternoon.

AGENDA

Call, Minutes, Consideration of the previous meeting's agenda, presentation by the President, New Business, Old Business, Report from the Board of Directors, Committee Reports, Adjournment.

President, Zimmerman, reported that the Board of Directors had been informed by the Secretary that the Board of Directors has been reorganized. The new Board consists of Mr. Richard W. Abbott, Mrs. Jacqueline A. Dreves, Mr. George J. Mustacchi, Mr. John P. Senni, Mr. James J. Vassallo, Mr. Michael J. Zappalato, and Mr. Joseph C. Zappalato. The Board of Directors will meet at 7:00 p.m. on the 2nd and 4th Tuesday of each month.

Report, Zimmerman, indicated that she had visited the Health Center last week on behalf of the Board of Directors for the purpose of again securing that the New Haven City Hospital would continue its work on the renovation project.

COMMITTEE

Report.

HALL PLANNING COMMITTEE

Report.

FINANCIAL COMMITTEE

Report.

MEMBER SERVICES COMMITTEE

Report.

EDUCATION COMMITTEE

Report.

WEL. POLICIES AND PROCEDURES COMMITTEE

In absence of Mrs. Zimmerman, Chairman, Mrs. Sherman, committee member, read recommendation of the Nominating Committee that Mrs. Richard W. Abbott be nominated for membership on the Board of Managers. After discussion, it was moved, seconded and carried (Mrs. Sherman, Mrs. Avonali) that Mrs. Richard W. Abbott be nominated for membership on the Board of Managers. A letter will be written by Mrs. Zimmerman for nomination for membership.

EDUCATION COMMITTEE

Report.

EVENTS COMMITTEE

Report.

BUSINESS

Status of referrals for the Ferguson Grant was discussed. A letter listing potential sources contributed by Board members, Mr. Abbott, Mr. Zappalato, and Mr. Mustacchi, was read. It was suggested that personal contact with potential referral sources be made. Mr. Abbott stated that the Ferguson Grant description leaflet and letter which were sent to interested individuals in June be circulated to members of the Board of Managers with the next mailing. Mrs. Abbott also stated that the Board of Managers will be a residents' event on Thursday, July 27th from 3:00 - 4:00 p.m. Board members are encouraged to attend.

REPORT

Fully submitted,
George J. Mustacchi
John P. Senni, Secretary

Being no further business, the meeting was adjourned at 12:10 p.m.

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	TENBER	YEAR TO DATE
Operating expenses	60,480.	538,523.
Patient fees	5,960.	63,970.
- Patron fees	13,180.	146,188.
Administrative expenses	-	18,902.
Cost of supplies	4,787.	31,459.
Housing fees	1,060.	9,455.
Fees for services performed	58,997.	1,300.
Loss on securities sold	-	425,487.
Interest on securities held	14,736.	73,377.
Interest on securities purchased	-	(3,250.)
Interest on securities purchased	(250.)	132,136.
Interest on securities purchased	-	1,407.
Interest on securities purchased	(2,256.)	(2,256.)
Interest on securities purchased	-	1,497.
TOTAL INCOME	159,530.	1,436,875.

	TENBER	YEAR TO DATE
Operating expense:		
Item Non-Routine Maintenance	23,024.	23,024.
Item Service	47,381.	435,661.
Item Rent	23,297.	211,297.
Item Security fees/fees	10,016.	81,755.
Item Utilities	386.	2,913.
Item Center & Resident Medical	56,027.	497,345.
Item Adminstration	16,234.	153,201.
TOTAL OPERATING EXPENSE	170,365.	1,405,896.
REVENUE	6,010.	53,574.
TOTAL EXPENSE	182,375.	1,459,470.
TOTAL (LOSS)	(22,845.)	(22,595.)
NET OPERATING EXPENSE	150,741.	1,356,669.
B) UNDER BUDGET	(25,824.)	(49,227.)

	TENBER	YEAR TO DATE	
Average number of private patients	112	3	
Capital cost - depreciation	1,469.	+ 54.	= 1,523.
Capital income - residents			663.
Capital income - other			656.
		(204.)	

Capital gain (loss)

"Capital cost = operating expense less abatements: private patient fees
and meals & Lodging.
Capital claims, medical cost reimbursement
to readers of this report."

The "Long-term Non-Routine Maintenance Expense" account in the amount of \$23,024. was moved to operating expense this month. These are expenses that were budgeted as capital expenditures but which Fox Co. advised should be classed as operating expense. Initially we planned to expense these items at year-end so as not to distort our budget report, but it was agreed by Mr. Perkins, Mrs. James Hall, Mr. Benedict and Stephanie that to wait until December is misleading to readers of this report.

The expenses included in this line have been noted in prior 1985 monthly reports as incurred. To recap, they are:

Labor charges,	\$ 3,780.
Installation,	8,849.
Re-roofing, Morgan Building patio	<u>10,395.</u>
Interior painting	\$23,024.

-over-

September 24, 1985

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Page 2
2nd Con. Program
Activities for the
elderly

Regular meeting of the Board of Managers of the San Francisco Ladies' Protection Relief Society was called to order at 10:35 a.m. on September 24, 1985 by the President, Mrs. Frank Abbott, III.

MEMBERS PRESENT

Cooper and Mesdames Abbott, Applegarth, Bruns, Gallatin, Hall, Hall, Jr., Protection
Miltquist, Jordan, LeFevre, Leonards, Mustacchi, O'Shea, Pinkham, Scott,
Stackhouse, Stark, and von der Lieth.

MEMBERS ABSENT

Jess Avenali, Bates, Dodge, Kelly, and Reinecke.

PRESENT

Mirla Long, Assistant Administrator.

STEW

was moved, seconded and carried (Mrs. Gallatin, Mrs. Leonards) that the minutes of
July 21, 1985 be accepted as mailed.

RESPONDING SECRETARY

Schiller, Corresponding Secretary, read a letter of resignation from the Board
of Managers from Mrs. Joseph I. Kelly. It was moved, seconded and carried (Mrs.
Kelly, Mrs. Mustacchi) to accept her resignation with regret.

Leonards read a letter of appreciation from Dr. Henderson and his family for
yard and donation to the Kevin Collins Missing Children's Fund which was made
to the Board of Managers in memory of his daughter, Janet Henderson.

Hillier read the list of donations made since the last meeting as follows: 1) Mrs.
Beth Falk, a crystal serving plate; 2) Miss Dorothy Casavant, a framed oil
painting of two children; 3) Mrs. George Rochford, a recliner chair; 4) Mrs. Edith
Jr., an architect table; 5) Miss Dorothy Casavant, one new brass swing arm floor
fan; 6) Mrs. Betty Roemer, book donation to the library; 7) Mrs. Maude K. Swingle,
book donation to the library; 8) Miss Angela Healey, book donation to the library;
9) Mrs. Mary Clawson, book donation to the library.

ILLUSTRATOR'S REPORT

Distributed report.

VISITORS COMMITTEE

It was moved, seconded and carried (Mrs. Gallatin, Mrs. Scott) to accept Mrs. Helen
Spring and Miss Angela Healey as permanent residents of The Heritage.

FEDERAL NUTRITION PROGRAM

Miltquist, Chairman, reported on her September 20th visit to the Pine Street
House of Self Help for the Elderly and to the Mei Lun Yuen kitchen. She gave an
informative description of the Federal Nutrition Program and her tour of the above
sites. A written report will be attached to the minutes with a copy sent to Mr.
Head.

Mrs. Abbott attended the Self Help for the Elderly Fundraising dinner on
September 5, 1985. Mrs. Abbott reported on this well attended event.

FOOD COMMITTEE

Gallatin, Chairman, reported on the monthly meeting of the Food Committee.
New ideas were discussed including the placing of orange juice on resident
tables at 8:00 a.m. so that it will be the proper temperature for Sunday dinner so that
the meal at 8:30 a.m. and requiring 24 hour notice of guests for food for the meal.
Kitchen has ample time to order and prepare required amounts of food for the meal.
Gallatin announced that Tony Lawrence has been given the new title of Waitress for the
Supervisor which is more reflective of his present duties at the Heritage for the
discussion about the possibility of adding a new part-time waiter/waitress.

Tony is not present in
the dining room.

In discussion, it was agreed that the next Residents' Tea will be on Thursday, October 5th from 3:00 - 4:00 p.m. Mrs. Gallatin will chair this event.

COMMITTEE

Chairman, reported that the annual pruning will take place on October 3rd with cleanup on Saturday morning, October 5th. She also stated that we are only having a problem with lawn moths which the gardener is spraying for.

CARE COMMITTEE

Co-Chairman reported on the presentation which was made by Spangler & Cooper, Co-Chairman of the September 12th Board of Trustees meeting. Three floor plans were presented with the Trustees choosing Plan I which places the new Activities Room adjacent to the existing Health Center. The following motion was passed at this meeting: "to proceed with architectural Phase II in the general direction of modified design and inclusion of written statement from architects of how construction will be performed without detriment impact to the continuing operation of The Health Center". Mrs. Abbott stated that she is very proud of the work that the Health Committee has performed in bringing to a successful close the first phase of planning for the renovation of the Health Center.

COMMITTEE

Scott, Chairman, summarized the recent projects of the House Committee which have included the reupholstering of 4 or 5 chairs, the cleaning of a wall tapestry, the lighting of the Theater Room, the completion of new chairback covers for the Dining Room and the Furniture Sale in August which netted \$719.00.

LANDSCAPE PLANNING COMMITTEE

Report.

MEETING COMMITTEE

Input.

In absence of Mrs. Reinecke, Chairman, Mrs. Abbott drew attention to the Board "Year Calendar" which fills September as a month for members to recommend three new candidates for Board membership to the Nominating Committee. In light of Ms. Kelly's resignation there will be at least one vacancy on the Board which will be filled for the 1986-87 Board year.

NOMINATION COMMITTEE

Report.

PEER RELATIONS COMMITTEE

Input.

Abbott reported that in the future this committee will be referred to as the "Resident Events and Public Relations Committee". Mrs. Abbott and Mrs. Stark have been discussing new ways to make The Heritage more visible to the public.

BUSINESS

Abbott reported that there will be a meeting on October 18th with Mrs. Ferguson and Caroline Drewes to discuss possible new methods of publicizing the Ferguson Fund. Several locations for another location for a different purpose were discussed. She and Mrs. Abbott reported that in this month's resident council meeting, Mrs. Abbott and Mrs. Stark have been discussing new ways to make The Heritage more visible to the public.

Friends is desirable.

Abbott reported that June Chan, our morning receptionist, was notified this morning that a donor is available for a kidney transplant, was notified this morning that a donor is available for a kidney transplant, was notified this morning that a donor is available for a kidney transplant, was notified this morning that a donor is available for a kidney transplant.

Abbott purchased the book "Gardens Are For People" by Thomas Marchland, titled by Grace Hall, as a gift from the Board of Managers to the residents.

Abbott summarized the business of the September 12th Board of Trustees meeting that due to prohibitive premiums, The Heritage has discontinued earthquake insurance coverage.

Abbott presented a gift of an enameled letter opener from the Board of Managers in honor of receiving her Administrator's license.

Maria Long, as a gift from the Board of Managers to the residents.

Abbott reported that June Chan, our morning receptionist, was notified this morning that a donor is available for a kidney transplant, was notified this morning that a donor is available for a kidney transplant, was notified this morning that a donor is available for a kidney transplant, was notified this morning that a donor is available for a kidney transplant.

ADJOURNMENT

As being no further business, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Dona Mustacchi

Dona Mustacchi
Meeting Secretary

SAN FRANCISCO LADIES' PROTECTION AND RELIEF SOCIETY
"The Heritage,"

3400 Laguna Street
San Francisco, California 94123

September 24, 1985

The Heritage Board of Managers and Board of Trustees

Federal Nutrition Program

Subject:

In August, I met with Annie Chung, Executive Director of Self-Help for the Elderly, Beverly Karnatz, Deputy Director, and Helen Yuen, nutritionist at the Self-Help site at 640 Pine Street.

I entered the dining room at this site and was introduced to the guests, who were dining on a fabulous lunch of beef and broccoli. The meals are brought from the kitchen at 940 Sacramento Street, so there is only a serving galley from the kitchen. Flatware is used instead of chopsticks because plates have been donated in lieu of bowls.

She then walked me to our kitchen site at 940 Sacramento, housed in the Mei Yuen housing project. There I met Danny Leong, the chief chef. He is very proud of the kitchen which boasts 3 ovens, 2 huge woks, one 4-burner stove, a giant walk-in freezer and a large storage room.

I explained that from 7:00 - 10:00 a.m., meals are prepared for an 11:00 a.m. dinner. The 4:00 dinner meals are prepared from 2:00 to 3:30. These meals are taken to the Pine Street site, to the Geen Mun dining room at 777 Stockton Street, and Phillipino meals are taken to Manila Town at 650 Commercial Street. Approximately 300 meals are served on site at noon and 160 meals are prepared for dinner at Jean Parker School (on Broadway between Powell and Mason) and for Manila Town. One hundred meals a day are prepared at The Heritage for those who are home-bound.

Then I walked around the corner from the Sacramento Street project to the Geen Mun dining room at 777 Stockton Street. There we discussed the financial arrangements for the guests. It is a Federal requirement that donations be deducted, so a small sign was posted that "donations would be appreciated." This donation is done completely anonymously, however 80¢-90¢ per meal is suggested. Self-Help collects about 45¢ per person per meal.

The Heritage's catering contract runs from July 1985 to June 30, 1986. The contract is for \$2.23 per meal and the actual cost is about \$3.75 per meal. The Mission on Aging and Self-Help for the Elderly make up the difference, sometimes through fund-raisers.

One of the nice things that The Heritage does, in addition to the items mentioned above, is a \$2,500 donation in meals for an annual Casino Night fund-raiser, and attendance fee per month for the use of the Sacramento Street kitchen, and attendance fee for the annual Self-Help fund-raising dinner.

Annie I talked with was so appreciative to The Heritage for it's quality

Happily submitted,

Julie B. Hall

9/25/85

food and nutritious menus. Helen and our food service director, Ron Duey, closely together to make the meals tasty and nutritious.

recent and not so recent figures for the Chinatown, Manila Town and Homeless projects are:

July 1985	—	12,945 total meals
August 1985	—	13,150 total meals
November 1985	-	12,455 total meals

and this fact-finding "mission" to be most rewarding and informative. Our Federal Nutrition assignment will be to visit the Manila Town project. That information will be forth-coming.

affectionately submitted,

Gary Hultquist
Chairman
General Nutrition Program Committee

sm

affectionately submitted,
Suzanne B. Hall
Suzanne B. Hall
1985

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF AUGUST, 1985**

	AUGUST	YEAR TO DATE
Resident Care Fees	\$60,143	\$478,043
Resident Patient Fees	5,890	58,010
Private Accommodation Fees	21,476	132,988
Resident Claims	-	18,902
Resident Cost Reimbursement	2,132	26,673
Resident Meals & Lodging	1,094	8,415
Resident Meals Fees	200	366,489
Resident Interest	26,043	73,377
Dividends & Interest on Security Sales	-	(3,250)
Agency Fee (Loss)	15,065	117,400
Net Income - Net Income & Requests	-	1,407
Net Income & Bequests	-	(2,306)
Net Income & Requests & Bequests	-	1,497
Net Income & Expense	132,719	1,277,345
TOTAL INCOME	132,719	1,277,345

OPERATING EXPENSE:	
Operating Service	48,359
Food & Lodging	23,583
Maintenance/Security/Gardens	8,823
Activities	228
Health Center & Resident Medical	50,937
Health & Adminstration	14,664
General & Administration EXPENSE	146,594
TOTAL OPERATING EXPENSE	<u>6,010</u>
DEPRECIATION	47,564
TOTAL EXPENSE	152,604
NET GAIN (LOSS)	(19,842)
BUDGET OPERATING EXPENSE (OVER) UNDER BUDGET	150,741
(4,147)	113

Average number of residents
Average number of private patients
Average number of patients
Per capita cost + depreciation
Per capita income - residents
Per capita income - other
Per capita gain (loss)

Per capita cost = operating expense less abatements and guest meals & lodging).

Per capita gain (loss) = medical cost reimbursement of subsidy claims, medical cost reimbursement of subsidy claims, medical cost reimbursement of subsidy claims.

Notes: unamortized balance of \$8,296. (This does not mean we

Accommodation fee revenue includes entry fee of resident who died this month. (This does not mean we "gained" on the contrary, the lifetime subsidy by The Heritage of this resident who was under our care 8 years amounted to \$27,678.)

Miscellaneous income of \$719. is the proceeds of the annual furniture sale.

Respectfully submitted,

Dorothy B. Hall
Dorothy B. Hall
8/18/85

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF JULY, 1985**

<u>INCOME</u>	<u>Care Fees</u>	<u>YEAR TO DATE</u>
Monthly Patient Fees	\$60,153	\$417,900
Private Accommodation Fees	5,890	52,120
Subsidy Claims	17,489	111,512
Subsidy Cost Reimbursement	1,046	18,902
Medical Meals & Lodging	2,542	24,541
Processing Fees	1,149	7,320
Dividends & Interest	100	500
Gain (Loss) on Security Sales	54,852	340,446
Agency Fee	73,377	73,377
HS Income - Net	15,095	(3,250)
Rentals & Bequests	150	102,336
Federal Nutrition Program Donation	-	1,407
Federal Income & Expense	(2,306)	(2,306)
Other Income	231,557	1,744,584

EXPENSE:

OPERATING EXPENSE:		
Food Service	50,532	339,921
Housekeeping	23,369	164,417
Maintenance/Security/Gardens	9,477	62,917
Activities	247	2,299
Health Center & Resident Medical	53,874	390,382
General & Administration	16,352	123,003
TOTAL OPERATING EXPENSE	153,851	1,062,939
DEPRECIATION	6,010	41,554
TOTAL EXPENSE	159,861	1,104,493
NET GAIN (LOSS)	71,696	20,091
BUDGET OPERATING EXPENSE (OVER) UNDER BUDGET	150,741 (3,110)	1,055,187 (27,752)
Average number of residents	112	
Average number of private patients	3	
Per capita cost + depreciation	1,279 + 53 =	1,332
Per capita income - residents		694
Per capita income - other		1,278
Per capita gain (loss)		640

*Per capita cost = operating expense less abatements: private patient fees
subsidy claims, medical cost reimbursement and guest meals & lodging.

13,377 gain on sale of securities resulted from sale of 1,671 shares
Cisco Brands.

Subsidy claim revenue of \$1,046. was received from the estate of Marle
Burgess.

Capital expenditures: \$484. new washing machine for the Health Center;
\$18. new refrigerator for the 4th floor Perry Building resident communal
area and \$5,286. for purchase of new telephone system.

Routine maintenance (items budgeted as capital expenditures but which
we originally planned to expense, and which we go, rather
than at year-end): \$2,400. for interior painting of the Morgan Build-
ing. From now on, these cash outlays will be expensed as we go, rather than wait-
ing at year end, so we see real bottom line each month, rather than waltz-
ing until year end. Our next budget report, for September, will expense
these items charged to Non routine maintenance for the first 8 months of 1985.

Fully submitted,

S. B. Hall
S. B. Hall

NOTES OF MEETING

July 23, 1985

ALL TO ORDER

The regular meeting of the Board of Managers of the Relief Society was called to order at 10:35 a.m. on July 23, 1985 at 3400 Linda Street, San Francisco, California by the Hon. Mrs. President, Mrs. Charles Hall.

BOARD MEMBERS PRESENT

Mrs. Cooper and Messdames Applegarth, Hallen, Bruns, Gallatin, Hall, Jr., Hiller, Jordan, Mustacchi, O'Shea and von der Blieb, Sjordan, Sherman, Stackhouse and Stark. Mrs. Abbott, on leave.

BOARD MEMBERS ABSENT

Messdames Avenali, Dodge, Hultquist, Kelly, Lepovitz, Leonard, Minkham, Reinecke, Scott, Sherman, Stackhouse and Stark. Mrs. Abbott, on leave.

STAFF PRESENT

Mr. Edward Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

NOTES

It was moved, seconded and carried (Mrs. Gallatin, Mrs. Jordan) that the minutes of June 25th be accepted as mailed.

RESPONDING SECRETARY

Ms. Hiller, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mrs. Frances Stacy, a donation in memory of Elizabeth Phillips; 2) Mrs. Mary Clawson, folding bamboo hanging shelves; and 3) Mrs. Charles Porter, a donation in memory of Marion Panerzato.

TREASURER'S REPORT

Mr. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of June, 1985. (See distributed report). It was moved, seconded and carried that the Treasurer's Report be accepted.

ADMINISTRATOR'S REPORT

He distributed report.

MISSIONS COMMITTEE

Mr. Jordan, Chairman, reported that the prospective resident who had originally chosen guestroom 310 as her room has since opted for 221, a room with afternoon tea and a view over the central garden. Currently rooms 328 and 222 are being shown to our waiting list. Vacant rooms 227 and 212 are being painted and prepared to be shown.

DIETETICAL NUTRITION PROGRAM

Mr. Report.

GARDEN COMMITTEE

Ms. Gallatin, Chairman, reported on the monthly meeting of the Food Committee. There was a written form attached to the weekly menu which will be distributed individually to the residents. They will have time to study the menu, and turn in the form in the week preceding today's meeting and had reviewed the 3 alternatives of the Scandinavian Dinner which was served last month was a great success.

SCANDINAVIAN COMMITTEE

Mr. Hall, Chairman, reported that the garden is functioning well.

HEALTH CARE COMMITTEE

Mr. Cooper, Chairman, reported that the committee had met with Spencer & Associates and the firm. There will be a meeting on August 9 with Mr. Cooper, Chairman, today's meeting and had reviewed the 3 alternatives of the Scandinavian Dinner which was served last month was a great success.

CARE COMMITTEE (continued)

and Department Heads will be in areas and the Feasibility Study which will be presented to the final opportunity input quarterly meeting on September 12th, be presented to the Board of Trustees

COMMITTEE

committee member, reported that there will be a Furniture Sale in the rates at The Heritage on Wednesday, August 14th. Residents are invited to their quarterly meeting on September 12th, be presented to the Board of Trustees at 9:00 a.m., staff at 10:00 a.m. and Board members at 11:00 a.m.

pedict commented that the kitchenettes in the Perry Building are being painted

new linoleum installed. The choice of Linoleum was referred to Mrs. Scott,

Chairman of the House Committee.

RANGE PLANNING COMMITTEE

report.

WITNESS COMMITTEE

report.

RENTION COMMITTEE

report.

SUPERVISOR, POLICIES AND PROCEDURES

report.

RESIDENTIAL EVENTS

report.

BUSINESS

von der Lieht reported on the July Residents' Council meeting. As requested he had asked council members for feedback on what they would like for the Resident which are given by the Board 3 or 4 times a year. Although alternates such cocktail parties were suggested as possibilities, the consensus was that Teas 1-4 p.m. were preferable and the opportunity to invite guests from the outside available.

SPK SPEAKER

Killeen, Director of Activities and Resident Relations gave a presentation on Activity Program and his work here at The Heritage.

MEMENT

being no further business the meeting was adjourned at 11:30 a.m.

petfully submitted,

Nero Mustacchi
Nero Mustacchi
Meeting Secretary

BOARD OF MANAGERS' MEETING

June 25, 1985

To Ordin
regular meeting of the
nurses' Society was called
at San Francisco, Calif.
at 10:35 a.m. on June 25, 1985 at 3400 Laguna
Court, San Francisco, Calif.

MEMBERS PRESENT

Managers of the San Francisco Ladies' Protection
Society were present. Mrs. Richard Leonards,
First Vice-president, Mrs. Richard Leonards,
and Messdames Avenali, Bates, Bruns, Gallatin, Hall, Jr., Hiller, Jordan,
Lafevere, Leonards, Mustacchi, O'Shea, Stackhouse, and von der Lieth.

MEMBERS ABSENT

Mrs. Aglighard, Dodge, Hall, Hultquist, Pinkham, Reinecke, Scott, Sherman, and
Sims, On leave, Mrs. Abbott.

MEMBERS PRESENT

Sister Benedict, Administrator, and Ms. Maria Long, Assistant Administrator.

MOTION
That motion, seconded and carried (Mrs. Avenali, Mrs. von der Lieth) that the
minutes of June 25, 1985 be approved as mailed.

RESPONDING SECRETARY

Motion, Corresponding Secretary, read the list of donations made since the
last meeting as follows: 1) Mrs. Frances Stacy, in memory of Miss Elizabeth Phillips;
2) Mrs. Mary Clawson, folding bamboo hanging shelves; and 3) Mrs. Julia G. Porter,
in memory of Marion Panerazio.

TREASURER'S REPORT

Motion, Jr., Treasurer, presented the Report of the Finance Committee for the
month of May, 1985. (See distributed report). It was moved, seconded and carried
that motion, Mrs. Jordan) to accept the Treasurer's Report as presented.

DIRECTOR'S REPORT

Motion, distributed report.

Motion, I had noted with regret the deaths of Miss Elizabeth Phillips, Mr. Walter Cantor,
Mrs. Marie Burgess, and Miss Margaret Mundy.

MISSIONS COMMITTEE

Motion, was moved, seconded and carried (Mrs. LeFevre, Mrs. Hall, Jr.) to accept
the decision of permanent residents of The Heritage
to notify these residents of this decision will be written on the 90th
day of their probation period, June 26, 1985 and June 29, 1985 respectively.

Motion, Jordan, Chairman, noted that our current double guest room, 310, has been
applied for occupation as a residential room by an applicant on our waiting list
subject to final medical approval.

HEALTH NUTRITION PROGRAM

Motion, Report.

COMMITTEE

Motion, Report.

EDUCATION COMMITTEE

Motion, Report.

WELL CARE COMMITTEE

Motion, Cooper, Co-Chairman reported that the June 13th meeting which was held with
Barbara Brookshire, Director of Activities and Resident Relations,
Health Care Committee members, and Associates, Health Care Committee members and Resident Relations,
Dr. John Killeen, Director of Activities and Resident Relations,

Marla Long, and Mr. Benedict was successful in providing the opportunity for an exchange of ideas and a prioritizing of the original 17 recommendations. Spencer and Associates is now preparing the design study and should have conceptual sketches together with a clearer idea about cost and construction time ready for a meeting scheduled for June 27th. Board members expressed concern about informing the residents about this project. Mr. Benedict stated that the Heritage Happenings has mentioned the renovation/addition feasibility study for the Health Center. It was agreed that it would be helpful to contact the Residents' Executive Council with information regarding the project if plans proceed for actual construction.

HOUSE COMMITTEE

Mrs. Bates, Co-Chairman, reported that there would be a meeting of the House Committee on Thursday, June 27th at 9:30 a.m. at The Heritage.

LONG RANGE PLANNING COMMITTEE

No Report.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

No Report.

PERSONNEL, POLICIES AND PROCEDURES

Mrs. Avenali, Chairman, reported that the committee is currently in the process of collecting and organizing existing policy statements into a single book for easy reference.

SPECIAL EVENTS

No Report.

OTHER BUSINESS

Mrs. Avenali and Mrs. von der Liéth, Board representatives at the Residents' Executive Council meeting on June 11th, reported that they were very pleased with the caring attitude about their fellow residents which was expressed by council members. General appreciation for life at The Heritage was also voiced.

Mrs. Leonards reported that the Board of Managers' Annual Calendar has been completed by Ms. Long, Mrs. Reinecke, and Mrs. McDaniel, Advisory Council member. It will be available at the front desk today and will be mailed along with the minutes for those who do not get a copy.

There was discussion regarding the Residents' Teas which have traditionally been held four times a year on the afternoon after the Board of Managers' monthly meeting and luncheon. Alternatives for times and types of food to be served were mentioned. It was agreed to discuss the Residents' Teas at further length at the July Board of Managers meeting and in the interim to ask the opinion of the Residents' Council.

Mrs. Leonards reported that the fact sheet and cover letter which will be circulated to those who have been interested in the Ferguson grant, has been drafted and cleared through our lawyers. At the request of the Board, both the fact sheet and letter were read at the meeting.

Mrs. Leonards referred to the roster and committee list for the Board of Managers which was mailed with the May minutes. She asked to be notified as soon as possible of any corrections or omissions to this list.

Mrs. Leonards announced that although no formal dues are charged to Board members, donations to help cover incidental expenses such as lunch are appreciated.

Mrs. Leonards reminded Board members that there will be no regular Board of Managers meeting in August. The only committee that will continue to meet will be the Admissions Committee on the first Tuesday of the month.



Board of Managers' Meeting
June 25, 1985

Page Three

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:40 a.m.
Respectfully submitted,

Dora Mustacchi

Mrs. Piero Mustacchi
Recording Secretary

ZK:ml

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF MAY, 1985**

INCOME

	<u>MAY</u>	<u>YEAR TO DATE</u>
Monthly Care Fees	\$61,356	\$297,786
Private Patient Fees	5,825	40,530
Accommodation Fees	12,644	68,437
Subsidy Claims	-	17,856
Medical Cost Reimbursement	3,688	17,846
Guest Meals & Lodging	969	5,251
Processing Fees	-	400
Dividends & Interest	36,338	195,078
Gain (Loss) on Security Sales	-	(195)
HHS Agency Fee	-	-
Rental Income - Net	14,923	72,208
Donations & Bequests	10	1,222
Federal Nutrition Program Donation	-	(2,306)
Other Income	-	65
TOTAL INCOME	135,753	714,178

EXPENSE

OPERATING EXPENSE:		
Food Service	\$48,428	\$241,703
Housekeeping	21,496	118,311
Maintenance/Security/Gardens	8,848	44,634
Activities	190	1,605
Health Center & Resident Medical	55,531	273,841
General & Administration	17,915	91,012
TOTAL OPERATING EXPENSE	152,408	771,106
DEPRECIATION	6,010	29,534
TOTAL EXPENSE	158,418	800,640
NET GAIN (LOSS)	(22,665)	(86,462)
BUDGET OPERATING EXPENSE	150,741	753,705
(OVER) UNDER BUDGET	(1,667)	(17,401)

Average number of residents	116
Average number of private patients	3
Per capita cost + depreciation	1,223 +52 = 1,275
Per capita income - residents	638
Per capita income - other	442
Per capita gain (loss)	(195)

"Per capita cost = operating expense less abatements: private patient fees",
"subsidy claims, medical cost reimbursement and guest meals & lodging".

Notes

1. Our final payment for the 1984 audit was made this month, a large part of why we are over budget in Year To Date Operating Expense. This year-to-date variance will diminish each month. Total audit cost was within \$180. of our budget amount.
2. Capital expenditures: New shampoo chair and table for the Beauty Shop - \$507. Preliminary work on the re-roofing project (cutting of concrete on the Morgan Building balcony) - \$300.

Respectfully submitted,

Barbara B. Hall

Barbara B. Hall
6/25/85

BOARD OF MANAGERS' MEETING

May 28, 1985

ALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on May 28, 1985 at 3400 Laguna Street, San Francisco, California by the First Vice-President, Mrs. Richard Leonards.

BOARD MEMBERS PRESENT

Miss Cooper and Mesdames Applegarth, Avenali, Bates, Bruns, Dodge, Gallatin, Hall, Hall, Jr., LeFevre, Leonards, Reinecke, Scott and von der Leith.

BOARD MEMBERS ABSENT

Mesdames Abbott, Hiller, Hultquist, Jordan, Kelly, Mustacchi, O'Shea, Pinkham, Sherman, Stackhouse and Stark.

STAFF PRESENT

Mr. Edward Benedict, Administrator and Ms. Marla Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Avenali, Mrs. Hall) that the minutes of April 23, 1985 be approved as mailed.

CORRESPONDING SECRETARY

In the absence of Mrs. Hiller, Corresponding Secretary, Mrs. Applegarth read the list of donations made since the last meeting as follows: 1) Mr. & Mrs. Walter Leach, an Easter Lily for the chapel; 2) Mrs. James Keesling, Jr., book donation to the library; and 3) Mrs. Louise Nixon, book donation to the library.

MEASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of April, 1985. (See distributed report). It was moved, seconded and carried (Mrs. Gallatin, Mrs. Avenali) to accept the Treasurer's Report as presented.

Mrs. Hall stated that the Finance Committee will meet at 11:00 a.m. on the third Tuesday of the month in June and July.

The Finance Committee recommended that the already approved interior painting of The Heritage include the rest of the second floor Morgan building and stairway to the first floor. Also recommended was that bids be obtained to provide magnetic closers for the Perry building fire doors. It was moved, seconded and carried (Mrs. Scott, Mrs. Gallatin) that these recommendations be approved as stated.

ADMINISTRATOR'S REPORT

See distributed report.

The Board noted with regret the death of Miss Berthe D'Aubigny.

Ms. Long requested Board approval for vacant resident room 328 and current double guest room 310 to be shown concurrently to prospective waiting list applicants. If room 310 is selected for residency, 328 will become the new double guest room. It was moved, seconded and carried (Mrs. Avenali, Mrs. Sherman) to approve this request.

ADMISSIONS COMMITTEE

No Report.

FEDERAL NUTRITION PROGRAM

No Report.

Mrs. Reinecke drew attention to a recent newspaper article about an award which was given to the Perry building project.

proach to the substitutions which are offered to residents in the Dining Room. weekly menu will be available at the table with a form to mark substitution guests on.

RESIDENTS COMMITTEE

Mrs. Hall, Chairman, reported that on Saturday, May 18th, 5 flowering eucalyptus trees which were provided and partially paid for by San Francisco Friends of the Redwood Forest were planted along Bay Street next to our parking lot. She stated that Mrs. Henderson had been consulted regarding potential allergy difficulties for our residents. He gave his approval for the flowering eucalyptus. She also commented that more plants have been added to the Residents' Cutting Garden.

HEALTH CARE COMMITTEE

Mrs. Cooper, Co-Chairman, gave a history of the renovation-addition project for the benefit of new Board members. She reported that there will be a meeting on June 13 with Spencer Associates which is designed to be a workshop to discuss staff feedback regarding the recommendations which have been made for renovations or additions to the Health Center.

HOUSING COMMITTEE

No Report.

NOMINATING COMMITTEE

No Report.

ORIENTATION COMMITTEE

Mrs. Gallatin, Chairman, announced that there will be an orientation meeting at 1:30 p.m. for new members of the Board of Managers and Board of Trustees. This meeting will take approximately one hour and anyone who would like to attend is welcome.

PERSONNEL, POLICIES & PROCEDURES

No Report.

SPECIAL EVENTS

Mrs. Leonards stated that Board members are invited to attend an all-Gershwin concert by pianist, Mrs. Evans at The Heritage on June 16th at 2:00 p.m. A wine and cheese reception will follows.

OTHER BUSINESS

Mrs. Leonards reported that Mrs. Abbott, President, will be on leave from the Board of Managers until September. Mrs. Leonards, First Vice President, will function as Acting President during this time.

Mrs. Leonards asked new members to sign-up for the committee of their choice on a sheet which will be available immediately following the meeting.

Mrs. Leonards reported on a meeting which was held regarding the Ferguson restricted donation on May 20th at The Heritage. Mrs. Ferguson, Mrs. Stackhouse, Mrs. Leonards, Mr. Long and Mr. Benedict were in attendance. Plans were made to develop a fact sheet about the gift and a cover letter which would be circulated to those who have been interested in the donation and future referral sources.

It was moved, seconded and carried (Mrs. Reinecke, Mrs. Gallatin) that August be declared vacation month this year. The Admissions Committee will meet on the first Tuesday of August.

Committee chairmen from the standing committees of the Board of Managers gave descriptions of their committees.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:55 a.m.



**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF APRIL 1985**

INCOME

	<u>APRIL</u>	<u>YEAR TO DATE</u>
Monthly Care Fees	60,003.	236,430.
Private Patient Fees	5,765.	34,705.
Accommodation Fees	19,306.	55,793.
Subsidy Claims	17,856.	17,856.
Medical Cost Reimbursement	887.	14,159.
Guest Meals & Lodging	1,081.	4,281.
Processing Fees	-	400.
Dividends & Interest	40,248.	158,740.
Gain (Loss) on Security Sales	(195.)	(195.)
IRS Agency Fee	-	-
Rental Income - Net	14,842.	57,285.
Donations & Bequests	-	1,212.
Federal Nutrition Program Donation	-	(2,306.)
Other Income	-	65.
TOTAL INCOME	159,793.	578,425.

EXPENSE

OPERATING EXPENSE:

Food Service	48,972.	193,274.
Housekeeping	23,376.	96,815.
Maintenance/Security/Gardens	8,901.	35,786.
Activities	376.	1,415.
Health Center & Resident Medical	54,326.	218,310.
General & Administration	23,809.	73,097.
TOTAL OPERATING EXPENSE	159,760.	618,697.

DEPRECIATION

TOTAL EXPENSE	165,770.	642,221.
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NET GAIN (LOSS)	(5,977.)	(63,796.)
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BUDGET OPERATING EXPENSE	150,741.	602,964.
(OVER) UNDER BUDGET	(9,019.)	(15,733.)

Average number of residents 115
Average number of private patients 3

Per capita cost + depreciation 1,167 + 52 = 1,219.

Per capita income - residents 690.

Per capita income - other 477.

Per capita gain (loss) (52.)

Per capita cost = operating expense less abatements: private patient fees,
subsidy claims, medical cost reimbursement and guest meals & lodging).

Notes to April, 1985 Budget Report

1) Accommodation fee revenue includes \$7,065. unamortized balance of entry fee of Elizabeth Curran who died last month.

2) Subsidy claim income of \$17,856. was received from the estate of Nancy Carpenter who died May, 1982.

3) \$195. loss on sale of securities is the difference of book value and liquidation proceeds of a stock of a company in liquidation received as part of a bequest several years ago.

4) Our average in 1-month operating expense in April is due to progress payment to Fox & Co., our CPA firm, of \$8,825.

Continued - over

Report of the Finance Committee
April 1985
Page Two

- 5) A "Non-routine Maintenance" account has been established this month to include either 1) expense relating to a prior year, or 2) items we budgeted this year as capital expenditures but which Fox & Co. have now instructed us to charge to current year operating expense.

Any such expenditures will be itemized each month in the Notes section of this report, as we do with capital expenditures, but will not be shown as operating expense until the December report. This way the monthly budget report presentation will be consistent with our 1985 expenses as budgeted.

- In April, 2 expenditures occurred in this category: 1) Interior painting in the Morgan & Perry Buildings - \$7,500. and 2) Labor charges for 1984 installation of dining room and first floor carpeting - \$3,780.

- 6) Capital expenditure: \$741. for installation of the new telephone system. The system is being leased for 3 months with purchase planned thereafter.

Respectfully submitted,

Barbara B. Hall
Barbara B. Hall
5/28/85

BOARD OF MANAGERS' MEETING

April 23, 1985

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. on April 23, 1985 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Miss Cooper and Mesdames Abbott, Dodge, Hall, Hiller, Jordan, LeFevre, Leonards, McDaniel, Miller, Mustacchi, Reinecke and Stark.

BOARD MEMBERS ABSENT

Mesdames Avenali, Bates, Gallatin, Hall, Jr., Hultquist, Ilg, Kelly, Pinkham, Scott, Sherman and Stackhouse.

STAFF PRESENT

Mr. Edward Benedict, Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Hall, Mrs. Stark) that the minutes of March 26, 1985 be approved as mailed.

RESPONDING SECRETARY

Mrs. Dodge, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mr. & Mrs. Walter Leach, an Easter Lilly for the Chapel; 2) Mrs. James Keesling, Jr., book donation to the library; and 3) Mrs. Louise Nixon, book donation to the library.

TREASURER'S REPORT

Mrs. LeFevre, Assistant Treasurer, presented the Report of the Finance Committee for the month of March, 1985. (See distributed report). It was moved, seconded and carried (Mrs. Jordan, Mrs. Leonards) to accept the Treasurer's Report as presented.

ADMINISTRATOR'S REPORT

No distributed report.

ADMISSIONS COMMITTEE

No Report.

FEDERAL NUTRITION PROGRAM

Mrs. McDaniel, committee member, noted that initial planning is underway regarding the Self Help for the Elderly program next year. We have been asked to add a Filipino meal project to the program.

FOOD COMMITTEE

Mrs. Mustacchi, committee member, reported on the monthly meeting of the Residents' Food Committee. It was a positive interchange involving residents, board members, and Ron Duey, Food Service Manager.

HERITAGE COMMITTEE

Mrs. Hall reported on progress in the cutting garden. The Heritage will cooperate with the San Francisco Friends of the Urban Forest in planting five trees on our Bay Street side.

HEALTH CARE COMMITTEE

Mrs. Leonards spoke on behalf of her Ad Hoc Committee for renovation of the Health Center. Five architectural firms met with the committee in early April. Proposals were solicited for implementation of recommendations for improvement of the Health Center. Proposals were received from the following: Gunnar Anderson; Anshen & Allen; Hardison, Komatsu, Ilvelich, & Tucker; George Livermore

Board of Managers' Meeting
April 23, 1985

Page Two

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Associates; and Spencer Associates. Proposals were to be evaluated after the meeting and recommendations made to the Board of Trustees regarding final selection.

HOUSE COMMITTEE

No Report.

NOMINATING COMMITTEE

Background information on nominees to the Board of Managers was noted and discussed.

OTHER BUSINESS

Mrs. Abbott will send to Mrs. Gallatin information received from C.A.H.A. regarding orientation of new members.

Mrs. Stark noted that preparation had been made for the residents' tea scheduled that afternoon.

Contacts have been made but there has not been further progress on selecting a recipient of the Ferguson gift.

Mrs. Abbott reported that Mr. Sam Arnold had resigned from the Board of Trustees and that Mr. Morshead had requested suggestions from the Board of Managers. Several potential candidates were proposed, many of whom were professional women.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Donna S. Abbott

Mrs. Frank Abbott, III
President
(in the absence of Mrs. Gary Hultquist, Recording Secretary)

DSA:ml

BOARD OF MANAGERS' MEETING
March 26, 1985

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on March 26, 1985 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Mesdames Abbott, Bates, Dodge, Gallatin, Hall, Hall, Jr., Hiller, Hultquist, Jordan, LeFevre, Leonards, McDaniel, Miller, Reinecke, Sherman and Stackhouse.

BOARD MEMBERS ABSENT

Miss Cooper and Mesdames Avenali, Ilg, Kelly, Mustacchi, Pinkham, Scott and Stark.

ADVISORY COUNCIL MEMBERS PRESENT

Mesdames Ferguson, Finley, Logan, Metcalfe, Nigh, Nishkian, Richards and Vermilya.

STAFF PRESENT

Mr. Edward Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. LeFevre, Mrs. Hall, Jr.) that the minutes of February 26, 1985 be accepted as mailed.

RESPONDING SECRETARY

Mrs. Dodge, Corresponding Secretary, read the list of donations made since the last meeting as follows: 1) Mrs. Mae Oba, a framed poster; and 2) Mr. and Mrs. Ralph Foyer, one arm chair.

TREASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of February, 1985. (See distributed report). It was moved, seconded and carried (Mrs. Leonards, Mrs. Hall) to accept the Treasurer's Report as presented.

ADMINISTRATOR'S REPORT

Distributed report.

MISSIONS COMMITTEE

Mr. Jordan, Chairman, reported that several residents have shown interest in moving into the suite in response to the Board's decision at their February meeting to make it available to a single resident who would pay an additional entrance fee and adjusted monthly fee. The deadline to contact administration about interest in the suite is March 27th. An announcement about who will be moving into apartment 412 will be made at this time.

GENERAL NUTRITION PROGRAM

Report.

FOOD COMMITTEE

Mrs. Gallatin, Chairman, reported on the monthly meeting of the Food Committee stating that Ron Duey, our new Food Service Director, is fitting most comfortably into his position. A tray of types of breads that will be made available to the residents was brought to the meeting.

GARDEN COMMITTEE

No Report.

HEALTH CARE COMMITTEE

Mrs. Leonards, Chairman, reported that she and Miss Cooper presented the Health Care Committee Report to the Board of Trustees at their March 21st meeting. After discussion, the Board of Trustees voted to form an Ad Hoc Committee whose function it would be to develop a proposal for presentation to architects who would submit preliminary proposals to this committee. The members of the Ad Hoc Committee for Renovation of the Health Center are as follows:

Dr. James Bennington, Miss Laura Cooper, Mrs. Charles E. Hall, Mrs. James L. Hall, Jr., Mrs. Allan LeFevre, Mrs. Robert Sherman and Mrs. Richard Leonards, Chairman. Advisory members of this committee will be Mrs. Frank Abbott, III, Mr. Edward Benedict, Dr. John Henderson, Mrs. William H. Nigh and Mrs. Patricia K. Scott.

HOUSE COMMITTEE

No Report

NOMINATING COMMITTEE

Mrs. Reinecke, Chairman, presented the following slate of nominations for the Board of Managers 1985-86:

Mrs. Frank Abbott, III	Mrs. James Jordan
Mrs. Jerrold Applegarth	Mrs. Joseph I. Kelly
Mrs. Peter Avenali	Mrs. Allan D. LeFevre
Mrs. Richard J. Bates	Mrs. Richard Leonards
Mrs. David Bruns	Mrs. Piero Mustacchi
Miss Laura Cooper	Mrs. Barbara O'Shea
Mrs. George W. Dodge	Mrs. David J. Pinkham
Mrs. Walter Gallatin	Mrs. Robert Reinecke
Mrs. Charles E. Hall	Patricia K. Scott
Mrs. James Lowe Hall, Jr.	Mrs. Robert Sherman
Mrs. Robert Hiller	Mrs. Phillips Stackhouse
Mrs. Gary Hultquist	Mrs. Charles B. Stark, Jr.
	Mrs. Robert von der Lieth

Mrs. Reinecke presented the following slate of officers for the Board of Managers for 1985-86:

President	Mrs. Frank Abbott III
First Vice-President	Mrs. Richard Leonards
Second Vice-President	Mrs. Charles Hall
Treasurer	Mrs. James Lowe Hall, Jr.
Assistant Treasurer	Mrs. Laura Cooper
Recording Secretary	Mrs. Piero Mustacchi
Corresponding Secretary	Mrs. Robert Hiller

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF FEBRUARY 1985**

<u>INCOME</u>	<u>FEBRUARY</u>	<u>YEAR TO DATE</u>
Monthly Care Fees	58,786.	
Private Patient Fees	8,820.	117,462.
Accommodation Fees	11,307.	19,365.
Subsidy Claims	24,955.	
Medical Cost Reimbursement	968.	
Guest Meals & Lodging	1,104.	7,670.
Processing Fees	2,338.	
Dividends & Interest	200.	
Gain (Loss) on Security Sales	22,005.	67,437.
IMS Agency Fee	-	-
Rental Income - Net	13,949.	28,716.
Donations & Bequests	830.	1,212.
Federal Nutrition Program Donation	-	-
Other Income	-	-
TOTAL INCOME	117,769.	269,355.

<u>EXPENSE</u>		
OPERATING EXPENSE:		
Food Service	44,392.	92,255.
Housekeeping	23,585.	48,780.
Maintenance/Security/Gardens	9,200.	18,391.
Activities	290.	678.
Health Center & Resident Medical	48,800.	107,356.
General & Administration	14,812.	29,888.
TOTAL OPERATING EXPENSE	141,079.	297,348.
DEPRECIATION	5,752.	11,505.
TOTAL EXPENSE	146,831.	308,853.
NET GAIN (LOSS)	(29,062.)	(39,498.)

BUDGET OPERATING EXPENSE	150,741.	301,482.
(OVER) UNDER BUDGET	9,662.	4,134.

Average number of residents	114
Average number of private patients	5

*Per capita cost + depreciation	1142 + 50	= 1,192.
Per capita income - residents		615.
Per capita income - other		322.
Per capita gain (loss)		(255.)

*Per capita cost = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging).

Notes:

- 1) Donations & Bequests represents \$770. from the Amasa Willey Trust and \$60. from the Elizabeth Tittle Trust.
- 2) Capital expenditure: \$1,856., furniture for the Director of Nursing Services' office.

Respectfully submitted,

Barbara B. Hall

Barbara B. Hall
2/26/85

Mrs. Reinecke presented the following members of the Board of Managers to serve on the Board of Trustees for 1985-86:

Mrs. Frank Abbott III	Mrs. Richard Leonards
Mrs. James Lowe Hall, Jr.	Mrs. Robert L. Reinecke

Mrs. Nishkian, Chairman of the Advisory Council presented the nominations which had been approved by the Nominating Committee of the Board of Managers for membership on the Advisory Council for 1985-86 as follows:

Mrs. John Parr Cox	Mrs. William Nigh
Mrs. A. Barlow Ferguson	Mrs. Byron Nishkian
Mrs. Knox H. Finley	Mrs. Charles Porter
Mrs. Jack Logan	Mrs. J.P. Rettemayer
Mrs. David J. McDaniel	Mrs. Victor Richards
Mrs. Lawrence Metcalf	Mrs. Walter Schilling
Mrs. Kendrick Miller	Mrs. Robert Vermilya
	Mrs. Robert Wert

Mrs. Nishkian presented the following officers for the Advisory Council for 1985-86 as approved by the Nominating Committee of the Board of Managers:

Chairman	Mrs. Knox Finley
Vice Chairman	Mrs. Byron Nishkian

It was moved, seconded and carried (Mrs. Sherman, Mrs. Hall) to accept the 1985-86 slates as presented.

ORIENTATION COMMITTEE

Mrs. Gallatin, Chairman, stated that new Board members would be oriented by the Orientation Committee after the May Board of Manager meetings.

OTHER BUSINESS

Mrs. Abbott reminded Board Members that there would be a Residents' Tea following the Board meeting at 2:00 p.m.

Mrs. Abbott reported on the Board of Trustees meeting that was held on March 21st. She stated that it had worked out very well to have luncheon with the Trustees preceding the meeting in the Heritage Dining Room.

Mrs. Abbott reported on the restricted gift which was given to the Heritage by Bettye and Barlow Ferguson stating that we have had responses from two individuals who were interested in potentially applying to the Heritage under the guidelines of this gift.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Polly Hultquist
Mrs. Gary Hultquist
Recording Secretary

PH:jon

BOARD OF MANAGERS' MEETING
February 26, 1985

CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:35 a.m. on February 26, 1985 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Miss Cooper and Mesdames Abbott, Bates, Dodge, Gallatin, Hall, Hall, Jr., Hiller, Hultquist, Jordan, Kelly, LeFevre, Leonards, McDaniel, Miller, Stackhouse, and Stark.

BOARD MEMBERS ABSENT

Mesdames Avenali, Ilg, Mustacchi, Pinkham, Reinecke, Scott, and Sherman.

STAFF PRESENT

Mr. Edward Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Leonards, Mrs. Bates) that the minutes of January 22, 1985 be accepted as mailed.

CORRESPONDING SECRETARY

Mrs. Dodge, Corresponding Secretary, read the report of donations made since the last meeting as follows: 1) Mrs. M. K. Swingle, a metal typewriter stand; 2) Mr. Alan Smith, book donation to the library; 3) Mrs. Bernice Springer, book donation to the library; and 4) Dr. Karl Pelkan, book donation to the library.

TREASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the month of January, 1985. (See distributed report). It was moved, seconded and carried (Mrs. Miller, Mrs. Gallatin) to accept the Treasurer's Report as presented.

Mrs. Hall, Jr. presented the recommendation of the Finance Committee that the suite 412, which has remained vacant for more than 6 months, be offered to a current Heritage resident. It was moved, seconded and carried (Mrs. Gallatin, Mrs. Miller) to approve the above recommendation noting that should a current resident take the room their entrance and monthly fees will be adjusted.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

It was moved, seconded and carried (Mrs. Gallatin, Mrs. Hall) that Mrs. Nancy Storm and Mrs. Caroline Curry be accepted as permanent residents of The Heritage.

There was discussion regarding the possibility of allowing residents to make room changes for other than medical reasons after they move in.

FEDERAL NUTRITION PROGRAM

In the absence of Mrs. Ilg, Chairman, Mrs. McDaniel, committee member, stated that the Federal Nutrition Program continues to run smoothly. She and Mrs. Abbott visited the Self Help for the Elderly offices on February 19th.

Mr. Benedict commented that costs for the Federal Nutrition Program were higher this month than our contract rate. Costs were lower, however, in January. We will continue to closely observe accumulative costs throughout the year.

FOOD COMMITTEE

Mrs. Gallatin, Chairman, reported that Joshua Joshua, our Food Service Director, has been promoted and will be leaving The Heritage this month. He is training the new Food Service Director, Ron Duey, who attended the Food Committee meeting this morning.



Board of Managers' Meeting
February 26, 1985

Page Two

Mrs. Gallatin stated that membership on the Food Committee has changed with the beginning of the 1985 Resident Council year. The new committee is well organized and they are finding the use of the suggestion box helpful.

HEALTH CARE COMMITTEE

Mrs. Leonards, Chairman, stated that the Health Care Committee Report had been mailed to all members of the Board of Managers. She passed out a list of recommendations that were made by Board members in response to this report. After discussion, it was moved, seconded and carried (Mrs. Hall, Jr., Mrs. LeFevre) that the Health Care Committee Report be presented to the Board of Trustees for their approval and recommendation to proceed with the hiring of an architect for initial plans. Mrs. Abbott thanked the Health Care Committee and the Long Range Planning Committee for their hard work in preparing this study.

HOUSE COMMITTEE

No Report.

NOMINATING COMMITTEE

In the absence of Mrs. Reinecke, Chairman, Mrs. Hall, Jr. stated that any recommendations for nomination to the Board of Managers for 1985-86 should be made immediately.

ORIENTATION COMMITTEE

No Report.

SPECIAL EVENTS COMMITTEE

Mrs. Stark, Chairman, read a thank you note from Mrs. Baxt, resident, for the Health Center Christmas Party.

It was agreed that the next Residents' Tea, to be chaired by Mrs. Stark, would be held on the afternoon of the March Board meeting. A sign-up sheet for this event was passed around.

OTHER BUSINESS

Mrs. Abbott reported that a luncheon was held on February 20th to discuss the restricted gift which was made to The Heritage by Bettye and Barlow Ferguson. The guests who attended were Dr. Jess Shenson, Mr. James Schwabacher, Ms. Alice Cunningham and Mrs. David Pratt. She read a note from Dr. Shenson expressing his appreciation for being invited to the luncheon. Mrs. Abbott also stated that she has called on several members of the Advisory Council for assistance in this endeavor. They have been most kind and generous in their help.

Mrs. Abbott announced that committee chairmen should be working on their annual written reports which are due at the April meeting of the Board of Managers.

Mrs. Abbott reported on the February Residents' Council meeting. Mrs. Brookshire, Director of Nursing Services, and Trudy Keltz, Nurse Practitioner, had been invited to this meeting to discuss a recent concern of the residents regarding available bed space in the Health Center. Mrs. Abbott thanked Mr. Benedict for his decisive handling of this situation.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Polly Hultquist

Mrs. Gary Hultquist
Recording Secretary

Final

REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF JANUARY 1985

COM

	JANUARY
Monthly Care Fees	58,676
Private Patient Fees	10,545
Accommodation Fees	13,649
Subsidy Claims	-
Medical Cost Reimbursement	-
Guest Meals & Lodging	6,703
Processing Fees	1,233
Dividends & Interest	200
Gain (Loss) on Security Sales	45,432
IS Agency Fee	-
Mental Income - Net	-
Bequests & Donations	14,766
Federal Nutrition Program Donation	382
Other Income	-
TOTAL INCOME	151,586

EXPENSE

OPERATING EXPENSE:

Food Service	47,862.
Custodial/Cleaning	25,195.
Maintenance/Security/Gardens	9,192.
Activities	388.
Health Center & Resident Medical	58,555.
General & Administration	15,076.
TOTAL OPERATING EXPENSE	156,268.

DEPRECIATION

TOTAL EXPENSE 162,020.

NET GAIN (LOSS) (10,434.)

**BUDGET OPERATING EXPENSE
(OVER) UNDER BUDGET**

per capita cost + depreciation	1,209.	+	50.	=	1,259.
per capita income - residents					636.
per capita income - other					531.
per capita gain (loss)					(92.)

per capita cost = operating expense less abatements: private patient fees
subsidy claims, medical cost reimbursement and guest meals & lodging).

otes

While we are over budget on operating expense for January, this is consistent with our usual experience.

- Salaries are traditionally high in January because it is a holiday month. In addition, this year there was a large amount of sick time, with accompanying replacement expense, because of a hard-hitting and long-lasting flu that affected staff in all departments.
 - January is also a month where many annual or semi-annual service agreements are paid, such as semi-annual Pacific Auxiliary Fire Alarm and annual maintenance agreements on many of our office machines.
 - January also saw a cash outlay of \$1,200. for our Health Center state license fee for May 1, 1985 - December 31, 1985.

Respectfully submitted,

carefully submitted,
John R. Hall

BOARD OF MANAGERS' MEETING

January 22, 1985

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CALL TO ORDER

The regular meeting of the Board of Managers of the San Francisco Ladies' Protection and Relief Society was called to order at 10:40 a.m. on January 22, 1985 at 3400 Laguna Street, San Francisco, California by the President, Mrs. Frank Abbott, III.

BOARD MEMBERS PRESENT

Miss Cooper and Mesdames Abbott, Bates, Gallatin, Hall, Hall, Jr., Hiller, Jordan, Kelly, Leonards, McDaniel, Miller, Mustacchi, Pinkham, Reinecke, Sherman, Stackhouse and Stark.

BOARD MEMBERS ABSENT

Mesdames Avenali, Dodge, Hultquist, Ilg, LeFevre and Scott.

STAFF PRESENT

Mr. Edward Benedict, Administrator, and Ms. Marla Long, Assistant Administrator.

MINUTES

It was moved, seconded and carried (Mrs. Hall, Mrs. Gallatin) that the minutes of November 27, 1984 be accepted as mailed.

CORRESPONDING SECRETARY

In the absence of Mrs. Dodge, Corresponding Secretary, Mrs. Hiller read the report of donations made since the last meeting as follows: 1) Mrs. Ruth Probst, book donation to the library; 2) Miss Patricia Davidson, book donation to the library; 3) Miss Ilene Long, book donation to the library; 4) Mrs. Alice Wadleigh, book donation to the library; 5) Father David Schofield, book donation to the library; 6) Ms. Toni Mason, handknitted afghan; 7) Ms. Barbara Amore, cookies and fruit cake; 8) anonymous, a cash donation; and 9) Ms. Margaret Whitman, a 7 foot artificial Christmas tree.

TREASURER'S REPORT

Mrs. Hall, Jr., Treasurer, presented the Report of the Finance Committee for the months of November and December 1984. (See distributed reports). It was moved, seconded and carried (Mrs. Miller, Mrs. Leonards) to accept the Treasurer's Report as presented.

ADMINISTRATOR'S REPORT

See distributed report.

ADMISSIONS COMMITTEE

It was moved, seconded and carried (Mrs. Jordan, Mrs. Gallatin) to accept Mrs. Lee Moscone as a permanent resident of The Heritage.

Mrs. Jordan, Chairman, extended her appreciation to Mrs. Hall for serving as Acting Chairman during her absence for the past three months.

Mrs. McDaniel read a letter from Mrs. Moscone to the Board expressing appreciation for her residency and her positive experience with the administration and staff of The Heritage.

FOOD COMMITTEE

Mrs. Gallatin, Chairman, reported on the monthly meeting of the Food Committee.

GARDEN COMMITTEE

Mrs. Hall, Chairman, stated that there had been two bare patches in the garden which were in need of planting, one outside of the Health Center garden door and the other in the parking lot off the Dining Room. Camellias were planted near the Health Center and ferns in the parking lot.

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF DECEMBER 1984**

INCOME	<u>DECEMBER</u>	<u>YEAR TO DATE</u>
Monthly Care Fees		
Private Patient Fees	57,765.	675,961.
Accommodation Fees	10,940.	145,230.
Subsidy Claims	12,151.	151,610.
Medical Cost Reimbursement	-	13,177.
Guest Meals & Lodging	598.	37,136.
Processing Fees	1,149.	13,167.
Dividends & Interest	100.	2,000.
Gain (Loss) on Security Sales	81,617.	562,064.
6% Agency Fee	(3,250.)	285,889.
Net Income - Net	180,277.	(6,500.)
Donations & Bequests	14,712.	160,255.
Federal Nutrition Program Donation	371.	12,805.
Other Income	-	(2,525.)
TOTAL INCOME	356,430.	1,540.
EXPENSE		
OPERATING EXPENSE:		
Food Service	46,818.	539,627.
Housekeeping	26,169.	251,356.
Maintenance/Security/Gardens	8,953.	111,778.
Activities	1,950.	5,835.
Health Center & Resident Medical	50,091.	599,356.
General & Administration	13,460.	177,929.
TOTAL OPERATING EXPENSE	147,441.	1,685,881.
DEPRECIATION	5,752.	69,570.
TOTAL EXPENSE	153,193.	1,755,451.
NET GAIN (LOSS)	203,237.	296,358.
BUDGET OPERATING EXPENSE	149,090.	1,789,085.
OVER) UNDER BUDGET	1,649.	103,204.

Average number of residents 115
 Average number of private patients 6

Per capita cost + depreciation 1,172 + 50 = 1,222.
 Per capita income - residents 609.
 Per capita income - other 2,380.
 Per capita gain (loss) 1,767.

Per capita cost = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & lodging).

Notes:

Gain/loss on sales of securities consists of:

Gain on sale 4,080 shares Phillips Petroleum	\$152,365.29
Gain on sale 4,084 shares Deere & Co.	59,581.41
Loss on sale 2,000 shares Bankamerica Corp.	(5,545.82)
Loss on sale 2,000 shares Union Carbide	(21,282.56)
Loss on sale 1,200 shares Stauffer Chemical	(4,841.66)
NET GAIN	\$180,276.66

Capital expenditures: \$1,169. for carpeting; \$526. for architects, Health Center bather; and \$180. balance billing for exterior painting.

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January 22, 1985

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HOUSE COMMITTEE

In the absence of Mrs. Scott, Chairman, Mrs. Abbott read a letter of appreciation from Mrs. Herron, a resident, for the beautiful new Dining Room carpet.

HEALTH CARE COMMITTEE

Miss Cooper, Chairman of the Long Range Planning Committee, presented a statistical report designed to discover any trends in the usage of the Health Center. The records for the years 1978-1983 were carefully examined with the conclusion being that there are no identifiable trends and in the final analysis, 32 beds seem to meet the needs of The Heritage. Miss Cooper suggested that this study be done on a yearly basis by the Long Range Planning Committee.

Mrs. Leonards, Chairman of the Health Care Committee, presented the long range planning study for the Heritage Health Center. (See distributed report) The study assessed the Health Center with respect to the need for renovation and modernization and will be mailed to members of the Board of Managers to review in preparation for discussion at the February Board meeting. Mrs. Leonards will arrange for tours of the Health Center to be available to Board members during the next month.

NOMINATING COMMITTEE

Mrs. Reinecke, Chairman, announced that there will be a meeting of the Nominating Committee on Tuesday, February 5th at 10:30 a.m. at The Heritage.

OTHER BUSINESS

Mrs. Abbott thanked Mrs. Stark, Chairman of the Special Events Committee, for the residents' Christmas party which was very well received. Mrs. Stark expressed her appreciation for the beautiful job that the Christmas Decorating Committee did in preparing The Heritage for the Christmas season.

Mrs. Abbott reported that a special luncheon had been held at The Heritage on January 9th. This event was given to discuss the gift made to The Heritage by Bettye and Barlow Ferguson and restricted to persons who have had a career in the performing arts as a teacher or performer with the San Francisco opera, ballet or symphony. In order to lay the groundwork for referral of possible candidates in this category for admission as a resident to The Heritage Mr. & Mrs. Walter Baird (opera), Mrs. John Ralfe (symphony), Mr. Milton Salkind (San Francisco Conservatory of Music) and Mrs. Barlow Ferguson were invited for an informal discussion with Mrs. Leonards and Mrs. Abbott from our Board and Mr. Benedict.

Mrs. Abbott read a letter from Genelle Ralfe, a member of the Symphony Retirement Committee, who wrote her thanks and delight for being included at the Heritage luncheon. She indicated that she will inform the Symphony Board members of the Ferguson gift and take an active part in finding the special person who may qualify for residence in our Home.

Mrs. Abbott reported on a C.A.H.A. Workshop which was held at The Sequoias on January 16th. It was a Board Development Workshop chaired by Ms. Carolyn Marmaduke. Mr. Benedict, Ms. Long, Mrs. Hall, Jr., Mrs. Leonards, Mr. Morshead and Mrs. Abbott attended the workshop.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Polly Hultquist

Mrs. Gary Hultquist
Recording Secretary

P.M.



3) Please note: some of the figures on this statement statement
be adjusted during the 1981 audit. To be specific, it appears
the 1980 telephone and account tax 1980 were valid. This means
and interest income, and telephone depreciation revenue. The tele-
phone depreciation adjustment has been deleted because both phone
depreciation and telephone usage bearing no par-
on whether to expense or capitalize phones. Please sum 1980 totals
carrying and the exterior painting. Please add telephone
received until we close the 1981 audit will be subtracted from
year's expenses; the int'l. quarter adjustment expense of 1980
and various model. Dials are usually part of this statement.

Respectfully submitted,



James R. Howell
Berrien MI 1/22/85

**REPORT OF THE FINANCE COMMITTEE
FOR THE MONTH OF NOVEMBER 1984**

	<u>NOVEMBER</u>	YEAR TO DATE
Care Fees	57,763.	618,196.
Daily Patient Fees	10,715.	134,290.
Resident Fees	12,151.	139,459.
Amberly Claims	-	1,36,177.
Amberly Cost Reimbursement	7,259.	36,538.
Amberly Meals & Lodging	1,178.	12,018.
Amberly Assessing Fees	300.	1,900.
Interest	32,385.	480,447.
Gains & Losses on Security Sales	105,338.	105,612.
In Agency Fee	-	(3,250.)
Agency Income - Net	15,030.	145,543.
Contributions & Bequests	-	12,435.
General Nutrition Program Donation	-	(2,525.)
Total INCOME	<u>242,119.</u>	<u>1,695,380.</u>

BALANCE:

DATING EXPENSE:		
of Service		
Sleeping	36,947.	492,809.
Maintenance/Security/Gardens	15,244.	225,187.
Utilities	6,744.	102,824.
Health Center & Resident Medical	34,379.	3,885.
Administrative	12,918.	549,265.
TOTAL OPERATING EXPENSE	<u>107,028.</u>	<u>1,538,440.</u>
RECIATION	<u>5,752.</u>	<u>63,817.</u>
TOTAL EXPENSE	<u>112,780.</u>	<u>1,602,257.</u>
GAIN (LOSS)	129,339.	93,123.
NET OPERATING EXPENSE (ER) UNDER BUDGET	149,090.	1,639,990.
	42,062.	101,550.

Page number of residents

Page number of private patients

Capital cost + depreciation	764.	+	50	=	814.
Capital Income - residents					611.
Capital Income - other					1,328.

Capital gain (loss)

115

6

1,125.

*Capital cost = operating expense less abatements: private patient fees, subsidy claims, medical cost reimbursement and guest meals & Lodging).

Gain on sale of securities resulted from selling 3,000 shares of Continental Group (Formerly Continental Can) with a gain of \$104,202.29 and the sale of 2,588 shares Middle South Utilities with a gain of \$1,135.25.

Our Workers Compensation Insurance dividend was received this month in the amount of \$36,246. Our 1984 budget estimate was \$30,000.

Last month, the house electricity was not billed this month. Before daylight savings went into effect, our electricity expense should be at least \$3,000., so November electricity expense is therefore, understated. The bill for labor has not yet been received. Since James Avilla for release of carpet purchased in 1982, plus \$1500. November operating expense is therefore, understated. MCFP tells us they will do a catch up billing in December.

Capital expenditures: \$3,282. balance on the new Dining Room floor carpeting for a total payment of \$9,895. The Protective Care floor carpeting has not yet been purchased. Since the bill for labor has not yet been received. Since James Avilla for release of carpet purchased in 1982, plus \$1500. November operating expense is therefore, understated. These expenses relate to the asset acquisition, we have capitalized, pending confirmation by our auditors.

-over-

1. *Phytolacca* has prominent white roots. It is a
perennial with a woody caudex. Roots are
present at all nodes. It has several
succulent, reddish, hairless, tuberous, roots.
Leaves are alternate, petioled, elliptic to
oblong, pointed, entire, smooth, green above,
yellowish-green below. Flowers are
pinkish-white, bell-shaped, numerous, in
axillary whorls.

Phytolacca is a genus

of plants in the

Phytolacca is a genus