

September 2026 Board Standing Committee Notes

Activities Committee Notes

Thursday, September 3, 2026 at 2:15 p.m.

- **Possible New Programs:**
 - Out of four new lectures, three were approved by the committee. One was tabled until more information was available. Four out of five trips were approved. The committee agreed that the fifth trip would be better as a lecture.
 - Matt Davis – Virtual Tours of National Parks: tabled.
 - Public Art in Downtown Pawtucket led by Joan Hausrath: approved.
 - Cindy Kaplan – Ulysses S. Grant: approved.
 - Jeff Colgan – Climate Solutions Lab: not approved. He will be asked if there are other topics that can be brought to the committee for review.
 - Approved Trips: Florence Griswold Museum; Touro Synagogue; Culinary Arts Museum at Johnson and Wales University; and Tour of City Hall.
 - The trip to see the Trolls exhibition in North Kingstown, RI was not approved as a trip but as a lecture if possible. S. Gibney will look into this.
- **Old Business:**
 - Comment Card Review/Pending Programs Update:
 - Comment cards, pending programs, and scheduled upcoming programs were reviewed by the committee.
 - Comments for August programs were mostly favorable. The Bay Swing Jazz group will not be asked to return.
- **New Business:** none.
- **Open Forum:** none.

Sales and Marketing Committee Notes

Tuesday, September 8, 2026 at 10:00 a.m.

Sales and Marketing Report (F. Plohr):

- August Statistics:
 - Inquiries: 30. Fiscal year-to-date: 263.
 - Tours: 19. Nine were first-time tours; nine second-time tours; and one virtual. Fiscal year-to-date: 158.
 - Closings: There was one closing in August. Fiscal year-to-date: 18. There are six closings scheduled before the end of the fiscal year.
 - There are 13 apartments available and two apartments are being prepared to be listed. Inventory: 7 one-bedrooms; 3 one-bedrooms with den; 1 two-bedroom; 1 two-bedroom with den; and 1 studio.
 - There are applicants going through the prequalification process interested in one-bedroom apartments.
- The CAR report was removed for confidentiality. The committee requested that ongoing reports include the number of applications received each month. A. Patton volunteered to work with management to produce this information.

- **Marketing Consultant Report (J. Houle):**
 - Television Advertising:
 - The new commercial was scheduled to air on broadcast television during the weeks of July 13 and July 20, and August 17 and August 24. Commercials will continue to air throughout the primary election season.
 - Commercials will now air on streaming television (Paramount Plus; AMC; HBO Max; etc.) between August 24 – October 25.
 - Digital Advertising:
 - The digital ad-word campaign remains steady.
 - A new email marketing program launched. Those who have submitted their email addresses receive an email every three weeks.
 - Other Marketing Efforts:
 - The activities page for the website is currently under review by management.
 - The Khiton magazine is a new magazine primarily targeting high net worth areas. This was a low investment.
 - New footage for the fall/winter advertisements is being gathered. This will highlight inside of Laurelmead (residents dining; special events; etc.)
 - An ad is also scheduled to be placed in the PPAC program guide. This will be evaluated to see if print advertising be expanded to other theatre/art programs.
- **Old Business:**
 - Common Area and North “Business Side” Upgrades: A small group was formed to gather a list a list of suggestions and concerns for the “business side” of Laurelmead. This list will be submitted to the BOD for the overall grounds plan.
 - Members: J. Shapin; A. Bilodeau; B. Rothenberg; H. Bilodeau.
 - Move In Quick Start Memo:
 - This document will be distributed during the closing appointment. It can also be distributed from the new welcoming committee.
 - The final version will be posted on the informational website.

Move to approve the final version of the Move-In Quick Start document: A. Bilodeau; E. Chason, second. Unanimously approved.

- Resident Handbook: This will be finalized and distributed at the beginning of the 2027 fiscal year.
- Transition Support for New Residents: tabled until October. Management is currently addressing concerns.
- Garage Spaces: Residents will be reminded that garage spaces can be rented or sold. Anyone with interest in doing so should contact F. Plohr for more information.
- Marketing Questionnaire: tabled until October.
- **New Business:** none.

Health and Fitness Committee Notes

Wednesday, September 9, 2026 at 2:00 p.m.

- **Health Coordinator's Report (L. Hall):**
 - There were two falls; 1 hospitalization; and 1 rehabilitation stay in August.
 - The flu vaccine clinic is scheduled for Wednesday, October 14 from 9:00 – 1:00 p.m. hosted by Walgreens. A sign-up sheet will be posted in the mail room one week prior to the event. Residents can sign up in five-minute increments.
- **Fitness Report (S. Vartian):**
 - The pool area is being retiled, and the windowsills are being repaired. A slip-safe solution will be applied to the pool deck.
 - The pool patio party is scheduled for Thursday, September 24 from 1:00 – 3:00 p.m. on the pool patio.
 - Reflexology services are now being offered in the spa room starting Wednesday, September 16. The cost is \$15/hour.
 - Gong sound healing meditation is scheduled for Thursday, October 8 at 2:00 p.m. in the Odeon.
- **Old Business:**
 - Acupuncture Presentation led by Anastasia Congdon: Tuesday, October 6 at 2:00 p.m. D. Hurley will introduce this program.
 - A Life Filled with Vitality by Dr. Maria Soriano-Pisaturo: date TBD.
 - Fall Prevention Workshop Update: 70 residents attended. This was a very successful event with great prizes and a lot of valuable information.
- **New Business:** none.

Dining Services Committee Notes

Wednesday, September 16, 2026 at 2:00 p.m.

- **Kitchen Report (P. Marcello):**
 - Emily Halo, the new Dining Services Administrative Assistant/General Store Manager, has been introduced to the committee.
 - Two successful holiday celebrations were held: Labor Day and Rosh Hashanah. Both received favorable comments.
 - The new combi oven was ordered. This will take approximately 12 weeks.
 - Kitchen tours will be scheduled once the new oven and technology are in place.
- **Dining Services Report (C. Aldana):**
 - Five servers have left after graduating high school/college. Four new servers were hired. Please be patient while the new servers are training.
- **Old Business:**
 - Meal Suite Update: Management is getting familiar with the system. Remote training sessions are scheduled for twelve weeks with a project manager and trainer. Onsite training will also be held. The switchover from Micros to Meal Suite will take place within the next three-four months.
 - Extended Brunch Hours Update and Discussion:
 - There have been no complaints regarding the new Sunday schedule.

- The salad bar isn't being utilized on Sundays, so management has decided to eliminate it.
 - Management is tracking attendance and counts.
 - The community's feedback will be gathered towards the end of the trial.
- Dining Experience Survey Initiatives: Management is working towards accomplishing the ten dining survey initiatives.
- **New Business:**
 - The café's plastic silverware is not sturdy. Management will look into possible alternatives.

Building and Grounds Committee Notes

Monday, September 21, 2026 at 9:30 a.m.

- **Facilities Report (D. St. Amand):**
 - Balcony Painting and Repairs: G. Medeiros and D. St. Amand will be assessing all balconies within the next week and create an inventory of those that need to be addressed.
 - Elite Fire Suppression flushed all of the hydrants and assessed the leaking hydrant on the south end of the building. The shutoff in the ground is not all the way turned off because the shaft is broken. A new piece was ordered and will be installed.
 - The great room and café patios will be repaired in-house, along with the railings. It was also noted that drainage was planned for the café patio. D. St. Amand will look into this.
 - A landscaping company, SOS Lawn Care, has been hired for one day a week to address the lawn.
 - There are two new maintenance technicians: Matthew and Garrison. It was suggested that they wear a name tag for the first few weeks, so residents know who they are.
- **Old Business:**
 - Art Wall Group Update:
 - This interest group has changed their name from "Art Wall" to "Art".
 - This is a four-member group.
 - The Art Group will not be responsible for art donations offered to Laurelmead. Buildings and Grounds Committee may wish to confer with the Art Group about a picture offered or donated to Laurelmead. (Donated art becomes the sole property of Laurelmead.) Such works as are accepted will be turned over to the Art Group for inventorying, displaying, and labelling. Donated pictures will be labelled with the donor's name.
 - The Art Group's acquisitions are funded through a discretionary fund of the Building and Grounds Committee. Twice yearly the Art Group will submit a report to B & G, in September and May. The report will contain details of expenses for art and framing; activities such as

hanging finished pictures in the halls, and exhibitions; and, annually, a request for funding.

- The mission of the Art Group is to select, purchase, frame, and hang art prints that represent artists whose works are hanging in museums or exhibited in art galleries. The Group furthermore will provide informative labels. These “chat labels” may include the school or style of the picture, details about the artist, and other pertinent details that enhance the appreciation for and understanding of the chosen work. The Art Group solely addresses wall-hung pictures.
- Decorating Task Force Update:
 - The private dining room is currently being renovated with an approved budget of \$75,000. Work will begin in October.
 - The 2nd-5th floor residential hallway furniture replacement project is underway and will be completed in fiscal year 2027.
- Valve Repair Update: An unforeseen circumstance caused this project to be postponed. It will resume within the next few weeks. DiSciullo and Sons Plumbing were hired for this.
- The carbon monoxide system in the garage will be updated by NexGen. Date TBD.
- Air Unit Controllers/Temperature Control System Update: A final walkthrough to determine what equipment needs to be ordered was held. The new temperature control system should be in place by the end of September.
- Mission Statement Revisions:
 - The Building and Grounds Committee advises the BOD and management that the building and surrounding groups are safe, well-maintained, and aesthetically pleasing and reflect a high standard of quality, sustainability, and fiscal responsibility.

Move that the revised mission statement replaces the current mission statement of the Building and Grounds Committee: L. Cookingham; P. Buhle, second.
Unanimously approved.

- **New Business:**

- There are areas around the meadow that need to be addressed. This will be a purchased service for a cost of \$5,000.
- Evergreen Landscaping will be asked for a recommendation for the garden bed behind the bench in the meadow.

- **Open Forum:**

- Switchover from Cooling to Heating: The predicted forecast for the new few weeks merits switching the system over within the next weeks. The group responsible for making this decision will be meeting to determine a date to schedule this.
- Card Room Door: It was previously suggested that a door be installed in the card room near the café. This will be discussed at the October meeting.
- The quadricycle in the garage will be sold or disposed of.

Budget and Finance Committee Notes

Wednesday, September 23, 2026 at 9:30 a.m.

- **Treasurer's Report:**

- The 2027 fiscal year budget was approved as recommended. This will be presented to the community at the general residents' meeting on Wednesday, October 7.
- The carbon monoxide system replacement was approved for a cost of \$25,000.
- The private dining room renovation project was approved with a budget of \$75,000.

- **August 2026 Financial Statements:**

- Consolidated financial statements for Laurelmead Cooperative and Laurelmead Realty were presented to the committee.
- The remaining mortgage principal balance is \$15,576,156.06.
- Of the total receivables of \$330,163 there are deferred fees due totaling \$23,102. Deferral balances are growing by \$3,230. One share is owned by Laurelmead, reflected as a treasury stock in shareholder equity.
- Current ratio: 1.53. The current ratio, including one month of lease principal liability, is 2.18.
- Net Excess: \$4,600. Year-to-date: \$151,789.
- Favorable to the budget fiscal year-to-date: \$79,393.
- There was one closing in August which contributed \$35,000 to transfer fees. Fiscal year-to-date, there have been 17 closings which contributed \$553,740.
- The capital reserve balance is \$4,637,787. An updated list of capital projects was presented to the committee.
- Budget to Forecast Comparison: Budgeted for a loss of \$27,999; Forecasted year-to-date: loss of \$21,511; Variance: loss of \$6,488.

- **Old Business:**

- Insurance Working Group Update: Laurelmead contracted with three companies to conduct a comprehensive assessment of the insurance package. The three companies are Starkweather and Shepley, Willis Tower Watson, and Artex Risk Solutions. This should be completed by October 15.
- Resident Communication and Engagement: Ways to improve communications through multiple channels was thoroughly discussed. Tabled for further discussion.

- **New Business:**

- Mission Statement:

Move to retain the current Budget and Finance mission statement: T. Gardner; K. Baker, second. 6 approved; 1 opposed. Motion carried.

- Resident Charges Schedule for Fiscal Year 2027:

Move to approve the optional resident charges schedule: K. Baker; A. Rothenberg, second. Unanimously approved.

- The next meeting is scheduled for Wednesday, October 21 at 9:30 a.m. CBIZ will be present for a preaudit discussion. The business insurance package will also be discussed.

Chair/Vice Chair Meeting Notes

Tuesday, September 15, 2026 at 10:00 a.m.

The meeting focused on strengthening and standardizing Laurelmead's committee structure, procedures, and relationship with the Board and management.

Recording Meetings: The group recommended that committee meetings not be recorded. Official minutes will remain the record of committee proceedings. Any exception would require Board approval. **(This will be presented to the Board)**

Committee Orientation: There was general support for continuing a brief orientation at the first committee meeting each year, followed by election of the Chair and Vice Chair. Additional orientation may be provided separately when needed.

Election of Committee Chairs: Concerns were raised that the current process may discourage potential candidates. **The Board will review alternatives, including advance nominations, nominations by others, and nominations from the floor.**

Minutes: Minutes should provide sufficient information for continuity and transparency but are not transcripts. Discussions that are incidental or do not contribute to committee business need not be included.

Communication with the Board: Committee minutes and recommendations are summarized for the Board. Board representatives are responsible for highlighting significant, developing, or matters that warrant Board attention. Committees remain advisory; recommendations requiring action are subject to Board approval.

Mission Statements: Each committee will review its mission statement with the goal of making it short, clear, and focused on the committee's purpose rather than listing activities or procedures. **Revised mission statements will be submitted to the Board for approval. (These will be reviewed annually, but not changed unless requested by the Board)**

Committee Size: The group discussed establishing a standard membership range rather than allowing committee size to change annually. **A range of 7–9 members received general support and will be referred to the Board for consideration.**

Subcommittees, Task Forces, Ad Hoc Groups and Special Interest Groups:

The need for clearer definitions, authority, reporting relationships, assignments, and timeframes was discussed. Particular attention will be given to ensuring that these groups do not unintentionally assume responsibilities belonging to standing committees or management.

Governance and Management: The discussion reinforced that committees are **advisory to the Board and management and do not manage staff or operations.**

Clarifying the respective roles of the Board, committees, Board representatives, Executive Director, and management will continue as part of the governance work associated with the strategic plan.

Communication: Several examples demonstrated the need for stronger two-way communication between committees, task forces, management, and the Board, particularly during the summer when some committees do not meet.

Next Steps: Recommendations concerning meeting recordings, committee size, chair-election procedures, mission statements, and committee/task-force structure will be brought to the Board as appropriate. Another committee leadership meeting will be scheduled in several months to review progress.

Addendum:

- The Library Committee is under the management of Activities but not part of the Activities Committee
- The list of Special Interest groups is kept by the Manager of Activities but is not a responsibility of the Activities Committee
- The New Residents Welcoming group is a Board appointed Committee, not part of the Marketing department or committee. The Board Rep is Meg Howland