

MEETING OF BOARD OF DIRECTORS

OF

PRAIRIE PINES

January 3, 2013

Mike Lening called the meeting to order at 6:32 pm. Those present were Administrator Linda Watts, Chairman Mike Lening, Secretary Michelle Wyckoff, Trustees Tom Davis and Theresa Weber, Cindy McCloud, and Commissioners Bill Koehler and Donald Oswald.

Resident Phyllis Batterton was present to comment that the residents like the new Administrator.

Tom moved to approve the December minutes as written, Theresa seconded, motion carried.

Financial Report: The bank account for Prairie Pines has been established.

Administrative Report: We are now at eight residents with several new prospects.

Kammie Cathcart from Colorado East Bank and Trust in Holly needs a Profit and Loss Statement, General Ledger and Balance Sheet, which Linda will provide.

Linda needs an inventory list, current property value and depreciation schedule to set up her bookwork.

She will talk to Ron Farmer about him being the accountant for Prairie Pines.

Workmen's Comp has been set up with Pinnacle. Employees' health insurance will come from Colorado Choice. The paperwork for Medicaid Billing has been done. Linda will get the application for Payroll Unemployment. Arthur Gallagher needs a Letter of Intent for them to insure the facility.

Jeanne Sorenson has been very helpful to Linda in setting up the new accounting system with a different program that is available on the current system, rather than purchasing a new accounting program. She has also donated \$70.00 in gift cards from Crow's Stop and Shop. Her generosity is very much appreciated by all.

Maintenance: Nick Johnson replaced light bulbs to prepare the empty rooms for new residents. His decision to be the new maintenance man hinges on how many hours he will be working at the courthouse. Linda will also talk to Tom about possibly using the Hospital maintenance men for Prairie Pines. It will be discussed at the February meeting.

Marketing and Advertising: The website and Face Book page for Prairie Pines needs to be updated. It was suggested we think about letting potential residents stay at Prairie Pines for a month free of charge as a trial basis for the possibility of moving in. This also will be discussed at the February meeting.

Old Business: The Prairie Pines By-laws need to be updated.

Letters of Intent: Linda received two letters of intent for the Board position of Trustee. Michelle moved that Cindy McCloud be added to the Board of Directors in the position of Trustee, Tom seconded, motion carried. She was asked and accepted the request to update the website and Face Book page.

New Business: Theresa moved to raise the rates for each resident on January 1st of each year, rather than waiting until the anniversary date of when they moved in, Tom seconded, motion carried.

Tom moved to approve Mike Lening to sign the Colorado Sales Tax Application for Payroll as Chairman of the Board, Theresa seconded, motion carried.

Theresa moved to allow the Administrator to open an account for residents' room deposits, Tom seconded, motion carried.

Election of Officers: Theresa moved that Mike Lening be approved as Chairman of the Board, Tom seconded and moved that nominations cease, motions carried.

Theresa moved that Tom Davis be approved as Vice Chairman of the Board, Cindy moved that nominations cease, motions carried.

Theresa moved that Michelle Wyckoff be approved as Secretary to the Board of Directors, Cindy seconded, motion carried. Theresa moved that motions cease, Mike seconded, motion carried.

Tom moved that we re-appoint Mike and Theresa to a new three year term, Michelle seconded, motion carried.

Theresa moved to appoint Cindy to the position of Treasurer of the Board of Directors by Acclamation of the Board, motion carried.

With no further business to discuss, Theresa moved to adjourn at 9:00 pm, Michelle seconded, motion carried. The next meeting will be February 7, 2013, at 6:30 pm.

