Petersburg Medical Center Foundation

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**BOARD MEETING**

**December 4, 2020**

**09:00AM**

Zoom Conference Call

**AGENDA**

**1. CALL TO ORDER**

**2. DETERMINE A QUORUM**

**3. APPROVAL OF THE AGENDA ACTION**

**4. APPROVAL OF THE MINUTES ACTION**

**Recommendation:** Approve the minutes from August 11, 2020

**5. APPROVAL OF THE ACCOUNTING REPORT ACTION**

**Recommendation:** Approve the financial report ending August 31, 2020, September 30, 2020, October 31, 2020, and November 30, 2020.

**6. ADMINISTRATIVE REPORT**

Kelsey Lambe, Foundation Coordinator will give the board an update.

**7. NEW BUSINESS**

 **7.1 Requested Funds ACTION**

Rocio Tejera, PMC Controller would like to discuss hiring Angela Davis to help with taxes.

**Recommended Motion**: Approve $\_\_\_\_\_\_\_\_\_\_ from General Funds to be used to pay for Angela Davis’s tax services.

**7.2 Requested Funds ACTION**

Sarah Wright has been keeping the books for the PMC Foundation. She has been using Excel to do that but as the Foundations funds have grown, she would like to start using a different platform called QuickBooks.

**Recommended Motion:** Approve $\_\_\_\_\_\_\_\_\_ from General Funds to pay for QuickBooks program.

**7.3 Executive Session- Norma J. Tenfjord Education Scholarships DISCUSSION**

The Foundation Board desires to maintain a high standard of care and align with its purpose to “…To enhance the quality of hospital improvements and other financial assistance to the hospital, to its employees, and to its patients. To establish a scholarship fund. To attract potential physician and other health-care providers to Petersburg, Alaska.” The Board needs to review one (1) scholarship applicants.

**Recommended motion**: Recess to executive session for matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the Foundation, more specifically scholarship application consideration. This executive session is appropriate under AS 44.62.310.

**7.4 Scholarship/Loan Award ACTION**

**Recommended motion:** Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the scholarship in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_scholarship.

**9. ADDITIONAL COMMENTS FROM COMMITTEE MEMBERS**

**10. SUGGESTIONS/FUTURE AGENDA ITEMS**

**11. ADJOURNMENT**