Petersburg Medical Center Foundation

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MINUTES

REGULAR PETERSBURG MEDICAL CENTER FOUNDATION MEETING

August 11, 2020

The Petersburg Medical Center Foundation board was called to order in a Zoom Conference call by Susan Paulsen at 10:08 a.m. Present were Suzanne Paulsen, Sarah Holmgrain, Elizabeth Bacom, Kathi Riemer and Darlene Whitethorn. Phil Hofstetter was absent. There was a quorum.

APPROVAL OF THE AGENDA: Darlene Whitethorn made a motion to approve the agenda and Elizabeth Bacom seconded the motion. Voice vote was taken with Suzanne Paulsen, Sarah Holmgrain, Elizabeth Bacom Darlene Whitethorn and Kathi Riemer. Motion carried 5-0.

APPROVAL OF THE MINUTES: Darlene Whitethorn made a motion to approve the regular meeting minutes from May 6, 2020 and May 11, 2020 and Elizabeth Bacom seconded the motion. Voice vote was taken with Suzanne Paulsen, Sarah Holmgrain, Elizabeth Bacom Darlene Whitethorn and Kathi Riemer. Motion carried 5-0.

APPROVAL OF THE ACCOUNTING REPORT: Kelsey Lambe presented the financial report for the month of May 31,2020, June 20, 2020, and July 31,2020. Elizabeth Bacom made a motion to approve and Kathi Riemer seconded the motion. Voice vote was taken with Suzanne Paulsen, Sarah Holmgrain, Elizabeth Bacom Darlene Whitethorn and Kathi Riemer. Motion carried 5-0.

ADMINISTRATIVE REPORT:

Kelsey Lambe reported that she mailed out the 2020 Summer update Newsletter and Paddle Battle. Kelsey and Sarah Wright are still working on numbers for the Paddle Battle- it looks like we made about $1600 but spend $1200. We purchased Dry bags are our participation gift but have plenty left over that we could use next year. Kelsey was pleased with the turn out and how the event went. She felt like it was weird times, people are struggling which could have been a lack of participation/donations. We did have 23 participants.

Kathi Riemer said she would have liked additional advertisement.

NEW BUSINESS:

**Request for fund:** The board read over the request for NUSTEP. Elizabeth Bacom gave a little information of what she knew. The NUSTEP will go in Long Term Care during COVID and could eventually be used in the rehabilitation department. With Long Term Care being in a bubble and not being able to get outside as much because of the weather, the NUSTEP will be a great way to keep the residents safe and active. Kathi Riemer made a motion to approve to pay for the NUSTEP if the grant does not pay for it. Voice vote was taken with Suzanne Paulsen, Sarah Holmgrain, Elizabeth Bacom Darlene Whitethorn and Kathi Riemer. Motion carried 5-0.

**Executive Session:** Norma J. Tenfjord Education Scholarships Sarah Holmgrain made a motion to move to executive session, Elizabeth Bacom seconded the motion. The board moved into executive session at 10:25am.

The board came out of executive session at 10:30am.

Kathi Riemer made a motion to approve Lauren Thain scholarship for up to $5,000, Darlene Whitethorn second the motioned. Voice vote was taken with Suzanne Paulsen, Sarah Holmgrain, Elizabeth Bacom Darlene Whitethorn and Kathi Riemer. Motion carried 5-0.

Kathi Riemer made a motion to approve Kelly Bieber for up to $5,000, Kathi Riemer second the motion. Voice vote was taken with Suzanne Paulsen, Sarah Holmgrain, Elizabeth Bacom Darlene Whitethorn and Kathi Riemer. Motion carried 5-0.

ADDITONAL COMMENTS FORM COMMITTEE MEMBERS:Darlene Whitethorn wanted to know if we have received in membership donation/renewals since our newsletter was sent out. Kelsey Lambe said we have received one or two.

SUGGESTIONS/FUTURE AGENDA ITEMS: Elizabeth Bacom ask if we could invite Eleanor to a future meeting to help discuss Grant Writing and Fundraisers. Kelsey Lambe would also like Ro and Phil to discuss taxes.

NEXT MEETING: TBD

ADJOURNMENT: Elizabeth Bacom made a motion to adjourn and Sarah Holmgrain seconded the motion. Voice vote was taken with Suzanne Paulsen, Sarah Holmgrain, Elizabeth Bacom Darlene Whitethorn and Kathi Riemer. Motion carried 5-0.

The Board dismissed at 10:34 a.m.

Respectfully submitted by Darlene Whitethorn

Darlene Whitethorn

Darlene Whitethorn, Secretary/Treasurer

**PMC FOUNDATION -3- August 11, 2020**

SUMMARY

August 11, 2020

Regular Meeting

1. **APPROVED** the agenda.

2. **APPROVED** the minutes.

3. **APPROVED** the accounting report.

4. **APPROVED** the Nustep.

5. **APPROVED** scholarships for Lauren Thain and Kelly Bieber.