Petersburg Medical Center Foundation

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MINUTES

REGULAR PETERSBURG MEDICAL CENTER FOUNDATION MEETING

March 26, 2019

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

APPROVAL OF THE AGENDA: Darlene Whitethorn made a motion to approve the agenda and Phil Hofstetter seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Darlene Whitethorn, and Phil Hofstetter. Motion carried 4-0.

APPROVAL OF THE MINUTES: Sarah Holmgrain made a motion to approve the regular meeting minutes from February 7,2019 and Phil Hofstetter seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Darlene Whitethorn, and Phil Hofstetter. Motion carried 4-0.

Elizabeth Bacom arrived to meeting at 10:14

APPROVAL OF THE ACCOUNTING REPORT: Kelsey Lambe presented the financial report for the months of January 31,2019 and February 28,2019. Sarah Holmgrain made a motion to approve and Phil Hofstetter seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Darlene Whitethorn, Elizabeth Bacom and Phil Hofstetter. Motion carried 5-0.

ADMINISTRATIVE REPORT:

Kelsey Lambe reported that the PMC financial team will be starting a separate PayPal account for the foundation. In the past we have used PMC PayPal account. They feel like there is a need to separate the two accounts for better organizations.

Audrey Morton has accepted a job out of state and knows she will need to pay her scholarship funds back.

Kelsey Lambe would like the board to discuss having a reimbursement plan for staff receiving furthering education funds. We have a reimbursement plan for those receiving a scholarship but not one for furthering education.

Kelsey Lambe wanted to bring to the boards attention that she’s been looking into more fundraising ideas. She thinks the community would love a danceathon. “Dancing through the Decades” 10 decades, 10 hours of dancing. The board loved the idea and everyone agreed we should tentatively plan for September.

OLD BUSINESS:

**Board Organization:** Elizabeth Bacom moved to amend the bylaws “The alternate Board of Director member is to be elected at the annual election meeting. The alternate board member may attend any or all Board of director meeting and receive correspondence and reports with the board of directors but may not vote unless they are filling a vacancy. The alternate shall be classified as first and second alternate, with the first alternate being the one who got more votes and who would be the one to fill the first vacancy.”

NEW BUSINESS:

**Kathi Riemer:** Kathi Riemer was unable to attend the meeting and will be sworn in at the next meeting.

**Request for Funds**: The board read over Bradee Axmakers request for addition training. They have some questions about this certification and have decided to table the request for our next meeting.

**Annual Meeting:** The annual meeting has been scheduled for May 2, 2019 at 11:30. The board ask that all scholarship receipts attend the meeting and have asked that our graduating nurses attend and speak at the meeting.

**Designated Funds for Scholarships:** The foundation currently has a category for Staff education but no category for Scholarships. The discussed that they never had a separate category because they didn’t want to set out an exact amount for scholarships. They are always open to applicants for scholarships. They decided to table this conversation until further notice.

**ADDITONAL COMMENTS FROM COMMITTEE MEMBERS**:None.

**SUGGESTIONS/FUTURE AGENDA ITEMS:** Elizabeth Bacom asked that we discuss the Paddle Battle at our next meeting. She has ideas for sponsors and Prizes. Sarah Holmgrain would like us to have the liability insurance ready to go before the next meeting.

**NEXT MEETING**: Annual meeting May 2, 2019

**ADJOURNMENT**: Sarah Holmgrain made a motion to adjourn and Phil Hofstetter seconded the motion. Voice vote was taken with Sarah Holmgrain, Elizabeth Bacom and, Darlene Whitethorn and Phil Hofstetter. Motion carried 4-0.

The Board dismissed at 11:15 a.m.

Respectfully submitted by Sarah Holmgrain

 Sarah Holmgrain

Sarah Holmgrain, Secretary/Treasurer

**PMC FOUNDATION March 26, 2019**

SUMMARY

March 26, 2019

Regular Meeting

1. **APPROVED** the Agenda
2. **APPROVED** the minutes.
3. **APPROVED** the accounting report.
4. **APPROVED** the amendment to the Bylaws.