Petersburg Medical Center Foundation

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MINUTES

REGULAR PETERSBURG MEDICAL CENTER FOUNDATION MEETING

September 5,2019

The Petersburg Medical Center Foundation board was called to order in CEO’s office at Petersburg Medical Center by Susan Paulsen at 10:02 a.m. Present were Susan Paulsen, Sarah Holmgrain, Kathi Riemer, Elizabeth Bacom and Phil Hofstetter. There was a quorum.

Visitor Jennifer Bryner was present.

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

APPROVAL OF THE MINUTES: The Minutes were not available, will be reviewed at the next meeting.

APPROVAL OF THE ACCOUNTING REPORT: Kelsey Lambe presented the financial report for the months of May 2019, June 2019 and July 2019. Elizabeth Bacom made a motion to approve and Kathi Riemer seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Kathi Riemer, Elizabeth Bacom and Phil Hofstetter. Motion carried 5-0.

ADMINISTRATIVE REPORT:

Kelsey Lambe reported that we received a “Thank you” from Guardian and sent out “Thank you” to Guardian and Coast Guard for their time during our Paddle Battle. Audrey Morton contacted Kelsey and said she had mailed in a check to pay back her $5,000 scholarship. The Borough contacted us and said we needed to fill out a tax exemption form. Kelsey had the form ready for President, Sue Paulsen to sign. We have had a few incidents where Medevac money has been used but Kelsey isn’t getting notified in a timely manner to then replenish the money.

Elizabeth Bacom made a motioned to put $800 in Acute Care and $300 in the business office for emergency money Phil Second the motioned. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Kathi Riemer, Elizabeth Bacom and Phil Hofstetter. Motion carried 5-0.

Kelsey Lambe will make note cards to put with the envelopes. Once an envelope is used, the card will be sent downstairs so Kelsey can keep track of where the money is at.

OLD BUSINESS:

**Paddle Battle:** Kelsey reported to the board that we made about $4,200 with the paddle battle. The Paddle Battle was the last weekend in July, which is a big fishing weekend for a lot of families. Kelsey noted she will not do it the last weekend next year, even though we can’t plan around people, Kelsey thinks we can avoid that weekend to help our numbers. Kelsey was very pleased with how the Paddle Battle went. Sue Paulsen said she received great feedback.

Kelsey and Phil have been brainstorming, how to make the Paddle Battle bigger, we think a dinner could attract more people. The PMC, grant writer- Elanor is also certified in fundraising. Phil and Kelsey would like to have a meeting with her to discuss some ideas. The board would like Elanor to attend the next meeting to give some input.

NEW BUSINESS:

**Beat the Odds**: Sarah Holmgrain discussed the relationship between Beat the Odds and the Foundation. Sarah discussed that we are currently not following our bylaws because we don’t approve the money they raise. Rocio Tejera and Sarah Johnson attended the meeting, Ro said that if Beat the Odds would go on their own, they would need to get their own EIN number. If they choose to stay with us, our financial team may need some help to maintain their financials and the Beat the Odds would need to follow the Foundations by laws. Sarah Holmgrain is on the Beat the Odds committee and said she would discuss with them their options and see what they would like.

**Designated funds for the scholarships:** Phil Hofstetter, Cindy Newman and Kelsey Lambe sat down and discussed having a designated fund for staff certification. Cindy oversees what employees get from the hospital and has a commitment employees sign. She said she can use the same commitment and her and Phil can manage that.

Sarah Holmgrain made a motion to approve $5,000 from General Funds to go to Petersburg Medical Center, designated for staff education. Elizabeth Bacom second the motioned. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Kathi Riemer, Elizabeth Bacom and Phil Hofstetter. Motion carried 5-0.

**Fundraiser:** The Foundation has discussed having a second fundraiser during the year. The board discussed two ideas a Winter Dance or a Gingerbread contest. Kelsey has had a few people discuss having a dance would be really fun and successful. Elizabeth Bacom would like to see a Gingerbread contest during Julebukking. Jennifer Bryner, Visitor said she thinks the gingerbread would not be successful because Julebukking is a time for free food and most people don’t bring money with them. Kelsey Lambe would like to see the foundation pick one or none so she can begin planning. Sarah Holmgrain said there is a lot of fundraisers during the winter and she thinks throwing one would be asking a lot of the community. The foundation would like to hold off on a winter fundraiser. They would like to meet with Elanor before moving forward with this.

**Requested Funds:** Phil Hofstetter and Activities have asked the Foundation to purchase a pool lift for Parks and Rec with the leftover money from Paddle Battle 2017. Phil explained this could really benefit our LTC residents and other community members getting in and out of the pool.

Elizabeth Bacom made a motion to Approve $2,538 from the Paddle Battle 2017 funds to be used for a Pool Lift for Parks and Rec to be used by Long Term care residents. Kathi Riemer Second the motioned. Elizabeth Bacom second the motioned. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Kathi Riemer, Elizabeth Bacom and Phil Hofstetter. Motion carried 5-0.

**Requested Funds:** Diane Christanson and Kari Baekkelund purchased flowers for the ER bay flowerpots. They’ve requested to be reimbursed for the flowers. The board thinks this should come from the hospital not the foundation. Kelsey Lambe will take the request to the hospital.

**Raffle Tickets:** The Raffle tickets raised almost $8,000. Kelsey Lambe is still adding everything up. We will be drawing a winner today. Elizabeth talked about how hard it has been to get people to help sell tickets and get people to purchase. Sarah Holmgrain said there are currently a lot of tickets being sold and that may be the reason. Kelsey Lambe said she had some feedback about the cost of the tickets.

Jennifer Bryner would like to speak on behalf of the previous scholarship receipts. She said the change in reimbursement instead of a check before classes start has caused a financial burden on some of the students. She also felt some receipts were not aware of the change, which caused problems.

Kelsey Lambe said she met with each receipt when the change happened to explain the foundation had decided to reimburse the students after grades had been checked. Kelsey noted that she knew some receipts were upset about this change but its what the board voted on.

**Executive Session**: Norma J. Tenfjord Education Scholarships Elizabeth Bacom made a motion to move to executive session, Phil Hofstetter seconded the motion. The board moved into executive session at 11:40am.

The board came out of executive session at 11:58am.

Kathi Riemer made a motion to approve Jolyn Duddles scholarship for $869, Elizabeth Bacom second. Elizabeth Bacom second the motioned. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Kathi Riemer, Elizabeth Bacom and Phil Hofstetter. Motion carried 5-0.0.

Kathi Riemer made a motion to approve Angela Menish scholarship for $1490, Elizabeth Bacom second. Elizabeth Bacom second the motioned. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Kathi Riemer, Elizabeth Bacom and Phil Hofstetter. Motion carried 5-0.

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

Kathi Riemer made a motion to approve Emma Engell a scholarship up to $5,000, Elizabeth Bacom second Elizabeth Bacom second the motioned. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Kathi Riemer, Elizabeth Bacom and Phil Hofstetter. Motion carried 5-0.

Kathi Riemer made a motion to approve Kim Robson a scholarship up to $5,000, Phil Hofstetter second. Elizabeth Bacom second the motioned. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Kathi Riemer, Elizabeth Bacom and Phil Hofstetter. Motion carried 5-0.

ADDITONAL COMMENTS FORM COMMITTEE MEMBERS:None.

SUGGESTIONS/FUTURE AGENDA ITEMS: Scholarships and Fundraising.

NEXT MEETING: Next meeting will be in TBA

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

The Board dismissed at 12:08 P.M.

Respectfully submitted by Darlene Whitethorn

Darlene Whitethorn

Darlene Whitethorn, Secretary/Treasurer

**PMC FOUNDATION - September 5, 2019**

SUMMARY

September 5,2019

Regular Meeting

1. **APPROVED** the agenda.

2. **APPROVED** the accounting report.

3. **APPROVED** $5,000 for staff education to the hospital

4. **APPROVED** Pool Lift

5. **APPROVED** Norma J. Tenjford Education scholarship recipients, Jolyn Duddles, Angela Menish, Emma Engell, Lauren Thain and Kim Robson.

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