Petersburg Medical Center Foundation

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MINUTES

REGULAR PETERSBURG MEDICAL CENTER FOUNDATION MEETING

August 30,2018

The Petersburg Medical Center Foundation board was called to order in CEO’s office at Petersburg Medical Center by Susan Paulsen at 11:08 a.m. Present were: Susan Paulsen, Sarah Holmgrain, and Darlene Whitethorn, Elizabeth Bacom and Phil Hofstetter. There was a quorum.

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

APPROVAL OF THE MINUTES: Darlene Whitethorn made a motion to approve the regular meeting minutes from May 22,2018 and Elizabeth Bacom seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

APPROVAL OF THE ACCOUNTING REPORT: Kelsey Lambe presented the financial report for the months of May 2018, June 2018 and FY July 2019. Darlene Whitethorn made a motion to approve and Elizabeth Bacom seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

ADMINISTRATIVE REPORT:

Kelsey Lambe reported there was a donation from two kids on a ship coming thru Petersburg. We have no way of writing them a Thank you but wanted the board to see the card they wrote with the Donation. Would like to write personal Thank you cards to First Bank, First Bank’s Board, Hammer and Wikan, Coast Guard, Elizabeth Hart and Richard Burke.

OLD BUSINESS:

**Paddle Battle:** The Board was pleased with the turn out and success of the Paddle Battle. Elizabeth Bacom suggests that next year we encourage more sponsorship in the advertisement. Would like to think about doing a raffle for everyone who receives sponsors.

**First Bank Event:** The Board was so happy and appreciative of all that First Bank did. Would like to see many more Thank you to everyone who helped make the event happen. Want to make sure First Bank and the Donors know everything we did with the money. Acknowledgement in our Annual Newsletter.

NEW BUSINESS:

**Phil Hofstetter:** Susan Paulsen swore in Phil Hofstetter at 11:32 as a new Board member.

**Employee Service Commitment Agreement:** The board feels like there are some Grey areas with the service agreement. Would like to see some short of verbiage about the student’s time line added to the agreement; ie, Certificate should only take 1 year, degree could be 2 years or 4 years depending where the student is at in their program. Kelsey Lambe will work on verbiage.

**Norma J. Tenfjord Education scholarship requirements:** Would like to see a few things added to the application/requirements. Would like to see cost of program, want to see the 3 letters of recommendations sealed, one of which from a current supervisor.

**Executive Session**: Norma J. Tenfjord Education Scholarships Darlene Whitethorn made a motion to move to executive session, Sarah Holmgrain seconded the motion. The board moved into executive session at 12:00pm.

\*Phil Hofstetter had to leave the meeting.

The board came out of executive session at 12:27.

Elizabeth Bacom made a motion to renew Adam Axmaker scholarship up to $5,000, Darlene whitethorn second. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

Elizabeth Bacom made a motion to renew Angela Menish scholarship up to $5,000, Darlene whitethorn second. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

Elizabeth Bacom made a motion to award Jolyn Duddles a scholarship up to $5,000, Darlene whitethorn second. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

Elizabeth Bacom made a motion to award Elizabeth Higgins a scholarship up to $5,000, Darlene whitethorn second. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

Elizabeth Bacom made a motion to award Valarie Nilsen a scholarship up to $5,000, Darlene whitethorn second. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

ADDITONAL COMMENTS FORM COMMITTEE MEMBERS:Elizabeth Bacom would like to continue on with a search for a new fundraiser.

SUGGESTIONS/FUTURE AGENDA ITEMS: None.

NEXT MEETING: Next meeting will be in July

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

The Board dismissed at 12:45 P.M.

Respectfully submitted by Sarah Holmgrain

 Sarah Holmgrain

Sarah Holmgrain, Secretary/Treasurer

**PMC FOUNDATION - August 30, 2018**

SUMMARY

August 30,2018

Regular Meeting

1. **APPROVED** the agenda.

2. **APPROVED** the minutes.

3. **APPROVED** the accounting report.

4. **APPROVED** Norma J. Tenjford Education scholarship recipients, Adam Axmaker, Angela Menish, Valarie Nilsen, Elizabeth Higgins, Jolyn Duddles.

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