Petersburg Medical Center Foundation

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MINUTES

REGULAR PETERSBURG MEDICAL CENTER FOUNDATION MEETING

February 7, 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 09:05 a.m. Present were Susan Paulsen, Phil Hofstetter, Sarah Holmgrain, and Elizabeth Bacom. Darlene Whitethorn was absent. There was a quorum.

ADDITIONS TO THE AGENDA: Elizabeth Bacom made a motion to amend the Agenda and add 8.8 Transfer
$25,000 RASMUSON grant for X-ray machine. Phil Hofstetter seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Phil Hofstetter. Motion carried 4-0.

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

APPROVAL OF THE MINUTES: Elizabeth Bacom made a motion to approve the regular meeting minutes from August 30, 2018 and September 17, 2018 and Phil Hofstetter seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Phil Hofstetter. Motion carried 4-0.

APPROVAL OF THE ACCOUNTING REPORT: Kelsey Lambe presented the financial report for the months of August 2018, September 2018, October 2018, November 2018 and December 2018. Sarah Holmgrain made a motion to approve and Phil Hofstetter seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Phil Hofstetter. Motion carried 4-0.

ADMINISTRATIVE REPORT:

Kelsey Lambe reported that the 2018 Newsletter was sent out, she brought a copy to pass around. Jennifer Bryner’s Christmas party brought in $6,725 dollars. The Foundation received a grant for $500 for shower chairs. There was a communication error and the grant was never used and the final paper work was never sent back. The Alaska Community Foundation has asked for the grant back. Phil Hofstetter is going to call the Alaska Community Foundation to ask them if it can go towards anything else, we assume not and anticipate sending the money back. Kelsey brought to the Foundation board’s attention that some of the 2018 receipts of the Norma J Tenjford are bummed that they no longer receive the full $5,000, they only receive what they can they provide receipts for. Will put further discussion on next Agenda. Elizabeth Higgins declined her money, as something else came up for her.

OLD BUSINESS:

**Norma J. Tenjford scholarship application:** Kelsey made changes to the application. She added “Cost of Program”, “Cost Per Term/Semester” and “Three sealed letters of recommendation one of which should come from a current supervisor”. The board liked the changes and would like to see it posted to the webpage immediately for all future applicants.

NEW BUSINESS:

**Board Organization:** Darlene Whitethorn has stepped down from the hospital Board but would like to continue as a board member for the Foundation. Kelsey Lambe mentioned changing the bylaws so we could have more members, but Sarah thought we needed to stick to an odd number of board members. The board agreed it seems like 7 Board members is too many. Sarah Holmgrain explained that voting to change the bylaws can be complicated and said she would step down so Darlene could continue. Sue Paulson and Elizabeth Bacom agreed that they didn’t want to see Darlene or Sarah go. Sarah suggested that she be an alternate for when a board member is out of town, she would also continue to serve on beat the odds committee, as well as being on call for questions. The board likes this idea. Kelsey will investigate the possibility of having an alternate. Kathi Riemer has agreed to take Darlene Whitethorns place as Hospital Board representative. Elizabeth Bacom said someday she would like to see another hospital employee serving.

**Request for Funds**: The board read over Belinda Chases request for addition training. Elizabeth Bacom made a motion to approve up to $5,000 from the “Staff Education” funds to be used for “American Association of Professional Coders”. Sarah Holmgrain seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Phil Hofstetter. Motion carried 4-0.

**Request for Funds**: The board read over Tara Burns request for addition training. Elizabeth Bacom made a motion to approve up to $3,000 from the “Staff Education” funds to be used for “Driving Rehabilitation Specialist Track”. Sarah Holmgrain seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Phil Hofstetter. Motion carried 4-0.

**Request for Funds:** The board read over Tara Burns, Bradee Axemaker and Bailey Koebernicks request for addition training. Elizabeth Bacom made a motion to approve up to $360 from the “Staff Education” funds to be used for “Training in Neuroscience and Self- Regulation Techniques for Kids with Autism, ADHA & Sensory Disorders”. Sarah Holmgrain seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Phil Hofstetter. Motion carried 4-0.

**Request for Funds**: The board read over Grazel Edfelt request for addition training. Elizabeth Bacom made a motion to approve up to $5,000 from the “Staff Education” funds to be used for “Certified Healthcare Environmental Services Technician”. Sarah Holmgrain seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Phil Hofstetter. Motion carried 4-0.

**Request to transfer funds:** Elizabeth Bacom made a motion to transfer the $5,000 RASMUSON grant for ER doors to the Petersburg Medical Center. Phil Hofstetter seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Phil Hofstetter. Motion Carried 4-0.

**Request to transfer funds:** Elizabeth Bacom made a motion to transfer the $25,000 RASMUSON grant for the X-ray machine to the Petersburg Medical Center. Sarah Holmgrain seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Phil Hofstetter. Motion Carried 4-0.

**Request to transfer funds**: Elizabeth Bacom made a motion to transfer the Paddle Battle 2018 funds to the Staff Education funds. Sarah Holmgrain seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Bacom, and Phil Hofstetter. Motion Carried 4-0.

ADDITONAL COMMENTS FROM COMMITTEE MEMBERS:None

SUGGESTIONS/FUTURE AGENDA ITEMS: Sarah Holmgrain would like for the board to look into if we have general liability and are covered if something were to happen during the paddle battle or one of the Beat the Odds events. Kelsey Lambe and Phil Hofstetter said they would look into it.

NEXT MEETING: Next meeting will be in March or early April before the Annual meeting

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

The Board dismissed at 09:57 a.m.

Respectfully submitted by Sarah Holmgrain

 Sarah Holmgrain

Sarah Holmgrain, Secretary/Treasurer

**PMC FOUNDATION February 7, 2019**

SUMMARY

February 7, 2019

Regular Meeting

1. **APPROVED** the additions to the agenda.
2. **APPROVED** the Agenda
3. **APPROVED** the minutes.
4. **APPROVED** the accounting report.
5. **APPROVED** Belinda Chase’s request for $5,000 for American Association of Professional Coders.
6. **APPROVED** Tara Burns request for $3,000 Driving Rehabilitation Specialist Track
7. **APPROVED** Tara Burns, Bradee Axemaker and Bailey Koebernicks request for $360 for Training in Neuroscience and Self- Regulation Techniques for Kids with Autism, ADHA & Sensory Disorders
8. **APPROVED** Grazel Edfelts request for $5,000 for CHEST.
9. **APPROVED** transfer the $5,000 RASMUSON grant for ER doors to the Petersburg Medical Center.
10. **APPROVED** transfer the $25,000 RASMUSON grant for the X-ray machine to the Petersburg Medical Center.
11. **APPROVED** transfer the Paddle Battle 2018 funds to the Staff Education funds.