Petersburg Medical Center Foundation

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MINUTES

REGULAR PETERSBURG MEDICAL CENTER FOUNDATION MEETING

March 22,2018

The Petersburg Medical Center Foundation board was called to order in CEO’s office at Petersburg Medical Center by Susan Paulsen at 11:05 a.m. Present were: Susan Paulsen, Elizabeth Bacom, Elizabeth Woodyard, Sarah Holmgrain, and Darlene Whitethorn. There was a quorum.

APPROVAL OF THE AGENDA: Darlene Whitethorn made a motion to approve the agenda and Elizabeth Bacom seconded the motion. Elizabeth Bacom made a motion to add Health Fair under 8.6 in New Business to the Agenda. Susan Paulsen made a motion to approve the amended agenda. Darlene Whitethorn seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 5-0.

APPROVAL OF THE MINUTES: Darlene Whitethorn made a motion to approve the regular meeting minutes from December 5,2017 and Elizabeth Bacom seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 5-0.

APPROVAL OF THE ACCOUNTING REPORT: Sarah Holmgrain presented the financial report for the months of November 2017, December 2017, January 2018, and February 2018. Elizabeth Bacom made a motion to approve and Darlene Whitethorn seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 5-0.

ADMINISTRATIVE REPORT:

Kelsey Lambe reported that Kaitlin DuRoss has finished her wound care class, completed her clinical hours, is shadowing Stacey Dahl and will sit for her written exam April 3rd. The wheel chair committee purchased 16-wheel chairs for the facility. Total cost of wheel chairs $4,121.00. We have not received the bill for shipping yet.

OLD BUSINESS:

**Fundraising:** There was discussion about new ideas for fundraising. Ideas thus far are 3 on 3 Basketball tournament, dodgeball tournament, or sponsor a swimmer. Kelsey Lambe will continue to research more ideas.

NEW BUSINESS:

**Board Organization:** Sarah Holmgrain would like to stay on the foundation board as a community member.

**Annual Meeting:** The board discussed what they would like to see at the annual meeting. The board would like to have testimonials from LTC patients about the birds, updates from the scholarship recipients. Along with hospital movie, door prizes and a light lunch.

**Request for funds:** The board read over Bailey Koebernick request for addition training. Elizabeth Bacom made a motion to approve up to $2,000 from the “Staff Education” funds to be used for “Flexible Endoscopic training for Bailey Koebernick.” Darlene Whitethorn seconded the motion. Voice vote was taken with Susan Paulsen, Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 5-0.

**Executive Session:** Existing Scholarship Recipient. Elizabeth Bacom made a motion to move to executive session, Elizabeth Woodyard seconded the motion. The board moved into executive session at 11:26 am.

The board came out of executive session at 11:37 am.

**Health Fair:** Elizabeth Bacom announced that after talking to CFO Doran and CEO Elizabeth the hospital will be able to donate $15,000 to the foundation from the 2018 Health Fair.

ADDITONAL COMMENTS FORM COMMITTEE MEMBERS:None.

SUGGESTIONS/FUTURE AGENDA ITEMS: Annual meeting.

NEXT MEETING: Annual meeting-April 20,2018

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

The Board dismissed at 11:55 a.m.

Respectfully submitted by Sarah Holmgrain

 Sarah Holmgrain

Sarah Holmgrain, Secretary/Treasurer

**PMC FOUNDATION -3- March 22,2018**

SUMMARY

March 22,2018

Regular Meeting

1. **APPROVED** the agenda.

2. **APPROVED** the minutes.

3. **APPROVED** the accounting report.

4. **APPROVED** funds from staff education for Bailey Koebernick.