



# Petersburg Medical Center Foundation

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## MINUTES REGULAR PETERSBURG MEDICAL CENTER FOUNDATION MEETING April 5, 2017

The Petersburg Medical Center Foundation board was called to order in CEO's office at Petersburg Medical Center by Susan Paulsen at 3:17 p.m. Present were: Elizabeth Bacom, Elizabeth Woodyard, Sarah Holmgrain, and Susan Paulsen and Darlene Whitethorn. There was a quorum.

**APPROVAL OF THE AGENDA:** Sara Holmgrain made a motion to approve the agenda and Elizabeth Bacom seconded the motion. Voice vote was taken with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Darlene Whitethorn, and Susan Paulsen. Motion carried 5-0.

**APPROVAL OF THE MINUTES:** Elizabeth Woodyard made a motion to approve the regular meeting minutes from January 30, 2017 and Elizabeth Bacom seconded the motion. Voice vote was taken with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Darlene Whitethorn, and Susan Paulsen. Motion carried 5-0.

**APPROVAL OF THE ACCOUNTING REPORT:** Sarah Holmgrain presented the financial report for months January 2017, February 2017, and March 2017. She reported the Foundation has \$117,543.45 in checking, \$13,873.04 in savings, and \$217,998.18 in investments as of March 31, 2017. Within the checking account there are specific pots of money designated for certain spending. Paddle Battle balance was \$133.51, Emergency Travel Fund is \$8,800.00, Eden Project \$898.51, Long Term Care Activities \$1,720.00, LTC Visitor Account \$4,400.00, and Staff Education \$2,486.10.

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

### ADMINISTRATIVE REPORT:

Sarah Holmgrain reported no movement on the driving simulator most likely due to its high price tag of \$17,000.

### OLD BUSINESS:

**Donor Plaque:** There was some discussion on a permanent plaque and ideas. Ideas of where it should be located, making sure it's something that can be relocated in the event we need it moved, and can it be added to over time. Possible ideas of something the high school industrial arts program can make or produce. An idea of a tree with names on it was put forth and a recommendation to talk to Jennifer Bryner about ideas as well.

**Safe Driving Simulator:** Sarah reported in her Administrative Report there was no movement on funding the project. Suggestions were made to contact each potential supporter personally.

**Annual Membership Meeting:** It was decided to set the date for April 25<sup>th</sup>. Finger food will be provided by PMC. Susan will open the meeting, Sarah will provide an over view of the spending through 2016 and the balance on the foundation account.

**NEW BUSINESS:**

Executive Session: Existing Scholarship Recipient. Elizabeth Bacom made a motion to move to executive session, Darlene Whitethorn seconded the motion. The board moved into executive session at 3:40pm.

The board came out of executive session at 3:58pm.

Executive Session: PHS Graduating Senior Scholarship. Elizabeth Bacom made a motion to move to executive session, Darlene Whitethorn seconded the motion. The board moved into executive session at 3:58pm.

The board came out of executive session at 4:10 pm.

The board did not move on awarding the high school scholarship at the board meeting. A special meeting will be held in early May to determine the recipient.

**ADDITIONAL COMMENTS FORM COMMITTEE MEMBERS:** Suggestions were given on developing term limits for board members and how nominations for those terms would look like. Ideas about the hospital turning 100 in May were given. Sarah will relay the ideas to the PMC committee that has formed to organize the events.

**SUGGESTIONS/FUTURE AGENDA ITEMS:** special meeting for high school scholarship recipient.

**NEXT MEETING:** early May.

**ADJORNMENT:** Sarah Holmgrain moved to adjourn. Elizabeth Bacom seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Darlene Whitethorn, and Susan Paulsen. Motion carried 5-0.

Respectfully submitted to President Susan Paulsen by Sarah Holmgrain

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Susan Paulsen, President

*Sarah Holmgrain*  
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Sarah Holmgrain, Secretary/Treasurer

SUMMARY  
APRIL 5, 2017  
Regular Meeting

1. **APPROVED** the agenda.
2. **APPROVED** the minutes.
3. **APPROVED** the accounting report.

*Guiding Values: Integrity - Dignity - Professionalism - Team Work - Quality*