



# Petersburg Medical Center Foundation

103 Fram Street  
PO Box 589  
Petersburg, AK 99833

Phone: 907-772-4291  
Fax: 907-772-3085

## MINUTES REGULAR PETERSBURG MEDICAL CENTER FOUNDATION MEETING August 22, 2016

The Petersburg Medical Center Foundation board was called to order in CEO's office at Petersburg Medical Center by Susan Paulsen at 11:16 a.m. Present were: Elizabeth Bacom, Elizabeth Woodyard, Darlene Whitethorn, and Sarah Holmgrain. Susan Paulsen was absent. There was a quorum.

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

**APPROVAL OF THE MINUTES:** Elizabeth Woodyard made a motion to approve the regular meeting minutes from June 1, 2016. Darlene Whitethorn seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

**APPROVAL OF THE ACCOUNTING REPORT:** Sarah Holmgrain presented the financial report for month May, 2016. She reported the Foundation has \$124,357.33 in checking. For the month of June the Foundation had \$120,825.45 in checking. The fiscal year begins again in July and the ending balance for the checking account was \$126,147.11. Within the checking account there are specific pots of money designated for certain spending. Paddle Battle balance was \$8,428.10, Emergency Travel Fund is \$4,615.00, Eden Project \$3,148.39, Long Term Care Activities \$1,470.00, and Staff Education \$2,486.10.

Darlene Whitethorn made a motion to approve the accounting report and Sarah Holmgrain seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

### ADMINISTRATIVE REPORT:

Sarah Holmgrain reported the Paddle Battle was moved to one weekend later, July 30<sup>th</sup> due to stormy conditions. She also reported she is working with Jill Dormer in the business office to set up online donating. She contacted Ketchikan Peace Health to see who they use for their online gift giving and is waiting to hear back from them. She would like to give donors an option of a specified amount or a dollar amount of their choice when donating online.

### OLD BUSINESS:

**Paddle Battle:** Sarah Holmgrain gave the board an update and wrap up of the Paddle Battle. The date was changed to July 30<sup>th</sup> due to stormy conditions. There were a few participants that dropped out due to the date change but Sarah Holmgrain felt confident that had it stayed the week before it would have been unsafe and even fewer people, if any, would have participated. Lunch/dinner was provided by PMC and board members and staff members both cooked the burgers, hotdogs, and turkey burgers. The food was well received by the paddlers.

Lodging/Transportation Fund: Elizabeth Woodyard shared the PMC policy regarding lodging and expenses for family members. It is still in draft form and the board discussed the language. It was suggested some of the language be deleted to make it more clear the desire of the foundation.

Sarah Holmgrain moved to approve the designation of \$5,000 from the general fund for the lodging/transportation fund. Darlene Whitethorn seconded the motion. The board discussed the use and that Elizabeth Woodyard would be the designated representative from the board to approve the expenses out of this account. It was discussed that when the \$5,000 is exhausted the board can then decide if they want to refund it or not. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

**NEW BUSINESS:**

Communication: Sarah Holmgrain had a suggestion in the PMC suggestion box. It requested PMC pay for Christmas gifts for LTC residents instead of the employees paying for the gifts. The suggestion will be held until later in the year when it's closer to Christmas.

It was suggested, due to time, to move the next agenda item, "Donor Plaque" to the next meeting.

**ADDITIONAL COMMENTS FROM COMMITTEE MEMBERS –None**

**SUGGESTIONS/FUTURE AGENDA ITEMS- Donor Plaque**

**NEXT MEETING:** No date was set.

**ADJORNMENT:** Darlene Whitethorn moved to adjourn. Sarah Holmgrain seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, and Darlene Whitethorn. Motion carried 4-0.

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  
AUGUST 22, 2016  
Regular Meeting

1. **APPROVED** the agenda.
2. **APPROVED** the minutes.
3. **APPROVED** the accounting report.
4. **APPROVED** Lodging/Transportation LTC fund.