



# Petersburg Medical Center

103 Fram Street  
PO Box 589  
Petersburg, AK 99833

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

## MINUTES REGULAR PETERSBURG MEDICAL CENTER FOUNDATION MEETING December 23, 2015

The Petersburg Medical Center Foundation board was called to order in CEO's office at Petersburg Medical Center by Susan Paulsen at 11:02 am. Present were: Susan Paulsen, Elizabeth Bacom, Elizabeth Woodyard, Darlene Whitethorn, and Sarah Holmgrain. There was a quorum.

**AMENDMENT OF THE AGENDA:** Sarah Holmgrain requested an amendment to the agenda by adding 6.5 "Scholarship Application and Contract".

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

**APPROVAL OF THE MINUTES:** Darlene Whitethorn made a motion to approve the regular meeting minutes from November 30, 2015. Elizabeth Bacom seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Motion carried 5-0.

**APPROVAL OF THE ACCOUNTING REPORT:** Sarah Holmgrain presented the financial report through December 18, 2015. She reported the Foundation has \$138,170.60 in checking, \$27,290.76 in savings, and \$203,699.03 in investments. The investments account fluctuates daily depending on the investment earnings.

Elizabeth Woodyard made a motion to approve the accounting report through December 18, 2015. Elizabeth Bacom seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Motion carried 5-0.

**OLD BUSINESS:** The Board discussed the parameters for the PHS graduating senior scholarship. It was decided to use the rubric from "Career Pathways Institute". It was also decided to not limit the scholarship to medical careers since PMC employees many in non-medical staff. It was also decided the deadline for applying will be April 1<sup>st</sup>. Elizabeth Bacom suggested in addition to the portfolio high school seniors make they should write an essay of 500 words or fewer describing how they incorporate one of PMC's guiding values in their life. There

was a voice agreement on adding this requirement to the portfolio. Sarah Holmgrain will work with Rachel Etcher, on the Foundation's requirements for the scholarship.

Elizabeth Bacom moved at 11:29am to recess to executive session to discuss scholarship recipients. Darlene Whitethorn seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Motion carried 5-0.

The Board came out of executive session at 11:40am.

Sarah Holmgrain moved to award Alix Olier the PMC Foundation scholarship/loan in the amount of \$5,000 for the spring 2016 term. Elizabeth Woodyard seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Motion carried 5-0.

Elizabeth Bacom moved to award Lena Odegaard the Norma J. Tenfjord scholarship/loan in the amount of \$5,000 for the spring 2016 term. Darlene Whitethorn seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Motion carried 5-0.

Elizabeth Bacom moved to award Mary Beth "Bessie" Johnson the Norma J. Tenfjord scholarship/loan in the amount of \$5,000 for the spring 2016 term. Darlene Whitethorn seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Motion carried 5-0.

Sarah Holmgrain gave board members an example of a service agreement contract from Swedish Medical Center as suggested language for the scholarship recipients to sign. It provides for contract language for the employees and one for non-employees receiving scholarship money through the Foundation. The board asked Sarah Holmgrain and Elizabeth Woodyard to work out the details of the language and get it to the recipients for signature.

NEW BUSINESS: There was no new business.

SUGGESTIONS: Sarah Holmgrain said she was asked if it was possible for the Foundation to do a walk for MS in memory of long term care resident Connie who passes away earlier this year due to complications from MS. The Board needs more information on what the employee would like to see done with the money, research, for LTC activates, etc. Sarah Holmgrain said she would get more information from the employee on her vision and report back in January at the next board meeting

NEXT MEETING: it was decided due to schedules the next meeting will be January 29<sup>th</sup>.

ADJORNMENT: Sarah Holmgrain moved to adjourn. Elizabeth Bacom seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. 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  
December 23, 2015  
Regular Meeting

1. **APPROVED** the agenda with amendment.
2. **APPROVED** the minutes.
3. **APPROVED** the accounting report.
4. **APPROVED** scholarship/no interest loan award to Alix Oiler.
5. **APPROVED** scholarship/no interest loan award to Lena Odegaard.
6. **APPROVED** scholarship/no interest award to Mary Beth Johnson.