



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 November 16, 2015

The Petersburg Medical Center Foundation board was called to order in CEO's office at Petersburg Medical Center by Susan Paulsen at 11:00 am. Present were: Susan Paulsen, Elizabeth Bacom, Elizabeth Woodyard, Darlene Whitethorn, and Sarah Holmgrain. There was a quorum.

APPROVAL OF THE AGENDA: Elizabeth Bacom made a motion to approve the agenda. Darlene Whitethorn 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: Elizabeth Woodyard made a motion to approve the regular meeting minutes from September 9, 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 October 31, 2015. She reported the Foundation has \$138,985.60 in checking, \$27,098.97 in savings, and \$205,872.64 in investments. The investments account fluctuates daily depending on the investment earnings. In checking there are some designated pots of money. In those pots, we have Foundation membership since the fall at \$1,950.00, the emergency travel fund at \$955.00, and the Long Term Care shower renovation at \$15,206.00.

Darlene Whitethorn made a motion to approve the accounting report through October 31, 2015. Elizabeth Woodyard seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Motion carried 5-0.

OLD BUSINESS: Sarah Holmgrain reported the PMC employee membership drive was smaller than anticipated. Few employees signed up but some were very generous. Total amount to date was \$1,950.00.

The Board discussed the parameters for the PHS graduating senior scholarship. Sarah Holmgrain handed out examples of rubric forms/measures that might be good to consider when choosing a recipient. The Board took the examples and will determine which one they will use at a future meeting.

Discussing continued on how much the scholarship should be. After discussion, Elizabeth Bacom made a motion to offer a \$1,000 scholarship to a 2016 PHS graduating senior in spring 2016. Darlene Whitethorn seconded the motion. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Motion carried 5-0.

Students currently enrolled in a post secondary education or training program was next discussed. The board discussed the amount, time frame, how much to offer, parameters of the offer. After discussion, it was determined the scholarship would be a scholarship or no interest loan depending on if the student returns to Petersburg and becomes employed by PMC. The rules for being considered were decided as follows: 1. In a post secondary program. 2. Can apply at anytime during the year. 3. May request up to \$5,000 for the year with a maximum amount of \$10,000 total paid out. 4. If you become employed at PMC your loan will be forgiven at a rate of \$5,000 per year worked. 5. If there are no openings at PMC or you choose not to come to PMC then you may repay the loan at no interest charged.

Discussion then moved to current PMC employees and how to support their needs to continue their education. The board felt it should provide a similar scholarship/no interest loan to existing staff as well. The parameters are the same as noted above. However, this scholarship would continue to be named in Norma J. Tenfjord's memory as it currently is.

NEW BUSINESS: There was no new business.

ADDITIONAL COMMENTS FROM COMMITTEE MEMBERS. None.

SUGGESTIONS/FUTURE AGENDA ITEMS. It was suggested we request a list from PMC on the capital improvements needed in the next budget year. Elizabeth Woodyard said that list is usually compiled in March of each year. The request will be formally made in the spring 2016.

NEXT MEETING. Committee members felt December would be good to have one. Sarah Holmgrain will follow up.

ADJORNMENT. Darlene Whitethorn made a motion 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

Susan Paulsen, President

Sarah Holmgrain, Secretary/Treasurer

PMC FOUNDATION

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NOVEMBER 16, 2015

SUMMARY
November 16, 2015
Regular Meeting

1. **APPROVED** the agenda.
2. **APPROVED** the minutes.
3. **APPROVED** the accounting report
4. **APPROVED** the 2016 high school scholarship amount.