



Petersburg Medical Center

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MINUTES REGULAR PETERSBURG MEDICAL CENTER FOUNDATION MEETING SEPTEMBER 9, 2015

The Petersburg Medical Center Foundation board was called to order in CEO's office at Petersburg Medical Center by Sarah Holmgrain at 10:00 am. Present were: Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. There was a quorum.

APPROVAL OF THE AGENDA: Sarah Holmgrain made a motion to approve the agenda. Elizabeth Woodyard 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 July 15, 2015. Susan Paulsen 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 made a motion to approve changes to the Foundation Bylaws. Susan Paulsen seconded the motion. Discuss followed. Sarah Holmgrain said the bylaws had not been amended, except for a name change, since 1990. Changes to the bylaws were previously discussed at prior meetings and the board was in agreement on the changes proposed. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Motion carried 5-0. Sarah Holmgrain said she will file the proper paperwork the State of Alaska.

NEW BUSINESS: Sarah Holmgrain conducted the election of President. Elizabeth Woodyard nominated Susan Paulsen for President. Susan Paulsen asked what the duties are of President. Sarah Holmgrain said to preside over meetings, approve the agenda before issuing it. Sarah Holmgrain would remain behind the scenes in getting necessary paperwork done and being the staff person for the foundation. Susan Paulsen agreed to the nomination. Sarah Holmgrain closed the nominations and a voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn was conducted. Susan Paulsen was elected President on a 5-0 vote. President Paulsen conducted the remainder of the election of officers. Elizabeth Woodyard nominated Elizabeth Bacom for vice president. No other nominations were given. President Paulsen closed the nominations and called for a voice vote. Voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Elizabeth Bacom was elected vice president with a 5-0 vote. President Paulsen opened

nominations for secretary/treasurer. Elizabeth Woodyard nominated Sarah Holmgrain for the position. No other nominations were given. President Paulsen closed the nominations and called for a voice vote. A voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn. Sarah Holmgrain was elected as secretary/treasurer with a 5-0 vote.

Sarah Holmgrain said she would file the necessary paperwork with the State of Alaska to update the board of directors and the officers.

The board discussed foundation membership. Sarah Holmgrain presented a draft brochure to explain the roles of the foundation and to aid in encouraging membership. There were a few edits to the brochure after discussion.

Sarah Holmgrain gave the board an update on the Paddle Battle. Over \$15,000 was raised to help pay for the renovation to the tub/shower room in Long Term Care. Sarah Holmgrain said several donors during the Paddle Battle donated at or above the individual, family, and business membership levels recommended in the brochure. She suggested donors that had given already at that level in 2015 be given membership status as a result. The board agreed to the suggestion without a voice or roll call vote.

Elizabeth Woodyard explained each quarter there is an "Employee Forum". At the forum staff is informed of changes, upcoming events, or special information they need to know. She requested the Foundation pay for four \$25 Chamber of Commerce gift certificates to be used after PMC conducts and employee membership drive. Employees that become a member during the period September 10-24 would be eligible to have their name put into a hat and have their name potentially drawn for one \$25 gift certificate. A voice vote with Sarah Holmgrain, Elizabeth Woodyard, Elizabeth Bacom, Susan Paulsen, and Darlene Whitethorn was conducted. Motion passed 5-0.

EXECUTIVE SESSION: The board recessed to executive session at 10:30am for matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the foundation, more specifically scholarship recipients. This executive session was appropriate under AS 44.62.310.

The board came out of executive session at 11:07am.

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

Respectfully submitted to President Susan Paulsen by Sarah Holmgrain

Susan Paulsen, President

Sarah Holmgrain, Secretary/Treasurer

SUMMARY
September 9, 2015
Regular Meeting

1. **APPROVED** the agenda.
2. **APPROVED** the minutes.
3. **APPROVED** the amendment to the bylaws.
4. **APPROVED** the election of officers.
5. **APPROVED** the membership of donors in 2015.
6. **APPROVED** the purchasing of four \$25 Chamber of Commerce gift certificates.