



Health Services Agency Foundation
Board of Directors

Minutes
November 5, 2007

Attendance: Judy Fisher, Steve Benak, Jack Helsby, Kathleen Holmberg, Annamary Peck, Linda Tourlotte

Non-Voting Members: Heidi Santino

Non Attendance: Rocki Cohen, Peter Broderick, , Sabrina Enevoldsen, Wendy Farrace, Meagan Mote, Katie Van Konyneburg, Yvonne Villanueva, Lou Santistevan- on leave

I. Call to order Judy
II. Approve of October minutes pgs 4-6 Judy (v)
Approval: Steve, Annamary, approved

III. September Financials *not completely reconciled statement not received waiting for copy to be sent Balance Sheet pg 7 Profit Loss YTD pg 8-18 Judy (v)

Approval: Jack spoke with Jim Perez, Smith Barney, regarding Husband Trust. Four different accounts, three managed accounts, gave Jack forms to change the investment to focus our needs. Set up a committee Jack, Steve, Judy
Approval: Steve, Kathleen, approved

IV. Financial Status
A. Development \$12725.31
B. General Account \$92006.51
a. Minus approved outstanding funding
i. \$34,338.50
ii. \$10,920.00 Executive Director six month salary
iii. \$30,000 reserve

General Account Total available \$16,748.01 for the next six months

V. New Business
A. Fundraising Opportunity Annamary
Fire department calendar for 2009, working approval Fire Fighter union, project underway
B. Board Changes Judy
a. James Ridenour changed to a sustaining member
C. Husband Trust Investment Committee Jack (v)

See above Financials

D. Halloween Costume Competition: 2-Original,2- Funniest, 2-Best Overall (\$150 in gift certificates) and treats for each department – change from above \$150 Gift Certificates each

category \$25 1st prize, \$10 Second Prize and a total of 9- \$5 runner ups, more prizes along

Heidi (v)

E. SFMG Request Physician Recruitment \$5,000 Judy (v)

Approval: No Motion

F. Foundation- H.S.A. Marketing & Event Boards : Employee Time Approval Judy (v)

- a. Ken to work on displays not to exceed 20 hours in the next three months at a rate of \$36.81 per hour or \$736.20. This would be a part of the Foundation- H.S.A recognition marketing plan and includes patient, employee stories and pictures. Posters/ displays would be developed for the following
 - a. Residency Program
 - b. Clinics
 - c. Public Health Nursing
 - i. Home visits
 - d. Prevention
 - i. Heart Coalition
 - ii. Asthma Coalition
 - iii. Prenatal Care
 - iv. Dental Sealant
 - v. Free Immunizations
 - e. Foundation

Approval: Steve, Annamary, approval

VI. Committees & Reports

A. H.S.A. Status Report

Mary Ann Lee

Funding for next year should balance with the rest of this year needing more funding from the Board of Supervisors. Same day scheduling with a few exceptions with a 48 hour turn around no show rate has dropped from 30% to 10% for pilot project.

Dr. Benak: Lab work and radiology to come into our facility: convenience for patient services.

a. Pediatric Clinic

Looking at efficiency for Pediatric to stay in current place- maximize ped's and more child friendly. Open to new patients.

B. Executive Report Status Report November 5, 2007 Heidi

- a. Taxes- Mailed
- b. Audit-Per auditors suggestions the audit should not be stated until after a year on QuickBooks (Jan 2008)
- c. Spokesperson- working on with Phoebe on identifying a person who can speak about the good work of H.S.A.

- d. Mammography Machine- working, next step is the sale process
- e. Department Auction items (Holiday Boxes)- email sent to all managers
- f. Marketing Plan- working on a plan for 2008 with Phoebe and Ken

C. Golf Tournament & String of Pearls Heidi
 Status Report November 5, 2007

- a. Need Auction Items
 - 1. Only a handful of items
- b. SAVE the DATE – at mail house (ABS Presort)
- c. Corporate Packages set for November 1- Have 1st proof
- d. Auction requests set for November 1- working
- e.

VII. Dates to Remember:

Board Meetings, 830 Scenic, Lobby Conference Room
 4:45PM Dinner, 5PM Meeting

- A. Tuesday, December 4- 5:30 PM Appetez, NO MEETING HOLIDAY SOCIAL**
- B. January 7- Executive Meeting, Foundation Office, 4PM
- C. January 14 – Board Meeting
- D. February 4 – Board Meeting
- D. February 14- 7AM Hosting Chamber Coffee Hour, Martin Conference Room, 830 Scenic Drive
- E. February 25, Executive Meeting, Foundation Office, 4PM
- F. March 3- Board Meeting
- G. March 15, 2008 String of Pearls, Dr. & Mrs. Cohen**
- H. March 31- Executive Meeting, Foundation Office, 4PM
- I. April 7- Board Meeting
- J. April 28- Executive Meeting, Foundation Office, 4PM
- K. May 5, 2008 FORE HSA! Golf Classic, Spring Creek Golf & Country Club**
- L. +May 12- Board Meeting
- M. May 26- Executive Meeting, Foundation Office, 4PM
- N. June 2- Board Meeting

Executive Meeting: last Monday of the month
 Board Meeting: first Monday of the month
 + denotes change in normal meeting
 * denotes agenda attachment
 (v) denotes Vote needed

