



# Southwest Memorial Hospital Foundation Board of Directors Meeting Minutes

February 15, 2023, 1-2:30pm, Kiva Conference Room

## Board Members

Derek Beckman, President · Karen Hubley, Vice President · Melinda Smith, Treasurer · Abby Nuetzel, Secretary · Gala Pock, MCHD · Jaycee Hart

Attendees: Derek Beckman, Karen Hubley, Melinda Smith, Abby Nuetzel, Jaycee Hart, David Faulkner, Chuck Krupa, Richard Davis

## Agenda

### Introductions

### Minutes from December Meeting

Derek motioned to accept meeting minutes from December 2022, Karen seconded. Meeting minutes are passed.

### Treasurer's Report

Current bank balance is \$84,868.62. Deposited \$100 donation from snow blower sale. Empire electric issued a check for \$1,500. City Market/Kroger's donation \$12.30 and \$28.62 for total of \$40.92. Check was paid to Forth & Associates for \$195 for CPA services.

### Old Business

1. Transfer of QR Code Donations to Paypal (Derek to transfer to foundation bank account)
  - a. Derek has full access to Paypal account. Current balance is under \$10.
2. Three Additional Board Members are needed
  - a. The board is now comprised of 3 board members that are SHS employees; next board member will need to be a non SHS employee.
  - b. There is an additional SHS employee who would like to join once a volunteer outside the organization is filled.
3. Planning 2023 Fundraisers
  - a. Large Annual Fundraiser
    - i. Ideas
      1. Taste of the Seasons 2023

- a. Abby mentioned possible concern of burdening restaurants in a tight labor market for fundraisers. The Taste of Durango was cancelled this year for that reason.
- b. Smaller Quarterly Fundraisers
  - i. Potential to quarterly host a fundraiser at local establishments ala WildEdge event in May 2022.
    - 1. Fenceline is a possibility in the spring. Melinda will apply to host event at Fenceline in the spring. Aiming for April 2023. Melinda will reach out to Fenceline to schedule.
  - ii. ATV Poker Run – August 2023
    - 1. Last event took place near Transfer campground. Will need to get a permit by the Forest Service. Will need more volunteers to ensure a successful event.
    - 2. Board to select the date over the next 30 days via email.
- 4. The baby training simulation model used by SHS has fallen apart and is needing replaced. SHS employees to submit grant application to the foundation for review. Replacement model is approximately \$3,000.
- 5. Board to add foundation meeting details (date/time/location) to website and social media. Derek will begin doing this moving forward.

## New Business

- ~~1. Medical Staff Services, Deborah Herman – Retention of providers and Fundraisers~~
- 2. Region 9 Enterprise Zone (EZ) Status
  - a. The foundation must have contributions to remain in active status as EZ. Last certified contribution was Spring 2020. If there are plans to fundraise and EZ is something we are going to offer donors, then the designation can remain active until December 2024.
  - b. In 2023, we must create a new 5 year business plan that outlines how we plan to raise money and what the money will be used for. Yearly active donations of \$5,000 is required to remain status.
  - c. Chuck Krupa to bring up to SHS leadership team to EZ status to gauge interest of SHS to maintain EZ status and provide potential support to the foundation to maintain the EZ status.

## Next Meeting

April 19, 2023, 1-2:30 pm, **Kiva Conference Room**

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# Southwest Memorial Hospital Foundation Board of Directors Meeting Minutes

June 21, 2023, 1-2:30pm, Kiva Conference Room

## Board Members

Derek Beckman, President · Karen Hubley, Vice President · Melinda Smith, Treasurer · Abby Nuetzel, Secretary · Gala Pock, MCHD · Jaycee Hart

## Agenda

### Introductions

### Minutes from February Meeting

Abby motion; Jaycee seconded. Meeting minutes are accepted.

### Treasurer's Report

Current bank balance \$84,892.44 as of March statement. Donation of \$500 from a patient that was seen at the Southwest Health System's ED, and Melinda will be picking up the check. \$65 received via Paypal at Fenceline event; still waiting to hear of Fenceline's donation amount.

### Old Business

1. Three Additional Board Members are needed
  - a. The board is now comprised of 3 board members that are SHS employees; next board member will need to be a non SHS employee.
  - b. There is an additional SHS employee who would like to join once a volunteer outside the organization is filled.
2. Planning 2023 Fundraisers
  - a. Smaller Quarterly Fundraisers
    - i. ATV Poker Run – August 2023
      1. Last event took place near Transfer campground. Will need to get a permit by the Forest Service. Will need more volunteers to ensure a successful event.
      2. Board to select the date before the June meeting.
3. The baby training simulation model used by SHS has fallen apart and is needing replaced. SHS employees to submit grant application to the foundation for review. Replacement model is approximately \$3,000.
  - a. Melinda will send an example application to Jaycee.
4. Board to add foundation meeting details (date/time/location) to website and social media. Derek will begin doing this moving forward.

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- a. Derek is struggling with access to foundation FB page. Will post from the social media account once access is regained.
  5. Region 9 Enterprise Zone (EZ) Status
    - a. The foundation must have contributions to remain in active status as EZ. Last certified contribution was Spring 2020. If there are plans to fundraise and EZ is something we are going to offer donors, then the designation can remain active until December 2024.
    - b. In 2023, we must create a new 5 year business plan that outlines how we plan to raise money and what the money will be used for. Yearly active donations of \$5,000 or 5 donors are required to maintain status.
      - i. 5 Year Business Plan is due in 2024. Melinda to follow up on deadline for 5 Year Business Plan.
    - c. Chuck Krupa to discuss with SHS leadership team to EZ status to gauge interest of SHS to maintain EZ status and provide potential support to the foundation to maintain the EZ status.
    - d. Gala is donating \$5,000 to the foundation.

## New Business

1. Update on Fenceline Fundraiser – 4/15/2023
  - a. Gala, Derek, Jaycee, Melinda, and Abby volunteered for the event. Jaycee did an excellent job bringing swag items to give away. All “Quince” drinks had a donation of \$1 by Fenceline. It would have been helpful to have a donation jar along with the QR code.
    - i. Gala suggested bringing self-addressed stamped envelopes for people to take to send donations.
2. Potential Opportunity to attract new board members & encourage donations: Hosting a booth at a local event (for example: County Fair, Third Thursday Concert)
  - a. Derek to research upcoming opportunities and report back to the board.
3. Montezuma Leadership Network Opportunities - <https://montezumaleadershipnetwork.org/>
  - a. Check website for personal development / Board 101 Trainings / etc.

## Next Meeting

June 21, 2023, 1-2:30 pm, **Kiva Conference Room**



# Southwest Memorial Hospital Foundation

## Board of Directors Meeting Minutes

June 21, 2023, 1-2:30pm, Kiva Conference Room

### Board Members

Derek Beckman, President · Karen Hubley, Vice President · Melinda Smith, Treasurer · Abby Nuetzel, Secretary · Gala Pock, MCHD · Jaycee Hart

Attendance: Derek Beckman, Karen Hubley, Abby Nuetzel, Gala Pock, Jaycee Hart

### Agenda

#### Introductions

#### Minutes from April Meeting

Gala motioned to accept the minutes; seconded by Karen.

#### Treasurer's Report

Melinda is unavailable for the meeting so no Treasurer's Report.

#### Old Business

1. Three Additional Board Members are needed
2. Planning 2023 Fundraisers
  - a. Smaller Quarterly Fundraisers
    - i. ATV Poker Run – August 2023
      1. Last event took place near Transfer campground. Will need to get a permit by the Forest Service. Will need more volunteers to ensure a successful event.
      2. Board to select the date before the June meeting.
3. The baby training simulation model used by SHS has fallen apart and is needing to be replaced. SHS employees to submit grant application to the foundation for review. The replacement model is approximately \$3,000.
  - a. Melinda will send an example application to Jaycee.
  - b. Application submitted on 5/3/23 and voted via email to approve. Check was written for this application - \$2,749.
4. Board to add foundation meeting details (date/time/location) to website and social media. Derek will begin doing this moving forward.
  - a. Derek is struggling with access to foundation FB page. Will post from the social media account once access is regained.

## 5. Region 9 Enterprise Zone (EZ) Status

- a. The foundation must have contributions to remain in active status as EZ. Last certified contribution was Spring 2020. If there are plans to fundraise and EZ is something we are going to offer donors, then the designation can remain active until December 2024.
- b. In 2023, we must create a new 5 year business plan that outlines how we plan to raise money and what the money will be used for. Yearly active donations of \$5,000 or 5 donors are required to maintain status.
  - i. 5 Year Business Plan is due in 2024. Melinda to follow up on deadline for 5 Year Business Plan.
- c. Chuck Krupa to discuss with SHS leadership team to EZ status to gauge interest of SHS to maintain EZ status and provide potential support to the foundation to maintain the EZ status.
- d. Gala is donating \$5,000 to the foundation.

## New Business

1. 1 Cancer Assistance grant was issued via email vote. Board reaffirms that any resident of Montezuma and Dolores counties are eligible to apply regardless if their primary care physician is at SHS.
2. How do we best maintain our mission and purpose considering the current financial situation and subsequent decisions made by SHS (announcement of closing the birthing center before announcement reversing the closure)?
  - a. Purpose (from bylaws):

To support Southwest Health System, Inc. in providing high quality, accessible health care for the people of Montezuma County and surrounding areas, and to assist in meeting its need to recruit and retain physicians and other medical providers, obtain new equipment and furnishings, continue to provide effective and efficient emergency care, and other services in partnership with the hospital.
  - b. Abby will attend SHS meeting on 6/28/23 to better understand how the foundation can help SHS.
3. Potential Opportunity to attract new board members & encourage donations:
  - a. Hosting a booth at a local event (for example: County Fair, Third Thursday Concert)
    - i. Derek to research upcoming opportunities and report back to the board.

## Next Meeting

August 16, 2023, 1-2:30 pm, **Kiva Conference Room**



# Southwest Memorial Hospital Foundation Board of Directors Meeting Minutes

August 16, 2023, 1-2:30pm, Kiva Conference Room

## Board Members

Derek Beckman, President · Karen Hubley, Vice President · Melinda Smith, Treasurer · Abby Nuetzel, Secretary · Gala Pock, MCHD · Jaycee Hart

Attendees: Derek, Karen, Melinda, Abby, Gala, Jaycee, Chuck, Mary Dodd, Jim Law

## Agenda

### Introductions & Public Comments

Jim Law and Mary Dodd, members of FOH, spoke to generating interest in helping fill foundation board of directors.

Gala Pock provided more information on DOLA grants being applied by MCHD for the roof replacement and other infrastructure improvements/repairs.

### Minutes from June Meeting

Gala moves to amend, Abby seconded. Meeting minutes passed as amended.

### Treasurer's Report

Onward Balance \$86,589.46 (Q2 2023). Bank account at end of July \$83,360.26. Three cancer grants were issued in July. Forth & Associates was paid for tax returns, and USPS PO Box was paid for the next year. Kroger check for \$57.95 will be deposited this week.

### Old Business

1. Vacancies on the Board & Recruitment
  - a. Bylaws allow for (9) members along with Hospital CEO and an appointed director from each the MCHD and SHS boards. **The current board vacancy is four board members.**
2. Planning 2023 Fundraisers
  - i. Q4 2023 Fundraiser?
3. Region 9 Enterprise Zone (EZ) Status

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- a. The foundation must have contributions to remain in active status as EZ. The last certified contribution was Spring 2020. If there are plans to fundraise and EZ is something we are going to offer donors, then the designation can remain active until December 2024.
    - i. Gala Pock donated \$5,000; BoD will confirm that this donation is certified.
  - b. In 2023, we must create a new 5 year business plan that outlines how we plan to raise money and what the money will be used for. Yearly active donations of \$5,000 or 5 donors are required to maintain status.
    - i. 5 Year Business Plan is due in 2024. Melinda to follow up on deadline for 5 Year Business Plan.
4. Cancer Grants– 3 grants issued for \$1,000 each since June meeting.

## New Business

1. How do we best maintain our mission and purpose?
  - a. Purpose (from bylaws):

To support Southwest Health System, Inc. in providing high quality, accessible health care for the people of Montezuma County and surrounding areas, and to assist in meeting its need to recruit and retain physicians and other medical providers, obtain new equipment and furnishings, continue to provide effective and efficient emergency care, and other services in partnership with the hospital.
2. Foundation Website – Potential to be moved into SHS website with SHS Board & MCHD
  - a. Abby will take lead on creating content to give to Chuck & Jaycee for new website.
3. New Cancer Grant application
  - a. Gala motion, Jaycee seconded. Motion passed to fund application.
4. PayPal account – Derek will initiate transfer of any funds in the PayPal to the foundation's bank account.

## Next Meeting

October 18, 2023, 1-2:30 pm, **Kiva Conference Room**



# Southwest Memorial Hospital Foundation Board of Directors Meeting Minutes

October 18, 2023, 1-2:30pm, Kiva Conference Room

## Board Members

Derek Beckman, President · Karen Hubley, Vice President · Melinda Smith, Treasurer · Abby Nuetzel, Secretary · Gala Pock, MCHD · Jaycee Hart · Joe Theine, CEO of SHS

Attendees: Derek Beckman, Karen Hubley, Melinda Smith, Gala Pock, Jaycee Hart, Chuck Krupa, Joe Theine

## Agenda

### Introductions & Public Comments

### Minutes from August Meeting

Abby moved, Gala seconded. Meeting minutes approved.

### Treasurer's Report

The current bank account is \$82,401.08.

### Old Business

1. Vacancies on the Board & Recruitment
  - a. Bylaws allow for (9) members along with Hospital CEO and an appointed director from each the MCHD and SHS boards. **The current board vacancy is four board members.**
    - i. Advertisement for open board positions to begin with application cycle closing on January 1<sup>st</sup>.
    - ii. Abby to create content and work with Jaycee to make a flyer.
2. Region 9 Enterprise Zone (EZ) Status
  - a. Annual Report filed 10/11/2023.
  - b. Status of certification of EZ qualified donations
3. Foundation Website
  - a. Biography & photos needed from all current board members.
    - i. Board members to schedule with Jaycee a time for a photo within the next two weeks.
    - ii. Board members to send bios to Abby within the next two weeks.
4. PayPal account – Derek will initiate transfer of any funds in the PayPal to the foundation's bank account.

### New Business

1. Presentation by Joe Theine, CEO of SHS
  - a. Potential Projects for EZ Funds:
    - i. Fiberoptic endoscopic evaluation of swallowing – Approx \$30K
    - ii. Patient chairs to move patients around the hospital – 5-6 chairs needed at \$3K per chair

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- b. Recruitment for SHS providers
    - i. Welcome Baskets for visiting potential providers
  - 2. EZ Qualified Fundraising Initiative for Q4 2023 and Q1 2024
    - a. Kickoff event in early December – Abby to research venues (Zu Gallery? WildEdge?)
  - 3. Purchasing of activity items (coloring books, etc) for admitted children
    - a. Abby moved to pay \$100 for children’s activity items, seconded by Karen; approved. Jaycee will coordinate purchases with hospital staff.
  - 4. Cadence of foundation BoD meetings
    - a. BoD moves back to monthly meeting
  - 5. MCHD Plaque – Recognition for Fred Dewitt on EMS building
    - a. BoD approves to help fund the plaque. Gala will follow up with more details/cost.

## Next Meeting

November 15, 2023, 1-2:30 pm, **Kiva Conference Room**



# Southwest Memorial Hospital Foundation

## Board of Directors Meeting Minutes

November 15, 2023, 1-2:30pm, Kiva Conference Room

### Board Members

Derek Beckman, President · Karen Hubley, Vice President · Melinda Smith, Treasurer · Abby Nuetzel, Secretary · Gala Pock, MCHD · Jaycee Hart · Joe Theine, CEO of SHS

Attendees: Derek Beckman, Karen Hubley, Melinda Smith (virtual), Abby Nuetzel (virtual), Gala Pock, Jaycee Hart, Joe Theine, Brandon Johnson, Matt Lindsay

### Agenda

#### Introductions & Public Comments

#### Minutes from October Meeting

Minutes from October meeting were presented. Abby motioned for approval; Gala seconded. Motion passed.

#### Treasurer's Report

Bank account at Dolores State Bank is \$81,361.70. Onward Foundation funds are currently \$83,202.45. A check from Kroger was received for \$55.50. Two approved cancer assistance grants were granted and checks written.

#### Old Business

1. Vacancies on the Board & Recruitment
  - a. Bylaws allow for (9) members along with Hospital CEO and an appointed director from each the MCHD and SHS boards. **The current board vacancy is four board members.**
    - i. Advertisement for open board positions to begin with application cycle closing on January 1<sup>st</sup>.
    - ii. Jaycee presented the one page flyer for board recruitment.
    - iii. Distribution of announcement for BoD recruitment to be via Chuck's list and advertised during December fundraising event.
2. Region 9 Enterprise Zone (EZ) Status
  - a. Annual Report filed 10/11/2023.
  - b. Status of certification of EZ qualified donations
3. Foundation Website

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- a. Jaycee presented the layout for the new website which was received with unanimous approval by the board. Jaycee to proceed with publishing new website.
  4. PayPal account – Derek working on setting up transfer of PayPal donations to Dolores State Bank bank account.
  5. Purchasing of activity items (coloring books, etc) for admitted children
    - a. Update from Jaycee - coordinating purchases with hospital staff.
  6. MCHD Plaque – Recognition for Fred Dewitt on EMS building
    - a. Gala and Brandon Johnson provided an update on the plaque honoring Fred Dewitt. Abby moved to approve up to \$500 for plaque; Gala seconded. Motion passed.
  7. Recruitment for SHS providers – Welcome Baskets for visiting potential providers
    - a. Gala moved that Karen to be authorized to purchase up to \$30 for each welcome basket at a cap of (15) welcome baskets before further board approval needed. Abby seconded. Motion passed.

## New Business

1. EZ Qualified Fundraising Initiative for Q4 2023 and Q1 2024
  - a. Kickoff Event at WildEdge Brewing on Thursday, 12/7, at 5 pm
    - i. WildEdge will donate \$1 of every Monkey Wrench pint sold.
  - b. Advertising for event & fundraising initiative - Jaycee created event flyer; Abby to send via Chuck's List as well as to SHS Board, MCHD Board, and Friends of the Hospital group.
  - c. SHS Speech Therapy department presented on the fiberoptic endoscopic evaluation medical equipment. Board approved the Q4 2023 and Q1 2024 fundraising event to be for this equipment. Abby previously confirmed with Region 9 that this equipment would qualify for the EZ project.
2. Volunteer Expo by Montezuma Leadership Network
  - a. Melinda will be setting up a booth for the foundation at the Volunteer Expo on December 14<sup>th</sup>, 2023, at the Annex building. Board members to work out shift schedule in coming weeks to man the table.
3. December BoD Meeting
  - a. The December BoD meeting for the foundation is cancelled. Next scheduled meeting will be Wednesday, January 17<sup>th</sup>, 2024.

## Next Meeting

January 17, 2024, 1-2:30 pm, **Kiva Conference Room**