
Southwest Memorial Hospital Foundation Board of Directors Meeting Minutes

June 19, 2024, 1-2:30pm, Kiva Conference Room

Board Members

Abby Nuetzel, President · Karla Demby, Vice President · Austan Koller, Treasurer · Jaycee Hart, Secretary · Karen Hubley · Molly Greenlee · Melinda Smith · Trent Woods · Gala Pock, MCHD · Evelyn Quigley, SHS · Joe Theine, CEO of SHS

Attendees: Karla Demby, Molly Greenlee, Gala Pock, Trent Woods, Austan Koller, Jaycee Hart, Joe Theine, Chuck Krupa

Agenda

Introductions & Public Comments

Minutes from May Meeting

Treasurer's Report

Old Business

1. Talk about Venmo and PayPal discussion – determine which platform the foundation wants to use to collect online donations
 - a. Amended to add the June Meeting Minutes at July meeting.
2. Region 9 Enterprise Zone (EZ) Status – New Project Application to Begin in May 2024
 - a. Updates?
 - i. Abby is planning to meet with Joe before July meeting to finalize details for our application
 - ii. Our rough draft application must be completed July 25th for the Region 9 meeting.
3. Fundraising Committee Update
 - a. EZ Qualified Fundraising Initiative – EMS Equipment Upgrades
 - b. EMS Campaign is complete. Thank you notes will be sent out.
 - c. City Market Rewards Program – SHS staff is asked to sign-up via emails, campaign at Third Thursdays. Jaycee will add information about signing up to internal TV's around SHS.
 - d. United Way Application – Complete. Waiting to hear from them
4. Annual Meeting (Cont'd)
 - a. Bylaws Amendment for Separation of Secretary/Treasurer - passed
 - b. Review Yearly Financials
 - c. Set Budget & Goals for upcoming year
 - i. Goal: Keep full board and plan for upcoming vacancies
 - d. Committees

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- i. Fundraising
 - ii. Policy & Procedure
 1. Trent expressed interest in starting this committee.
 5. IT Support for Foundation – Chuck Krupa presented the option to set up a Microsoft account with a nonprofit grant. Austan and Chuck will explore options and present to the board.
 - a. We have 10 Microsoft account licenses. Austan and Jaycee currently have an account.
 - b. Will start adding MIS10 folder info to it so everyone can see and have access to documents.
 - c. Create an agreement between SHS and Foundation to make sure everyone knows who is in charge of what.
 - d. Possible discussion to allow SHS Financial team to manage foundation funds
 6. Board Orientation –
 - a. Board 101 with Leadership Montezuma. Joe and Trent will follow-up on this item
 - b. Create a Board folder on shared drive with board documents for new members to review when they start
 7. Cancer Grant Application – Approved in May

New Business

1. Marc Meyer Pew Charitable
 - a. \$2,500 for travel, lodging and registration to conference
 - b. Molly made a motion for foundation to pay up to \$2,500 for Marc to attend the Pew Charitable conference. Austan seconded it.
 - i. Discussion: Make sure the foundation shares the info about us giving funds to this at Third Thursdays
 - ii. Create info about what the foundation has and is supporting – cancer grants, marc, FEES, EMS Equipment, Fred DeWitt, etc.
2. FEES Equipment Update
 - a. Looking at late August/September for FEES to be ready for patients
 - b. Foundation members and SLP photo for newspaper article, social media and other marketing
3. Foundation SWAG Items for Third Thursdays and other events
 - a. Budget for items and type of items to purchase
 - i. \$1,000 budget was approved via email votes to order swag items.
 1. Tide Pen and tote bags are in the process of being ordered
 - b. Table cloth with foundation logo
 - i. Jaycee will find out how much it will cost for a table cloth to be made for foundation
4. CEO Report by Joe Theine
5. Walk with a Doc
 - a. Saturday, June 22nd 9:30 AM to 10:30 AM at Parque de Vida/Cortez Rec Center (Meet near the Rec Center front entrance). Every third Saturday of the month.
 - b. Led by SMG Physicians

Next Meeting

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