

Southwest Memorial Hospital Foundation

Board of Directors Meeting Minutes

September 17, 2025, 1-2:30pm, Kiva Conference Room

Board Members

Karla Demby, President · Joe Theine, Vice President · Austan Koller, Treasurer · Jaycee Hart, Secretary · Molly Greenlee · Abby Nuetzel · Trent Woods · Jeanne Becker · Bob Ower, MCHD · Mary Dodd, SHS Board

Attendees

Molly Greenlee, Jaycee Hart, Jeanne Becker, Bob Ower, Mary Dodd, Austan Koller, Trent Woods, Karla Demby, Joe Theine

Agenda

Introductions & Public Comments

Minutes from August Meeting – Mary moved to approved the minutes and Jeanne seconded. Accepted

Treasurer's Report

Fundraising Committee Update:

August 2025

- Follow-up on Board members contacting individuals on our "Giving List" who have not donated in 2025.
 - Send Karla (email or text) your new emails and contacts for a personal letter about the foundation and how to donate
 - Tips when going around to businesses or individuals asking for donations:
 - Say "I am donating my time to the foundation..."
 - Give info about the Enterprise Zone Tax Credit and emphasize that we do all of the work for the tax credit.
 - Take money envelopes to make it easy for people to donate
 - Add a general Donation Letter and EZ Enterprise Zone info to the SharePoint so board members can print and take to businesses and individuals.
 - Add info about the Colorado Office of Economic Development and International Trade form in thank you notes so donors have that information for their taxes.
 - Mary proposed that either she or Karla talk about donating at the SHS Board meeting. Primarily tell the board members how they can ask businesses and family members to donate. Mary will coordinate adding that to the SHS Board agenda in the near future.
- Follow-up on business donor list" is being displayed on the hospital and clinic video systems
 - Jaycee will put a graphic on the TV with donors from 2025 so far. Update it in January and leave up for a year.
 - Add just businesses for now. We will work out details on individual donors and ask for permission to have their name displayed on the TV screens.

- ~\$137,000 in FUNDRAISING income for this year. Another \$2000 in pledges expected. (7/23)
- UPDATE Third Thursdays.
 - Joe needs coverage for Third Thursdays?
- Thank you cards at today's meeting. E.g. Suzi Labelle.
- Document to be displayed on SHS televisions with an appeal to highly satisfied patients for donations.
 - Pamphlet
 - Donor Board on SHS televisions.
- Next Fundraising Committee meeting is Wednesday September 24th at The Cortez Area Chamber of Commerce.
 - Event Planning & Execution

October 2025

- Community Appreciation Event
 - Thursday October 23rd at the Cortez area Chamber of Commerce.
 - Donors invited, Community leaders, Hospital leadership, SHS Med Staff.
 - Seeking Liquor, Food, Non-alcoholic beverage contributions.
 - City Market has committed to 2 food treys
 - Safeway had Karla fill out a form. She is going to follow-up with them
 - Karla is also going to double check with Walmart to see if they can donate food
 - Joe will reach out to Coca-Cola to see if they can donate drinks.
 - Picture booth setup courtesy of the customer service task force. Hospital themed. Take an odd picture and tag the SWMHF on social media to be entered for a chance to win prizes provided courtesy of CDWG & Lockton Insurance.
 - White coats, scrub tops, OR caps, stethoscope, etc.
 - ~160 invitees. We are expecting between 50 and 70 to show. Donors/persons of interest get a mailed invite. Email invite for our normal letter list.

December 2025

- Colorado Gives Day social campaign – December 9th
 - Molly has and is creating graphics with info on how to donate for board members to share on social media. Molly is also going to put together a document with timelines on when we need to start the campaign and tips from Colorado Gives Day Org on best practices to get donations as well as captions for social media.
- Q4 Wrap-up Letter, Megan Viquez Video, HUGE THANKS.

Old Business

1. Third Thursday
 - a. Review sign-up sheet
2. Board Composition – Follow-up from Joe
 - a. 51% or more than half of the board members are not disqualified, ex. SHS Employee. Example, you probably don't want your CFO as a voting member on your board. CEO ex officio is ok.
 - b. SHS Employees should not be in a manager role.
 - c. Its great proactive to keep the board majority community members.

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Board of Directors Meeting Minutes

- d. Don't think about where this needs to go in the bylaws. But rather have it live in a policy. Nothing that needs to be done right now if we are not creating a policy right now.
- 3. Montelores Cancer Grant workgroup update
 - a. Follow-up from Trent: Trent will work on this and have it completed for October Meeting
 - i. Written formal Board procedure for application and awarding grants
 - ii. Website instructions for applying for a grant
 - b. Follow-up from Jeanne on the Ballentine grant
 - i. Jeanne is finishing up filling out the application for the cancer grant at \$3,500.
 - 1. She is tagging in Austan to help finish the application
- 4. Austan requests a formal decision about the amount an in-kind donation must be before it is considered an asset to the foundation. (e.g. Slavens tent donation \$150.99)
 - a. Jeanne moves that any in-kind donations valued under \$1000.00 shall be reported as revenue and be expensed out. Molly seconded it. Accepted

New Business

- 1. Review of Article 3 Sections 8 and 9 of the Foundation By-Laws
 - a. Article 3 Section 9, point E is proposed to be changed to:
 - i. Demonstrating leadership by personal giving of time, talent or treasure that will contribute commensurate will their ability.
 - b. Article 3 Section 9, point G is proposed to be changed to:
 - i. Managing with the assistance of professional financial advisors the financial assets of the Foundation, including investment of endowed funds.
- 2. CEO Report
 - a. Joe did not provide a report. He had to leave the meeting early.

Next Meeting

October 15, 2025, 1-2:30 pm, **Kiva Conference Room**