

Southwest Memorial Hospital Foundation Board of Directors Meeting Agenda

January 21, 2026, 1-2:30pm, Kiva Conference Room

Board Members

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

Attendees:

Agenda

Introductions & Public Comments

Minutes from November 2025 Meeting

Treasurer's Report

Fundraising Committee Update

January 2026

- ~\$259,641.41 in FUNDRAISING income for 2025.
- New thank you card process. New round of Envelopes for board members to send out as we receive more checks.
- **Private foundation outreach:** LOR Foundation: Quarterly budgets. Best to submit a request early in the quarter. Organizations can submit requests every other quarter. EGD SCOPE in January (This is in addition to the colon scope requested as an item to the foundation this month.)
- **Public Information Items:** Planning on complete 2025 donor list being displayed on TVs for 2026. Businesses / Donors each have a slide. (I will send an updated list to Jaycee. I believe we have some graphics in canva if you would like me to update those instead and use them directly for the displays.) Disclosure that donor names may appear publicly in SWMHF communications. Square, Website, Donor Letter etc.

March 2026

- Third Thursdays Planning begins.
- Improvements for 2026. Interactivity at booth? Foundation needs own easel/acrylic stands.

Open Question: Anything Missing?

Old Business

1. Montelores Cancer Grant workgroup update
 - a. Follow-up from Trent
 - i. Trent to present the following:
 1. SWMH Foundation Board procedure: Cancer Grant Application and Awarding with the changes recommended by the Board in November.
 2. SWMH Foundation Cancer Grant Application: Instructions and patient form.
 - a. (Karla made notes of the changes we recommended). Karla asks that a vote be made on the changes then have a commitment to have the new information posted on our website within one week.
 - b. Written formal Board procedure for application and awarding grants
 - i. Trent will make updates that were proposed during the meeting and send them to the board members

- ii. Have a defined process for when we receive an application and who contacts them to let them know we got their application.
 - 1. Proposed idea: an email notification will be sent to each applicant letting them know the application was received.
 - a. Need clarification of who will send this email.
 - ii. Jaycee created and set up a general foundation email/account and will monitor the email account.
 - 1. The email is info@swmhfoundation.org
 - c. Website Instructions for applying for a grant
- 2. Documentation of approved Board Policies
 - a. Trent to give an update on his template progress and a commitment on when this will be completed.
 - i. Trent will assist in creating a template for us to use for the approved policy's that are found in this section under point "b".
 - b. House approved policies on our SharePoint in a Policy Folder Approved policies for the folder:
 - i. In-kind donations of value under \$1000 shall be reported as revenue and be expensed out
 - ii. Board composition: More than half of the Board members are (non-employees) not disqualified by being SHS employees. SHS employee Board members may not have manager roles at SHS.
- 3. Follow-up on Grant Applications:
 - a. Ballantine Group, City of Cortez
- 4. Contact with local business:
 - a. Jeanne – Osprey
 - b. Businesses we have not reached out: Board members to commit to which businesses they will each visit:
 - i. Zigi's Coffee, Wiggi Wash, Cortez Elks, Cortez Retail Enhancement, America's Auto, Big O, Autozone, O'Rillie's, Big R, Les Schwab (talk to Antonio), Chevrolet, Tire Max, Bravo Cleaning, Atmos Energy, IFA, local building contractors.
 - ii. Brain storm other local businesses owned by a large corporation. We are more likely to receive a donation from the corporation if the ask is in the first quarter or early in the second quarter.
 - c. Board members to report on the donation request progress at the February Board meeting.
- 5. Follow-up of tabling events with SW Community Foundation
 - a. Joe: Mancos Art Market
 - b. Mary: Four Seasons early December Farmer's Market.
- 6. Follow-up of new Thank You note protocol
 - a. Feedback from board members
- 7. Q4 wrap up letter
 - a. Donation amount after the letter

New Business

- 1. Designated Cancer Grant donation
 - a. Brief Summary: The Montezuma Medical Society has been inactive for several years and recently closed the Chapter. The remaining \$8000 in the Chapter's bank account is being donated to the SWMH Foundation exclusively for Cancer Grants. I would like the Board to consider an additional grant cycle this year from January to June with this money, in the name of Dr. Leonard

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Cain. It is important that we have the website updated with our application and procedure before the additional grants are made available.

2. LOR Foundation grant application
3. Grant Applications from Adam Conley
4. SHS Board Nominating Committee – Foundation Board Member appointment
5. CEO Report

Next Meeting

February 18, 2026, 1-2:30 pm, **Kiva Conference Room**