

Southwest Memorial Hospital Foundation

Board of Directors Meeting Agenda

November 19, 2025, 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 October Meeting

Treasurer's Report

Fundraising Committee Update:

November 2025

- ~\$150,000 in FUNDRAISING income for this year.
- Donor Appreciation event went well. Please send feedback as an email to Austan. We will compile feedback and use those documents to help plan next year's event.
- New thank you card process. Please take a few cards/envelopes. Karla/Austan will be sending requests to board members to send thank you's as we receive donations.
- Private foundation outreach:
 - LOR Foundation: Quarterly budgets. Best to submit a request early in the quarter. Organizations can submit requests every other quarter. We plan on two asks for 2026. Our first ask is cleaning up the list of 2025 equipment requests. Our second ask will be strategic: equipment that completes a set? Equipment that fulfills a different purpose than the camera we requested already? Matching capital campaign?
- Public Information Items
 - Planning on complete 2025 donor list being displayed on TVs for 2026. Businesses / Donors each have a slide.
 - Disclosure that donor names may appear publicly acknowledged in SWMHF communications. Square, Website, Donor Letter etc.
- No fundraising committee meeting planned for the remainder of the year.

December 2025

- Colorado Gives Day social campaign.
 - Molly sends out request for board members to personally contact people they know to participate in CO gives day for the foundation. She provides a template for board members to use in their request.
 - Jaycee sends out email SHS company wide.
 - Foundation page on coloradogives.org
<https://www.coloradogives.org/organization/SouthwestMemorialHospitalFoundation>
- Q4 wrap-up letter thanking donors and recapping this year.
 - Video: Megan Viquez at Mancos clinic with SMG ultrasound.

March 2026

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

Old Business

1. Montelores Cancer Grant workgroup update
 - a. Follow-up from Trent at the November meeting
 - i. Written formal Board procedure for application and awarding grants
 - ii. Website instructions for applying for a grant
 - b. Follow-up from Austan on the completion of grant applications that have been submitted this fall
 - i. Ballentine Grant
 - ii. City of Cortez
 - iii. Onward Grant
 - iv. Osprey - Jeanne
2. Documentation of approved Board policies:
 - a. Create a policy template for writing policies.
 - b. House approved policies on our SharePoint in a Policy Folder
Approved policies for the folder:
 1. In-kind donations of value under \$1000 shall be reported as revenue and be expensed out
 2. 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. Information from Karla's lunch meeting with Kim Cassels, SW Community Foundation:
 - a. The Colorado Grants Guide is now available for free at the Cortez Library. Ask the front desk for help logging in.
 - b. The SW Community Foundation will have a booth at both the Mancos Arts Market Nov 30 and the Dolores 4 Season Winter Market Dec 6. Kim is providing 30 min slots for local nonprofits.
 - c. The next Tips, Tricks, and Treats Session is December 11 on Financial Literacy, presented by Chuck Forth from Onward. The meeting is 12-1 at the First National Bank.
RSVP at: <http://cfssc.fcsuite.com/erp/donate/list/event?event> date id=2485

New Business

1. Grant Applications from SHS – Adam Conley, CFO
2. New Board Members
 - a. Two community members have reached out with interest in joining the board in 2026
3. Onward Lunch for Grant Applicants
 - a. Thursday, November 20th
4. Review of Article 5, Sections 1-7 of the Foundation By-Laws
5. CEO Report

Next Meeting

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

