

# Southwest Memorial Hospital Foundation

## Board of Directors Meeting Minutes

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

Karla Demby, Austan Koller, Jaycee Hart, Molly Greenlee, Trent Woods, Bob Ower, Mary Dodd, Chuck Krupa, Adam Conley, Amanda Barcenas

### Agenda

**Introductions & Public Comments** – Amanda Barcenas from SHS Rehab attended the meeting to learn more about the foundation and meeting process

**Minutes from October Meeting** – Mary moved to accept minutes and Austan accepted  
**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. **You will receive a thank you note with an envelope and stamp to send to donors. We will all rotate who is sending cards. The cards will need to be sent within a week of us getting the donation. Austan and Karla will give you donor info to send the letter as well as an insert with tax credit info (only put tax credit info in the thank you, if they wrote a check for more than \$250). Karla and Austan will give you donor info most likely on a Wednesday.**
- 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
      1. Trent will make updates that were proposed during the meeting and send them to the board members
      2. Have a defined process for when we receive an application and who contacts them to let them know we got their application.
        - Proposed idea: an email notification will be sent to each applicant letting them know the application was received.
      3. Jaycee will create and set up a general foundation email/account and will monitor the email account.
        - The email is [info@swhfoundation.org](mailto:info@swhfoundation.org)
      - 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 - submitted
      - ii. City of Cortez – submitted
      - iii. Onward Grant – submitted
      - iv. Osprey – Jeanne will provide an update at the January 2026 meeting.
  2. Documentation of approved Board policies:
    - a. Create a policy template for writing policies.
      - 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:

      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.
      - a. Joe will attend the Mancos Arts Market if timing is after 2 PM
      - b. Mary will attend the 4 Seasons Winter Market on December 6<sup>th</sup>.
    - 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.
      - a. RSVP at: <http://cfssc.fcsuite.com/erp/donate/list/event?event> date id=2485

## New Business

1. Grant Applications from SHS – Adam Conley, CFO
  - a. Trent moves to fund the items from each grant application that was given to us from SHS for the total as written for each item. Mary Seconded. Approved. Joe abstained from voting
    - Emergency Management – Ambulance Engine: \$29,949.72
    - Operating Room – Olympus Camera Cord: \$11,500
    - Med/Surg-ICU - Bladder Scanner: \$10,900
2. New Board Members
  - a. Two community members have reached out with interest in joining the board in 2026
  - b. One member has already committed to joining the board in January 2026.
  - c. Another board member wants to join in March/April of 2026.
3. Onward Lunch for Grant Applicants
  - a. Thursday, November 20<sup>th</sup>
    - Austan will attend the lunch to accept the grant that Onward is awarding us
4. National Rural Health Day Lunch
  - a. Thursday, November 20<sup>th</sup>. Mary and Jaycee will be in attendance
5. Review of Article 5, Sections 1-7 of the Foundation By-Laws
  - a. Section 4: A redline version will be reviewed but it is suggested that the wording be changed to: The entirety of the board is contacted...
    - The term quorum will be removed.
  - b. Section 7: Remove the term 'shall' and replace with "Guided by..."
6. CEO Report
  - a. The 2026 SHS Budget will go to the SHS Board for approval at Annual Meeting in December
  - b. One item on Capital Spending list – Pyxis Machines
    - Philanthropic work from foundation next year will drive what SHS spends money on in 2026.
  - c. SHS is starting to plan for how they are going to replace the CT in 2028. That is going to be a large project. Important to note for the foundation how can we help with that. SHS is hoping to get congressional spending fund money that will pay for the CT.
  - d. UC Health will donate money to hospitals as part of the settlement
    - Community benefit will provide SHS a one-time donation of around or more than 800,000.

## Next Meeting

### No December meeting

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

