

Hemophilia Foundation of Minnesota/Dakotas
Board Meeting Minutes
April 19, 2008

Meeting was called to order at 3:30 p.m., at the Annual Meeting Event.

Present: Michael Neubert, Bob Stone, Sharold Friedrich, Dan Tinklenberg, Beth Andersen, Denise Cadwell, Steph Miller, Liz Myers, Brenda Neubauer, Peggy Wier, John Schulte and Kathy Wussow.

Absent: Jim Langworthy and Jim Brown

Staff: Jim Paist, Executive Director

April Meeting Agenda & March Minutes: Jim apologized for not having the current Meeting Agenda and March Minutes document available for this meeting. Because of a staffing decrease, Jim and Pam had to prioritize and complete the duties for the Annual Meeting Event first. Jim said that when the March 18, Meeting Minutes are completed they will be emailed out to the Board Members.

Board Member Addition: Jim introduced the newest Member to the Board, Mike Neubert. To assist Mike with becoming familiar with the current (Present) Board Members, we went around the room and introduced ourselves. Introductions included where we were from and how long we have been serving on the Board. After introductions Mike introduced himself and shared that he works for Target Corporation. He is with a Measurement Group for Target which serves to assist over 1600 stores, nationwide. He thanked the Board for his nomination and we all look forward to his participation, input and knowledge!

January 2008 – March 2008 Financials: At this time Steph Miller is the acting Treasurer, (since our previous Treasurer, Dan Tinklenberg has stepped up to be our acting President) Jim Paist reported that the financials for January 2008 – March 2008 had experienced a delay due to the introduction of our revised budget (which was significantly adjusted in order to tighten our belt). Because of this Jim and Steph have been working together to complete these financials and get them produced for the Board ASAP. Our goal is to get the budget turned around and to ensure we are headed for financial security in the future. Jim reported to the Board that we brought in over 334K in 2007, but spending grew and funding hit a plateau. He reminded us of previous Board discussions we have had on ways we could “tighten our belt” and reminded us that as Board Members we had established and listed our top priorities of expenditures last Fall at our Annual Board Meeting Retreat.

Listed below are some of the agreed upon decreases:

- **Patient Assistance Funding** – Be sure this is available, but make sure that there is a real medical or living expense need for the assistance.
- **Summer Camp** – Continue to look at ways to be more “thrifty” and consider eliminating “extra programs” (like canoe or hiking trip) if the budget justifies it.
- **Office Rent** - The rent was \$550 a month and went to \$1100 a month to accommodate growth... Staff really needs the room and would like to stay, but there is always a possibility that they may have to go back to a smaller space again, if the budget is not increased.

- **Office Staff** – Jim reported cutting Pam’s hours from 28 hours a week to 22 hours a week. This hopefully will only be temporary and Jim said they will revisit the hourly cut idea again in August. If the budget and/or need allow Pam may go back up to 28 hours a week. Jim said it is busier on him (to absorb her hour cut), but that so far it has been manageable for him. The Board did mention that we really would like Pam to attend the Annual Meeting (at least on Saturday morning) to assist with Registration as she is so organized and efficient at the process. Jim said that we have a volunteer that has come into the office and is helping out with some of the office duties. Jim is open to have anyone volunteer in order to assist with the office clerical duties, website updates and stuffing envelopes. Just let him know.
- **The Veinline** - has temporarily gone back to a 2 color print, (the Advertisers do understand this change and hopefully this 2 color print will only be for the next few Veinline issues) to assist in cutting the budget expenses.
- **NHF National Meeting - HFMD Board Representative** - Cutting the Board expense and allowing only one HFMD Board Member to go to the NHF National Meeting as the HFMD Board Representation in Denver.
- **Lodging and Meal Expenses** - We agreed to watch the expenses on all lodging and meals for or events. Instead of offering to automatically cover the lodging expenses we went back to offering scholarships to Folks and Families that needed the assistance. The Board continued to discuss some options and ways lower our lodging and food costs. As it is now, most of the inner Metro hotels do require a food minimum. We may want to look into the 7 county metro demographics and choose a centralized location which may be better for more people to attend, yet be closer to their homes, (or have cheaper lodging deals, then more families would be apt to pay for their own lodging overnight).. The board discussed the possibility of changing the bylaws and courting the idea of having the Annual Meeting within the outlying 7 county metro area instead. Perhaps then we can find a hotel without a restaurant that will allow us to cater in, instead of using their facilities. The reason the Annual Meeting is held in Minnesota is because only 10-15% of the attendees are from the Dakotas. The bottom line is that we need to keep our options open and continue to explore other options that could significantly lower our lodging and meal expenditures. A suggestion was offered that we could survey our Chapter Population and ask questions to see what the Community would like. Mike Neubert offered to look into the demographics of the Chapter Population. The preliminary figures for the 2008 Annual Meeting show that we had 180 people committed to attend, but as of this meeting time, we had only 165 people show up... tops. We seem to always take a loss when you have to lock in a count and pay for the projected people.
- **Dakota Retreat** - The Dakota Planning Committee agreed to cut their retreat down to one over night this summer instead of the usual weekend length. (Thank you!)

Jim is taking steps to seriously cut back and the Board agreed to these adjustments in order for us to get back “on track” financially by 2009.

Jim reported that as of Friday April 18, the Bank balance was 168K. He mentioned that some money is still pending, but that all of the January Gala money has come in and most of the Annual Meeting Sponsorship money has been received. It was noted that three companies sponsored HFMD with over \$3000.00 a piece! They were Novo, Baxter and Wyeth (who sponsored “Big Dog” Pat Torrey, as our Guest Speaker.

Some of the major expenses coming up before the end of the year will be for the 2008 Annual Meeting (15k – 20k cost anticipated) and for the Educational Scholarship funding (10k cost).

Jim, with the help of Bob Stone, has been writing Grants to obtain more funding. Jim mentioned that he had heard at the Fun-Fusion conference that some Chapters were getting really good results from their on-line donation efforts, and that he was looking into obtaining a Company, who could offer this service to us, cost effectively.

Some of our significant donations this year have been from:

- Dr. Heisel-Kurth for \$10k from Children’s Hospitals.
- Joni Osip for \$40k from the Fairview HTC.
- Baxter - \$26k

Jim reminded the Board that we have the Golf Tournament coming up and hopefully we will bring in more funds with this event. Jim said the Golf Tourney Committee is starting early this year. It was suggested that the Board Members try to find 1 to 3 golf foursomes to participate in the event. There are incentives to supporting HFMD as there are 1st, 2nd and 3rd place prizes as well as a 10k putt. Proceeds raised from the event go to support the Chapter and support the Bleeding Disorders Community.

Actionable Items:

Bob and Denise would like to discuss the possibility of having a Youth Board Representative willing to represent the Youth at the Board Meetings. This goes hand in hand with implementing an Advisory Board for the Youth in the Chapter. This can be discussed further at the next Board meeting.

Vicky Hannamen will get the names of all of the Day Care Volunteers that helped us in a pinch at the Annual Meeting with daycare services so that a thank you card can be sent to them.

John Schulte suggested that we have an area on our website that will list all of our HFMD Board and Committee Schedules. Perhaps we can even set up an automatic email reminder.

Board Member Appointed Changes:

Sharold Friedrich nominated Dan Tinklenberg to be the new Board President. Steph Miller seconded this with Bob Stone closing.

Because Bob agreed to fill in for the Vice President position, (while the Board is looking for a Vice President Candidate), Sharold Friedrich made the motion to have Bob remain the “temporary” acting Vice President. Steph Miller seconded this nomination.

Bob Stone nominated Steph Miller as Board Treasurer, Sharold Friedrich seconded this nomination.

Sharold Friedrich nominated Liz Myers for Secretary of the Board. Steph Miller seconded this nomination.

Beth Anderson made a motion to adjourn, Sharold Friedrich seconded this motion. Motion carried and the meeting was adjourned at 4:55 p.m.

The next monthly HFMD Board of Directors meeting will be held on Tuesday, May 20th, at 7:00 p.m.

Respectfully submitted,

Denise Cadwell
HFMD Board Member