

Cascade Medical Foundation
Board Meeting Minutes
January 17, 2020
AB Room

Present: Scott Schimelfenig, Nancy Lellelid, Vangie Schasse, Ann MacPherson, Bob Adamson, Bob Jennings, Terri and Mark Judy, Kathy and Ted Montgomery, Mogens Bach, Jeff and Dana Wilson, Linda Kinder, Scott Bradshaw, Marlene Farrell

CM Present: Diane Blake, Mary Helen Mayhew, Helen Rayfield

Absent: Linda Bradshaw, Kathi and Wade Nash

1. Ted read mission. Nancy is leading meeting because Linda B is away. Welcomed Bob J back to CMF. Correction to the December minutes -- no board member went to the Commissioners' meeting. Mogens motioned to approve agenda, Ted seconded it.

2. Hospital Report – Diane Blake

Patient story about social services—new service CM is providing. Included ER visit in December (domestic abuse). Worked with social worker who was stellar. Staff made it easy to do follow up. Gave 5 stars to each department. Difficult work, staff came together and helped this patient.

CM's strategic plan approved in December. Flushing out tactics. Diane handed out copies. Some foci—getting services out into community to break down barriers; improve reaching Spanish speakers; keep adapting to meet our community's needs.

Carrie Kingsley works at CM again; she's bilingual. She'll be in clinic, but she'll be working with Whitney Lak to get into the schools. There's room in the elementary schools to see children. Starting with PD in February. Maybe mobile clinic in the future.

There's a new job posting for a process improvement director, to help reduce wasted processes (not reducing staff).

Wages—high cost and scarcity of housing in our district. Almost half of our district is poor or “working poor” (full employed but not able to easily cover living expenses). CM has committed to help shed light on this issue to share with other community leaders. CM trying to own this issue in terms of own employees. CM adjusts wages every year. Adjusted wage scales. Looked at the lowest wage scales and did an additional increase to them (nothing less than \$14/hour). Needed to make sure we can afford it.

Ann mentioned the food pantry in Plain, where she works. Ann wants everyone to know that it's for everyone (including “working poor” who might not think they are eligible). Same thing with the Community Cupboard. Diane can check with social workers that this info is getting out. Diane and Kaylin Bettinger (from MEND) are giving a presentation to Rotary on this issue.

Mark wanted to know if we can have a conversation in the future to make sure our CMF strategic plans are in line with those of the hospital.

3. Finance Committee – Mark Judy

Reviewed what a balance sheet is—it shows checking and savings accounts and loans you might have. Then it brings in current P&L to show final bottom line, equaling a snap shot on a certain day (in this case, 12/31/19).

Review what a P&L is—it shows, in this case, 12 months worth of revenue and expenses. We want revenues to be more than expenses.

Mark went over the cover sheet summary. Gross revenue was up and expenses down so our net income was higher. Caveat – auditors change the numbers in their annual review. \$42K, for instance, in 2018, was how much CM provided for insurance, payroll and supplies. Balance sheet doesn't have Quarter 4 for the Endowment and Agency accounts yet. CMF took all the money for 3D mammography and early lab equipment (about \$114K) from checking. Didn't take any from Agency and Endowment. Thus our total assets are only down \$9K, even with large contribution in 2019.

Things to note on P&L—great contribution from employees, over \$10K for the first time. Mail campaign up to \$14K, had more pavers at \$2K. Supplies expense is up because of a laptop purchase. In kind revenue and expenses are accounted for this year.

Scott B motioned to accept finances. Scott S seconded it. All approved.

4. Executive Committee – Nancy Lellelid

Met on the 14th. Discussed Articles of Incorporation and Give10. Also Charm Walk is scheduled for Mother's Day weekend. Linda B is leading it. A letter will go out to procure local business partners. Marlene and Linda will go to Chamber meeting to get word out. Hope to have 15 businesses. Our booth will be back to the hospital parking lot. Getting insurance for it to work with city. Also, golf—concern is to do with alcohol rules of state; we can't do Mystery Wine as done previously. Silvara party update soon.

5. Governance – Nancy Lellelid

Governance meeting next Tuesday. The committee will set up some education moments for our board meetings. Send ideas to Nancy.

Mark explained the updates to the Articles of Incorporation. We already approved our Bylaws, wanted the Articles to match. We changed the name to CMF from CMCF. We need to file these new Articles of Incorporation with the state (Mark will work with Marlene to fill out form). Mark recommends we adopt this. Mogens made a motion, Linda K seconded it. All approved.

6. Give 10 and Volunteer Coordinator Report – Ann MacPherson

Volunteer list—we're calling the list to find out if they can be called for smaller events or in other ways beyond the 2 big events. An example would be helping Linda B. get the charm bracelets assembled.

Met with Beth Stipe from CFNCW about Give 10. Very informative. She gave us booklets that tell stories and we can get more booklets. The stories inspire people to consider it. We can have booklets at Silvara. Marlene will add Give 10 info to the website. Beth has a pdf flier, and we can place fliers in various places and link it on the website. Donors have to talk to their own attorney/accountant and/or use resources through CFNCW.

Ann can show the Powerpoint again at the February meeting. We can use the Give10 stickers. Don't have to host an event. If everyone on the board is informed, then can share this information when you have informal conversations. Terri asked if we can be linked into the CFNCW advertising in the future. Marlene can call Beth about that. Mark said in past we've tried more pro-active approach to planned giving. This is a nice change and it's more passive. Soft spread of information.

7. Benevolent Nights – Ted and Kathy Montgomery

2020 – have firm dates on 3 of 4 restaurants. **Wok About Grill on 3/18, Blewett Brewing in late May to Late June, Munchen Haus on 7/7 and Wildflour on 10/21.** Montgomerys will be gone in March, so someone else will need to be in charge. We need to make sure there's a good commitment of advertising and board member attendance. Bob Jennings will help with Wok. Blewett Brewing last year was done after golf, but to avoid being too close to Munchen Haus, we might do it in May.

8. Donor Appreciation – Ted and Kathy Montgomery

RSVPs are about 25 yes and 8 no. Ted feels we need to be careful of phone calls because they might feel pressured. Could we do an email reminder instead? Dana and Marlene will write one.

Food—Kathy was impressed with variety at another Silvara event she attended. Some hot, some protein, some veggies. Confirmed with Cheesemonger and Schocolat. Linda B will talk to Cured. Kathy is doing several appetizers and passed around a sign up list.

Use Vangie's flowers and some other decorations. Wear name tags. We'll get name tags for guests. We might need some help with set up.

9. Coordinator Report – Marlene Farrell

Working on contribution statements right now. Emailing what I can and then mailing the rest. Working with Mary Catherine Bach on Quickbooks so financials will look a bit different in the future. Submitted Murdock LOI (first step asking for \$60K) and will hear about small grants (golf and Charm Walk) and CHI mobile clinic grant soon.

10. Golf – Bob Adamson

Linda K and Marlene working with hospital, still finalizing list of hospital contract companies. Linda will send out a list very soon and we will add those hospital companies a bit later. She's available to help if you're not sure how to approach. Terri asked if we can make sure the H&G sponsors are kept separately. If you know another business you'd like to contact, then let Linda and Marlene know and they'll update the sponsor list.

Golf meeting followed the General Board meeting

Respectfully submitted by Marlene Farrell, CMF Coordinator.