

All 2019 CMF Board Monthly Meeting Minutes

Cascade Medical Foundation
Board Meeting Minutes
January 18, 2019
CM Arlene Blackburn Conference Room

Members Present: Strode Weaver, Linda Bradshaw, Bob Adamson, Linda Kinder, Kathy Montgomery, Ted Montgomery, Scott Bradshaw, Vangie Schasse, Terri Judy, Mark Judy, Nancy Lellelid

Members Absent: Matt Cade, Nancy McReynolds, Wade Nash, Kathi Nash, Ken West

Commissioners: None

Hospital Staff: Diane Blake & Rachel Hansen

Guests: None

The mission statement, *“To enhance and financially support Cascade Medical’s ability to deliver quality healthcare to our community”* was read by Scott Bradshaw.

1. Consent Agenda: Moved by Ted Montgomery, Seconded by Scott Bradshaw, all approved by voice vote.

2. Hospital Report –Diane Blake

There is a drug take back box in the lobby of the Hospital. The hospital received 25 parking spots in the Festhall parking lot to be used for employee parking. The gravel lot across from the hospital will become a dedicated patient-only lot. CM is hoping to announce the new COO in the next few days. CM will be purchasing a Siemens 3D Mammography machine and it will be installed in April. There will be a health needs assessment coming up. CM is wanting it to more adequately show the needs within our hospital district than previous years.

Rachel Hansen-EMS Levy Education The levy will renew at the same rate of \$.50 per \$1000 for 6 years. Ballots will be sent out on January 24th and the election will take place on Feb 12. The levy pays for 24/7 staffing in the ED and Ambulance. It also provides funding for equipment needed in both areas. The levy needs to pass by a 50+1 percent. The citizen’s group usually distributes vote yes signs. Since there is no group this year there are no signs.

3. Finance Report – Mark Judy

There was a F.C. meeting on Jan. 7 and established that Mark Judy, Matt Cade, and Strode Weaver will be on the committee. The Foundations assets are \$38,000 higher than 2017. FC will monitor if there should be more transfers to the agency account. The Foundation is still holding onto \$15,000 for other lab equipment. The P&L shows a difference of \$800 in 17vs18 but there was a non-ordinary grant awarded so the difference is a 21% increase in net ordinary revenue. Emily will meet with committee chairs and establish a budget for each event. Give 10 will be overseen by the FC. Emily will reach out to Beth Stipe and get a list of each local non-profit working with Give 10. Emily will also reach out to the each director of said non-profits and set up a meeting to foster this project locally.

4. Executive Committee Report- Linda Bradshaw

Executive Board meetings will now be a week before the full board meeting. This will help facilitate any changes that need to happen and will allow all chairs to be asked if they have anything to present. Emily forgot to send out the new Committee matrix. It will be sent out in the afternoon of Friday the 18th. A date of Feb 5th was given for an updated group photo. An email will be sent to all the board members to see if that day works.

5. Governance Committee- Nancy Lellelid

All board members will need to sign and date a new conflict of interest form. Governance has worked hard to find new members. There is currently one potential and three that have expressed interest. There will be a Governance meeting on the 21st at 9 am and each member will need to bring two ideas for Board Education.

6. Donor Relations- Ken West – Linda Bradshaw reported

There will be a pin handout on Wednesday for all the hospital employees that are donors. It will be in Central Admitting so they can swing by.

7. Strategic Plan- Linda Kinder

Included in the package was a power point going over the Foundation's 5 year plan. It states the goals and objectives and who is responsible for what. The committee will get together every quarter to look at objectives and report back. Linda Kinder asked that everyone read it and ask any questions they might have. It was proposed that the Strategic Planning Committee give a brief education moment on it at February's Board Meeting.

8. Fundraising- ????

There is a need for a Fundraising Committee Chair. Linda Bradshaw will be making some phone calls. There is a golf meeting after the board meeting and Bob would like everyone to help with sponsors. Ted and Kathy Montgomery volunteered to head up the benevolent night planning. Starting to create a volunteer database is the focus for fundraising and the events the Foundation runs.

9. Coordinators Report- Emily Groby

A sign up sheet was passed around to be the Foundation representative at the Hospital board meetings. Emily will included it with the minutes for those who were not present at the meeting. Our first newsletter of the new year needs some writers. Nancy Lellelid offered to help but we still need 2 more. We will only need to meet once in the beginning to workout the layout and content.

Respectfully submitted,
Emily Groby
Foundation Coordinator

The next board meeting is 2/15/19

Cascade Medical Foundation
Board Meeting Minutes
February 15, 2019
CM Arlene Blackburn Conference Room

Members Present: Strode Weaver, Bob Adamson, Linda Kinder, Vangie Schasse, Terri Judy, Mark Judy, Nancy Lellelid, Matt Cade, Wade Nash, Kathi Nash, Ken West

Members Absent: Nancy McReynolds, Linda Bradshaw, Kathy Montgomery, Ted Montgomery, Scott Bradshaw

Commissioners: Mary Helen Mayhew

Hospital Staff: Diane Blake

Guests: Mogens Bach

The mission statement, *“To enhance and financially support Cascade Medical’s ability to deliver quality healthcare to our community”* was read by Bob Adamson.

1. Consent Agenda: Moved by Wade Nash, Seconded by Strode Weaver, all approved by voice vote.

2. Hospital Report –Diane Blake

The gravel parking lot will be paved in April/May and will become employee parking. The admin parking lot will become patient parking only. There are 25 spots in the P2 parking lot that the Hospital is leasing from the city for employees. The new COO was announced, Pat Songer. He is coming from Colorado and has an extensive list of positive attributes that will bode well for his new job. He will be starting in April. The lab has given the Foundation the new quotes for the rest of the equipment. The lab would like a new blood gas analyzer and 3 incubators for samples. The Foundation will also pay for the CO2 and extended warranty on the incubators. The total coming out to \$14605.71. Linda Kinder made a motion to approve the amount for payment. Vangie Schasse seconded it, all approved by voice. **Emily will cut the check.**

3. Finance Report – Mark Judy

January typically has small monetary movements. Things to note; increase in hospital employees that donate and an increase in donations to the annual mail campaign. The Endowment and the Agency both lost money due to the stock market. The accounts are reconciled quarterly.

4. Executive Committee Report- Emily Groby-Linda was absent

The EC thought having a community party with other non-profits to distribute information for the Give 10 program would be worth looking into. Emily is trying to coordinate a meeting with the director of Upper Valley Mend since they are already using the Give 10 program and see if they would like to partner on this event. Still working on a date to get a group picture. Donor Relations has become a sub-committee of Fundraising, Nancy McReynolds will be spearheading. It has been decided to let Pavers “simmer” in the background and have information available on them at all the events. Emily will add to the website that we will only engrave pavers one time a year. Linda Bradshaw has decided to step down as the contact for the Orchard of Giving. A new point of contact is needed. The annual Chamber of Commerce Banquet is coming up and it was discussed that the Foundation should have a presence there. Terri Judy made a motion to purchase a table of 8, Bob Adamson seconded it. All approved by voice vote. The board members attending are Mark and Terri Judy, Wade and Kathi Nash, Gene and Linda Kinder and Nancy Lellelid and Chuck Wilkeman. *If there are more people that would like to attend there can be another motion.* **Emily will call and RSVP for the Board.**

5. Governance Committee- Nancy Lellelid

Mogens Bach was introduced as a potential board member. Bob will send out an email asking the board for their votes for Mogens to join the board. There will be a Governance meeting on Monday the 25 to follow up on the education minute ideas from the last meeting. The committee will not be the ones in charge of volunteer base rather each event will start creating its own list. There is currently one other person to be vetted to join the board.

6. Strategic Plan- Linda Kinder

Presented on the finalized plan. The spreadsheet will go out with the minutes for review. Nancy L made a motion to have the board review the spreadsheet and then vote, Wade seconded it, all approved by voice vote. Once each board member reviews the plan they will then email a **YES** vote to put it in action or a **NO** vote with revised changes to the board. It was recommended to have a sign up sheet at every event/community function to gather volunteer information.

7. Fundraising- Ken West & Vangie Schasse (new co-chairs)

The golf meeting happened during the board meeting with each person in-charge of a part reporting on what they have done. Linda Kinder reported on sponsorships and reminded everyone that they should have made their first contact attempts. It was asked to please have each document sent on its own for ease of sending. **Linda Kinder will do that after the meeting.** Vangie will be in-charge of the desert dash and gathering deserts from community members. She will meet with Sally Bauer to get ideas. Wade Nash reported on PR- there will not be a commercial on NW Life instead the money will be used to increase the adds in the Echo and other publications. Nancy L reported that she is working with the Wild Huckleberry to nail down food prices and looking into them providing a half sandwich in the to-go bags instead of hot dogs. She has contacted all the vendors that donated snacks last year, Liberty Orchards and Safeway have responded. Scott Bradshaw has offered to put together a group for set up and take down. The committee has opted to lower the price of the Golf ticket to \$100 based on feedback from last years golfers. There is an additional activity pass for purchase for \$20 plus other advantage holes. There was some discussion on the price drop and the decision to not have a raffle and live auction. While there is a possibility for revenue loss, there are other additions that will help increase the money made.

9. Coordinators Report- Emily Groby

There was discussion last year to purchase a logoed tent and table cloths. Emily looked into costs for those and for swag to hand out at every event. Strode made a motion to approve the spending of \$1000 for the tent, sand weights, 2 logoed tablecloths and swag to hand out. Linda K seconded, all approved by voice vote. The board decided last year to send out 3 newsletters a year. Strode will join Nancy L and Emily on this committee. Emily reported that the tax letters went out end of January.

Respectfully submitted,
Emily Groby
Foundation Coordinator

The next board meeting is 3/15/19

**Vangie Schasse will attend the Hospital Board Meeting – February 26 at 9am
Governance Meeting- February 25th at 9 am in the Admin Conference Room**

Executive Committee- March 5th at 9am in the Admin Conference Room

Cascade Medical Foundation
Board Meeting Minutes
March 15, 2019
CM Arlene Blackburn Conference Room

Members Present: Strode Weaver, Bob Adamson, Linda Kinder, Vangie Schasse, Linda Bradshaw, Nancy McReynolds, Nancy Lellelid, Ken West, Scott Bradshaw, Mogens Bach
Members Absent: Kathy Montgomery, Ted Montgomery, Matt Cade, Terri Judy, Mark Judy, Wade Nash, Kathi Nash
Commissioners: Mary Helen Mayhew, Helen Rayfield
Hospital Staff: Diane Blake
Guests: Scott Schimelfenig

The mission statement, *“To enhance and financially support Cascade Medical’s ability to deliver quality healthcare to our community”* was read by Emily Groby.

1. Consent Agenda: Moved by Scott Bradshaw, Seconded by Strode Weaver, all approved by voice vote.

2. Hospital Report –Diane Blake

The hospital partnered with the school district to have two community meetings on suicide prevention; one at Mountain Spring Lodge and one at the High School. They invited Suicide Coalition, Dr. Moholy and Katie Walker (hospital social worker). There were about 90 community members at the high school event. April 13 is the part time resident council at 9:30 am, Linda Bradshaw will be attending. The new mammography machine has been installed. The new 3D images will still go to Wenatchee and will be read within 24 hrs.

- A. Diane also gave the education moment on our three hospital distinctions. The hospital is considered a Rural Health Clinic, Critical Access Hospital and a Public Hospital District. Each has their own rules and guidelines that the hospital must adhere too and follow.

3. Finance Report – Mark Judy, absent report read by Emily Groby

Finances are strong. We are behind on golf donations which shows in the monthly P&L. The start of the year is hard to tell where we are. Once July hits there is a better gage for making our margin. The hospital is all paid off for the 2018 Lab equipment.

4. Executive Committee Report- Linda Bradshaw

Clarified the date of EC meetings, they will happen on the 2nd Tuesday of every month. Board meetings will be on the 3rd Friday of every month.

Reminder that we need board members to sign up to be the Foundation representative at the Hospital Board meetings. Mogens has signed up for the April 23rd and Nancy L will attend on May 28th. Guidelines for attending fundraising events both our own and others was discussed. The proposed guideline is, Each board member will donate to their ability for the cost of the event. The board will pay for one representative. Others that are attending will pay for them

selves or reimburse the person paying. A motion from Bob A, second from Vangie S and all approved by voice.

5. Governance Committee- Nancy Lellelid

Scott Schimelfenig was introduced as a potential board member. Email will go out for approval. Emily wasn't notified that Mogens was approved so she will get the binder and name badges ready.

6. Grants- Emily Groby

After speaking to the foundations' grant liaison at Murdock the timeline was too tight and they typically do not fund projects that have already been ordered/purchased. The decision was made to withdraw based on the timeline. The Foundation was invited to apply again if there is another need with a longer timeline.

7. Fundraising- Ken West & Vangie Schasse

a. Charm Walk- **Linda Bradshaw** charms are purchased and the letters are going out to the businesses. The Hospital would like to be a stop so that the public can see the new Mammography machine. The Foundation will staff the Hospital charm stop.

b. Golf- **Bob Adamson** the invites will go out in April. The golf course has lost their Pro and are currently searching for a new one. They also lost their manager so there will be someone new in that position also. There will be a golf meeting following the board meeting.

9. Coordinators Report- Emily Groby

a. Chamber update- the Chamber would like to move forward with a parking campaign to show the support of the community members to the city.

b. The logo'd tent and table cloths will be here before the Charm walk.

c. The community bike party, put on by the Hospital, asked if the Foundation would like to donate \$500 again for the distribution of helmets to those in need. The Foundation will also send some representatives to help out. Motion made by Linda B to donate \$500 to the hospital for the bike party, Scott B seconded, all in favor by voice vote.

d. This is the last board meeting with Emily Groby as the Coordinator. She will help out if wanted with the bank deposits and email till a new Coordinator is hired. She will also come back and train the new hire.

Respectfully submitted,
Emily Groby
Foundation Coordinator

The next board meeting is 4/19/19

**Linda Kinder will attend the Hospital Board Meeting – March 26 at 9am
Executive Committee- April 9th at 9am in the Admin Conference Room**

Cascade Medical Foundation
Board Meeting Minutes
April 19, 2019
CM Arlene Blackburn Conference Room

Members present: Linda Bradshaw, Scott Schimelfenig, Scott Bradshaw, Linda Kinder, Vangie Schasse, Terri Judy, Strode Weaver, Nancy Lellelid, Wade Nash, Kathi Nash, Bob Adamson, Mark Judy, Mogens Bach

Members Absent: Ken West, Nancy McReynolds, Matt Cade, Ted Montgomery, Kathy Montgomery

Commissioners: Mary Helen Mayhew, Helen Rayfield

Hospital Staff: Diane Blake, Pat Songer

Guests Jeff & Dana Wilson

Our Mission: To enhance & financially support Cascade Medical's ability to deliver quality healthcare to our community. Read by Scott Schimelfenig.

1. Introduction of Guests: Nancy Lellelid introduced potential board members Jeff & Dana Wilson who gave a brief background summary.
2. Consent Agenda: March 2019 Minutes & Financial Statement- approved by Scott Schimelfenig & seconded by Wade Nash
3. Finance Committee: Telephone conference held with Tammy from account firm DZA .Felt that any expenses & revenue changes from 2017 to 2018 were due to timing issues. It was moved by Strode Weaver & seconded by Scott Bradshaw to accept the report. The 2018 990 report was summarized by treasurer Mark Judy as was the March 2019 financial report. Moved to accept by Nancy Lellelid & seconded by Linda Kinder
4. Hospital Report: Diane Blake introduced the new COO Pat Songer . She then shared a value statement in the form of a letter from an: endoscopy patient. The 3D mammography Unit is up & running. CM has hired a new ED director Eric Sterling who will start here in June. Nurses' Week is in May & 2 nurses from CM , Diana Griggs & Shawn Otley have been selected as Nurses of the Year. A Rapid Response Team is being established for early intervention with deteriorating patients.
5. 5. Executive Committee: President Linda Bradshaw noted that we have a new Office Coordinator, Marlene Farrell who will start Monday 4-22. Emily Groby will help train her to take over this all-important job. Office hours will be the same 9-2 Monday-Friday.
6. Governance Committee: Nancy Lellelid further outlined how the potential new members would be assimilated into the Board after they are voted on. Mark Judy of the Governance Co. gave summary of the Board By-laws last updated in Sept-Oct 2017 .
7. Summary of NCWCF Workshop: Summarized by Linda Kinder. It was also attended by Matt Cade & Nancy McReynolds.

Misc Items: Mogens Bach brought up some discrepancies he found when reading the binder given him recently as a new Board Member. It was also discussed that having Board Members who were out-of -town use a conference call if possible when meetings held. Also suggested that the Board have a year's calendar to use in planning their activities. It was stressed that at least one Board member should attend the Part-time Advisory Meeting held semi-annually.

Upcoming Meeting April 21: Commissioners Meeting; Mogens Bach to attend

Respectfully submitted Nancy Lellelid (secretary).

Cascade Medical Foundation
Board Meeting Agenda
May 17th 2019
CM Arlene Blackburn Conference Room

Members present: Linda Bradshaw, Nancy McReynolds, Linda Kinder, Vangie Schasse, Nancy Lellelid, Scott Schimelfenig, Jeff Wilson, Dana Wilson, Kathy Montgomery, Ted Montgomery, Scott Bradshaw, Bob Adamson, Mogens Bach, Strode Weaver

Members absent: Terri Judy, Mark Judy, Wade Nash, Kathi Nash, Matt Cade, Ken West

Commissioners present: Mary Helen Mayhew, Helen Rayfield

Our Mission: To enhance and financially support Cascade Medical's ability to deliver quality healthcare to our community.

1. Consent Agenda – All approved

2. Hospital Report – Diane Blake was absent. Linda B. explained, that at the Exec Committee meeting Diane said CMF and CM will discuss potential projects for 2020 in July.

3. Finance Committee – Strode Weaver (Mark Judy was away):

To note on the Balance Sheet, we have \$88,000 in the Gen Operating Account. We keep \$30,000 in it, so we've got \$58,000 toward the 3D Mammography goal so far. Strode explained we have an Agency Account and Endowment Account that accrue the same amount of interest, but the Agency Account funds are accessible.

On the P&L, difference from last year is we don't have money from Ladies' Night Out or Charm Walk yet, a timing issue. Good to note that Employee Donations have gone up. Golf is down right now, again a timing issue. Expect more sponsor money and golf entries.

4. Executive Committee – Linda Bradshaw

Linda B. received comments from Board members about the NPI Summit. She will distribute the compiled comments soon. Strode emphasized what was discussed by Steve Robinson of Pybus, that it's important to get the word out to the community to foster support, especially using video, which can be used in many way and can be inexpensive.

5. Governance Committee – Nancy Lellelid

Nancy L. has forms if you want to submit the name of a potential board member. Also there was discussion about giving board members a chance to assess the board, commenting on their satisfaction, board functionality, etc. We can use an anonymous form. Marlene will look for it in files and send it out with June's packet.

Helen asked if the board approaches previous board members to return. Nancy L. said yes. Mogens said these things should also be a part of the board retreat, which happens each fall. Linda B. mentioned we also do an exit interview to hear the thoughts of those leaving the board.

Board members close to their six year limit are Strode, Ken and Nancy M.

6. Golf Committee – Bob Anderson

Leavenworth Golf Course is struggling a bit so our fees will stay the same this year (\$3600), but likely go up to \$4100 next year and \$4600 the year after that (the contract will be renegotiated). Linda K. reminded that we give the Golf Course good visibility and promotion and showing they're supporting a charity by keeping our costs down. Linda B. said we should remember they haven't raised fees in awhile and we want to be community-minded toward the G.C.

Linda K. said we have about \$30,000 in sponsor dollars so far. Marsons and Marsons (TAL Holdings) is at \$3000 level whereas last year they were the \$5000 title sponsor. Kathy M. confirmed Icicle Winery will have a check soon and Ted M. asked if Dan's had given only \$500 or \$1000, as discussed. So far only \$500 so they might be approached again.

Marlene made a postcard that board members addressed and will be mailed ASAP.

Bob requested to change the June Board meeting date to 6/14 (before the golf tournament) and it was agreed upon. Marlene will change the meeting room reservation.

7. Home and Garden – Nancy Lellilid

Terri will take the lead on finding houses. We'll need help with sponsorship, publicity and organizing volunteers.

8. Grants – Linda Kinder

We officially withdrew from the Murdoch grant process but can resubmit, possibly for the need for new electronic medical record software. Also we'll work on the CFNCW grant this summer and we'll need a project for that.

Linda K. said we might want to consider in the future doing a big gala event.

9. Benevolent Nights – Ted and Kathy Montgomery

June 26th at Blewett Brewery, which is being very generous (all day, 25% proceeds). They'll have a newly released beer, Double Bogey, that we can connect with the Golf Classic (maybe make a small postcard for golfers' tee prize bags). Other BN's at Munchen Haus on 8/6 (shared with UV MEND) and on 10/16 at Wildfour.

Asked how much was raised at the Wok in March? Marlene looked it up = \$600.

10. Charm Walk – Linda Bradshaw

Not as successful this year. On Front Street, visitors watched entertainment and ignored booth. Will do better at publicity and location next year. Marlene looked up proceeds = \$650.

Will sell bracelets as kits and have at golf tournament, 4th of July event and Home and Garden. It's a good reminder to have a universal calendar of all events so everyone is aware of the needs of each event, especially during periods of overlap.

11. Coordinator Report – Marlene Farrell

I will email newest roster and Committee matrix to everyone. I asked for possible Quickbooks help and Strode mentioned contacting Dave Neir, who has helped in the past. I don't have Dave's email or phone number, so if someone has it, please send it my way.

12. Golf Volunteers – Helen Rayfield

A few volunteer slots left to fill were filled at the meeting. Mogens will help at Hole #7, Scott S. will help at Hole #17 and 2 people from the Lions' Club will help at Hole #8.

Respectfully submitted by Marlene Farrell.

The next Board meeting is on 6/14 at 9am in the AB room.

Nancy L. will attend the Hospital Board meeting on 5/28 at 9am in the AB room.

The next Exec Committee meeting is on 6/11 at 9am in the Admin Conf room.

Cascade Medical Foundation
Board Meeting Minutes
June 14, 2019
CM Arlene Blackburn Conference Room

Members present: Linda Bradshaw, Nancy McReynolds, Linda Kinder, Vangie Schasse, Nancy Lellelid, Scott Schimelfenig, Scott Bradshaw, Bob Adamson, Mogens Bach, Strode Weaver, Wade Nash, Kathi Nash

Members absent: Terri Judy, Mark Judy, Kathy Montgomery, Ted Montgomery, Ken West, Dana Wilson, Jeff Wilson

Commissioners present: Helen Rayfield, Mary Helen Mayhew

Administrators present: Diane Blake

Our Mission: To enhance and financially support Cascade Medical's ability to deliver quality healthcare to our community.

1. Consent Agenda – All approved.
2. Hospital Report – Diane Blake spoke about CM's participation in the Washington State Hospital Association, which emphasizes quality, safety and technology improvements in regional healthcare facilities. CM has served as a pilot for developing Rapid Response Teams to provide expertise in preventative care for patients. CM received a note of appreciation from the WSHA for CM's commitment to the RRT process, the welcoming feel of the hospital and the culture of going above and beyond. Diane thanked CMF for our part in caring about our community.
3. Finance Committee – Strode Weaver (Mark Judy is away). The P&L showed lower income than last year, in part due to not all the golf sponsorship money had come in by the end of May. However, employee donations are tending to increase. Our expenses have been higher this year due to a donation to the hospital in early 2019, and not having an equivalent hospital donation in 2018. The balance sheet shows that the general operating account is over \$100,000 and we also have access to the agency account which is over \$67,000. Thus we will be able to reach our \$100,000 goal after golf and H&G, even if we need to take some from the agency account.

4. Executive Committee – Linda Bradshaw mentioned that the Exec committee resolved to let Marlene be added to the Foundation credit card, so she can finish the needed paperwork for that. The meeting was otherwise focused on golf details.
5. Home and Garden – Nancy Lellilid reminded us that it will be held in Plain this year. Planning meeting will be noon, Monday, 6/24, in the meeting room of Mike West Realty. All are welcome. H&G will need help with finding good houses, gathering volunteers, sponsors and advertisement.
6. Golf – Bob Adamson. Many details about the golf tournament were discussed. Marlene mentioned that Shane Wilder of Icicle TV could do some video footage which could be added to the golf webpage and also for raw footage to be used in future promotions. The fee would be about \$500. Linda Bradshaw gave a motion to work with Icicle TV and Wade Nash seconded it. All agreed. A few noteworthy discussion points:
 - a. Volunteers are getting harder to find. Helen Rayfield might need more help with this next year.
 - b. We want to make sure we get the winners' info, which sometimes got missed in the past, so that it could be added to the website.
 - c. Kathi Nash recruited volunteers to help with the live auction as spotters and those who would write down the winners.
 - d. Set up time for registration, signage and auction and mystery wine in the lobby would begin at 8am, and setting up the room for the banquet would begin at 2:30pm.
 - e. Ended the meeting with building tee prize bags (all goodies except snacks and water) and loading most materials in trucks.

Submitted respectfully by Marlene Farrell.

Upcoming Events

6/24 Home and Garden meeting, noon, at Mike West Realty
6/26 Benevolent Day/Night at Blewett Brewery, 25% proceeds donated all day
7/9 Next Exec Committee meeting, 9am in the Adm conference room
7/19 Next Board meeting, 9am in the AB room

Cascade Medical Foundation
UNOFFICIAL MEETING MINUTES
July 19, 2019
CM Arlene Blackburn Conference Room

Members Present: Bob Adamson, Terri and Mark Judy, Linda Kinder, Wade and Kathi Nash, Vangie Schasse, Mogens Bach, Ken West, Marlene Farrell

Members Absent: Linda and Scott Bradshaw, Kathy and Ted Montgomery, Nancy Lellelid, Nancy McReynolds, Scott Schimelfenig, Jeff and Dana Wilson, Strode Weaver

Commissioners Present: Helen Rayfield

Administrators and Staff Present: Diane Blake and Karl Kranz, MD

Our Mission: To enhance and financially support Cascade Medical's ability to deliver quality healthcare to our community.

- Consent Agenda – Could not get consent because we do not have a quorum. Everything will be up for consent at the August board meeting.
- Education – Karl Kranz, MD, has been at CM since 1993, and when he came there was only 1 other doctor here, Dr. Spears. There was a lack of stability because of rotating provider help. Dr. Kranz praised the work of Jim Adamson and the early CMF board, as well as Doug Williams, the CEO who was originally hired to close the hospital but instead helped rebuild it. Dr. Kranz said the community wanted a hospital, and everyone pitched in to make it happen. “The Foundation went from an idea to a committee to a force of great work.”
- Grants – Linda Kinder and Marlene explained that we're almost done with a grant application for CFNCW for new patient (vital signs) monitors for CM's ER and Acute Care wards.
 - Also we're looking into a new funding source, CHI (Coalition for Health Improvement, Community Initiatives grant) for some interoperability software, called Julota, to help integrate communication between needed services such as CM, Confluence, behavioral health, law enforcement, EMS, nonprofits, etc.
 - Also, Marlene is meeting with an ED nurse and CM's social worker about the need for a Patients' Assistance fund to help those who need help with transportation, hotel room, etc, at discharge.
 - Linda reminded everyone that CFNCW offers a free seminar, Board101, which is good for new board members. Next date is August 28th from 5:30-7:30. Info and registration: www.cfncw.org/board101/
- Hospital Report – First, Mark Judy congratulated Diane Blake on her big award through the American Hospital Association, given at the state meeting, for her grassroots efforts, advocacy for healthcare and collaborative work. Everyone applauded.
 - Diane shared a part-time resident's thank you note about great patient care, particularly from Dr. Kranz. The note mentioned patient found it “completely reassuring to have such reputable healthcare” in this small community. Also, the Community Health Needs Assessment survey revealed only positive comments about the primary care at CM, due in part because all staff embody CM's shared values.
 - Diane told us the 3D mammography was accredited on the first try, even though this is very difficult to achieve.
 - The new staff parking lot next to the Gingerbread Factory will be done very soon. Diane and Marlene will work toward getting every board member a parking pass.
 - Diane shared the priorities that were highlighted at the CM Board retreat: 1. Healthy Aging in Place, 2. ALICE (Asset Limited/Income Constrained/Employed)

and poverty, 3. Child and Family Wellness. Marlene will forward slides that have demographic data for our area.

- Finance Committee –Mark Judy noted:
 - Golf – Lower entry plus activities did better than higher entry in 2018. Also, auctions (silent/live/desserts) did better in 2019. Our sponsorship was down in part because we didn't have a title sponsor in 2019. Marlene is tracking in-kind donations more closely now.
 - Balance Sheet – The general operating account is less than 2018 because of the donation to CM in the beginning of 2019. We will probably donate \$100,000 for 3D mammography in Sept, bringing us to ~\$250K. Marlene looked it up, and in 2017 (sometime between January and October [incomplete balance sheets]) we were at \$250K.
 - P&L – notable that Employee donations are going up and will be about \$11,000 this year if trend continues. Also, DZA expenses were higher this year (\$6200) due to one-time fee and should be ~\$5000 next year.
- Executive Committee – Mark Judy. Coordinator job description was reviewed and approved. Discussion about finances and golf, an approval of a laptop purchase for Marlene (<\$1500) and an H&G update.
- Benevolent Nights and Coordinator Report – Benevolent Night will be at Munchen Haus on 8/6, another possible one at Blewett Brewery in September and one at Wildflour in October.
 - Marlene will email board members and start tracking volunteer hours. Also Marlene will work with Donor Relations committee to start planning an Employee Recognition event for October.
- Home and Garden – Terri Judy explained that there were 4 confirmed homes on the river in Plain.
 - Mogens agreed to take exterior photos so Scott B. doesn't have to. Mogens will also sketch the houses for gifts to homeowners. Once we have photos, Marlene will make the promotional poster.
 - New sponsorship levels could not be approved (no quorum) but for this year, they are \$600, \$300, \$150 and \$100. At next meeting there can be a discussion of having event sponsor level equaling \$750. Have about \$3500 confirmed sponsor dollars so far.
 - Plain Cellars is on board for being a winery stop with free tastings and a % of sales given to CMF. Nick Conley of Taste of Plain will have his truck onsite, and we will give him \$300 for his preparation and so he can offer a slight discount to H&G participants. Maybe we'll bring a few more picnic tables from the Plain Church.
 - Event sponsors – if a lot, might have a list of them inside brochure, plus their one page ads

- Other possible homes – Ken West talked with a Shugart Flats home owner, not solidified yet; same with the Massey's. Also the Bottoms' home, but depends on their timeline with selling their home.
- Tickets will also be sold at Plain Hardware as well as online.
- Marlene will get banner fixed with Gibbs Graphics.
- Marlene will see if she can get some hospital volunteers and if there can be a poster in the hospital. She'll send a blurb to the Chamber.

Respectfully submitted by Marlene Farrell.

Upcoming Events

7/23, 9am – CM Board of Commissioners Meeting, AB Room
 8/1 – due date for CFNCW Regional Impact Grant application
 8/6, 9am – CMF Executive Committee Meeting, AB Room
 8/6 – Benevolent Night for CMF and UV MEND at Munchen Haus
 8/16 – due date for CHI grant Letter of Intent
 8/16, 9am – CMF Board Meeting, AB Room
 8/20, 9am – CM Board of Commissioners Meeting, AB Room

CMF Board Meeting
 8-16-19

Present: Linda & Scott Bradshaw, Terri & Mark Judy, Linda Kinder, Bob Adamson, Nancy Lellelid, Nancy McReynolds, Ted & Kathy Montgomery, Wade & Kathi Nash, Vangie Schasse, Scott Schimelfenig, Strode Weaver, Dana & Jeff Wilson.

CEO- Diane Blake
 CM Board- Helen Rayfield
 Guest- Judi Little

Absent: Mogens Bach, Marlene Farrell, Ken West

Meeting called to order 9:05 AM. Mission statement read by Nancy McReynolds & Nancy Lellelid. June & July consent agendas approved.

Guest- Judi Little representing the Leavenworth Parkinson Disease support group has applied for & received a grant from the APDF WA. Chapter. This grant is for \$1500 for 6 months to fund a yoga instructor weekly. Rules of the grant state that the money must be administered by a 501C3 nonprofit so CMF is approached. \$5.00/client is charged for each session in addition to the grant \$\$ to pay for facility rent. Discussion ensued. Nancy McReynolds & Mark Judy proposed and seconded a motion to approve that CMF administer the money monthly for 6 months. Any further involvement would have to be discussed separately after the 6-month time period.

CEO- Diane Blake shared Open Forum for hospital employees regarding shared values of integrity & respect as witnessed by patients to CM seeing either of the 2 newer staff members- Dr. Eric Stirling (ER) & Cory Rosenfeld (?) PA. She also honored Mark & Terri Judy for their

spear-heading shared values as exemplified by “my humanity is inextricably bound up in yours” an African saying. Parking issues discussed. The executive committee of CM will bring to the Board in Sept/October their ongoing capital planning issues.

Finances- Mark Judy discussed July’s financial status. CMF has roughly \$350000, \$100000 of which will be given to CM in October as our part of the mammography upgrade. Noted that the financials of the 2019 golf tournament show that changing the pricing of the tournament & having a silent auction & live auction resulted in an increase in income. The ‘in kind’ donations as separated out by Marlene Farrell in the financial statement was a good thing to track. Noted too that hospital employment contributions up 30%.

Golf update- Bob Adamson- 2020 date set but no new contract yet. Verbal agreement with the Pro states that we will pay about \$400 more for the event (\$4000). 112 golfers signed up for the 2019 event which is maximal for the course. Only concerns are that a new sound system should be in place before we hold the dinner there again. Space remains a problem.

Executive Committee- Linda Bradshaw- essentially covered in the meeting today

Governance- Nancy Lellelid- nothing new to report but will be setting up another meeting in late September to review the By-laws, discuss further board education & consider whether or not we need to recruit additional members at this time. Mogens Bach is invited. We have 6 new members since last year.

Home & Garden- Terri Judy & Nancy Lellelid-will be discussed in the meeting after the Board. It was proposed & seconded by Linda Kinder & Nancy Lellelid that the sponsorship levels be: \$600-event sponsor; \$300 Home sponsor, ½ page sponsor \$150, & ¼ page sponsor be \$100. Vote approved.

Benevolent Night- Kathy & Ted Montgomery- No information on how much we made from München Haus; Next night is 10-16 at Wildflower. Blewitt brewery suggests that they have another event for us in mid-Sept. hoping for better weather.

Grants- Linda Kinder -reviewed that the Regional Impact Grant to fund 2 portable pt. monitor units (\$15000) has been submitted. NCW Accountable Community for Health in the form of CMF in partnership with Alpine Elementary School to establish a school-based medical clinic is planned. The Letter of Intent has been submitted. Committee will be meeting Sept to discuss Murdoch grant.

Fund raising & donor appreciation- Vangie Schasse-Speculated on ways to thank donors. Winery venue suggested. Noted we need an update on “Give 10” program (Strode & Mark will meet on this). Employer Appreciation will be 10-14.

Brought up idea of Video to aid in marketing of the CMF. Idea of having a 3rd party involved with the newsletter was tabled until we can hear from Marlene.

Linda Bradshaw will f/u on setting a date & speaker for our October retreat.

Meeting adjourned 10:40 AM
Respectfully submitted
Nancy Lellelid, Secretary.

CMF Board Meeting Minutes
September 20, 2019
CM Arleen Blackburn Conference Room

Present: Ken West, Ted & Kathy Montgomery, Nancy McReynolds, Vangie Schasse, Mark & Terri Judy, Jeff & Dana Wilson, Scott & Linda Bradshaw, Strode Weaver, Mogens Bach, Marlene Farrell

CM CEO, Diane Blake
CM PR, Rachel Hansen
CM Commissioners, Helen Rayfield and Mary Helen Mayhew

Absent: Kathi & Wade Nash, Nancy Lellelid, Linda Kinder, Scott Schimelfenig, Bob Adamson

Meeting called to order at 9am. Helen Rayfield read the CMF mission. August minutes, August financials and September agenda approved.

1. Hospital Report – Diane Blake

- a. Legislators from the Joint Legislative Committee on Health Care and Wellness are touring CM next week, so the hospital is preparing for that.
- b. Diane shared some patient feedback, including a note thanking many staff by name.
- c. Nancy McReynolds would like some patient quotes for the end of year letter, and Rachel agreed to give some quotes specific to 3D mammography. Vangie offered to have the 3 handmade wooden flower bouquets to be used as “prize” incentives to get testimonials.
- d. There was discussion about capital projects, including Stryker Powerload systems for ambulances, Stryker Lucas auto-CPR devices, new CT scanner (a big project, about 3 years out). Final project decision will be made by the Exec. Committee.
 - i. Mark asked how these ambulance related purchases are affected by the EMS levy. Diane said because a levy was just passed, she’s comfortable with asking for this type of project (that is above and beyond the normal levy).
 - ii. Benefits of the Stryker products are closely tied to safety of the staff, preventing back injury, back pain, allowing for career longevity, staff can be seatbelted rather than performing CPR while driving. And safety of patient – more care, no dropping of patients, no injury if there’s an ambulance accident, perfect CPR the whole time, etc.

- iii. Whichever project CMF goes for will not be purchased until the end of our campaign, which is better for momentum of asking for money (discussion point of Nancy M. and Strode)
- iv. We'll consider tying Murdock into one of these projects. Needs to be over \$50K and with matching funds.
- v. Mogens asked about our monetary level of commitment and what happens if we don't raise that much. So far, CMF has always met goals and will continue to do so and also there is the agency fund from which we can draw some money if necessary.

2. Finance Committee – Mark Judy

- a. On Balance Sheet, we're up 7.4% from last year in total assets.
- b. On P&L, employee donations are up 15%, gross profit up 1.7%. Expenses are up but that is because of way we're accounting for in kind donations. Other income, because of in kind, is way up.
- c. On Home & Garden P&L, we're up \$3K, but we need to check later date, because last year's info might be missing some of the ticket sales. Again, in kind was tracked this year via expense and other income.
- d. Mark made a motion to write the check for \$100K to CM. Approved. We will find a date that works for Holly Blue, and get a photo with the big check and a few board members.
- e. Mark and Marlene talked about Give10. Marlene will email the Community Foundation links about it. Marlene will contact Icicle Fund and start thinking about how to work with other area nonprofits to have a Give10 Event.

3. Home & Garden – Terri Judy

- a. Terri noted homeowners were thrilled to receive Mogens' art and other gifts. Also, Plain Cellars was a huge hit. Vangie was thanked for hosting a great after party.
- b. Glitch with tickets running out at Plain Hardware was discussed. Will be fixed next time.
- c. Next year's date will be determined by Fundraising Committee.

4. Executive Committee – Linda Bradshaw

- a. Board voted on using Sarah Rudback's graphic design services for 1 year trial period, valued at \$900 or less. Her services were approved. Rachel said it helps CMF's reputation, adding a layer of credibility. She mentioned the going rate for design work is \$100/hour, so Sarah's prices are reasonable. Mogens said it helps us educate the public and also sell ourselves. Nancy M. said if we want to get beyond just doing events, we need a professional newsletter to help start tapping into bigger donors.
- b. Board retreat – hosted at Mountain Springs Lodge. Dates to consider – 10/29, 10/30, 10/23, 10/24. Marlene will check with the Community Foundation about a speaker to help board think about more direct donor solicitation.

5. Benevolent Nights – Ted and Kathy Montgomery

- a. Board voted and approved to have Wildflour BN be used for Think Pink, instead of 3D Mammography. Rachel gave some history about Think Pink and how it's a

coordinated campaign, working with local businesses, and spreading the word through all local media outlets. There will be a table in the lobby with testimonial info and some of Vangie's daughter-in-law's flowers --- Marlene will ask Vangie for bio.

6. Grants – Marlene Farrell

- a. RIG site visit next week. Linda K and Nancy L will be there with Marlene and Shawn Ottley to speak with visitors from the Community Foundation. Marlene will continue working on CHI grant and strategize with grant committee about Murdock, etc.

7. Coordinator Report – Marlene Farrell

- a. Marlene will work with Finance Committee about value received on tickets of golf and Home & Garden.
- b. NPI workshop on Fund Development on 10/8. Marlene will go. Board members could also attend. Link is here: <https://cfncw.org/npiworkshops/>

8. Fundraising Committee – Ken West

- d. Meeting to follow

Meeting adjourned about 10:45am.

Respectfully submitted by Marlene Farrell.

Upcoming Events

9/25, 10:45-11:30 CFNCW RIG Site Visit

10/1, 9am – CM Commissioners Meeting, AB Room – Mogens attending

10/7 (date change), 9am – Executive Committee Meeting, Admin. Meeting Room

10/8 NPI Fund Development Workshop

10/16, 11am-1pm (plus set up and clean up), CM Employee Appreciation Party

10/18, 9am – CMF Board meeting, AB Room

10/22, 9am – CM Commissioners Meeting, AB Room – Kathy M. attending

10/23, 4:30-9pm – Benevolent Night at Wildflour

Late October – Board retreat, date TBD

Cascade Medical Foundation

Board Meeting Minutes

October 18, 2019

CM Arleen Blackburn Conference Room

Attending: Marlene Farrell, Linda & Scott Bradshaw, Linda Kinder, Bob Adamson, Scott Schimelfenig, Strode Weaver, Kathi and Wade Nash, Vangie Schasse, Mogens Bach, Kathy & Ted Montgomery, Nancy McReynolds, Jeff & Dana Wilson

Potential Board member: Ann McPherson

Commissioners: Helen Rayfield, Mary Helen Mayhew

CM: Diane Blake, CEO, and Brian Pulse, Ambulance Director

Absent: Mark and Terri Judy, Nancy Lellelid, Ken West

Kathi Nash read the mission.

1. Consent Agenda – Scott Bradshaw made the motion, Mogens Bach seconded it. All (Sept. minutes, Sept. financials and Oct. agenda) approved.
2. Guest Speaker – Brian Pulse, Ambulance Director. Brian talked about the Stryker auto-loading system for ambulances (\$76K for 3 units) and auto Lucas CPR (\$52K for 3 units), total cost ~\$128k.

Powerload system, reduces repetitive weight bearing to almost zero, so there's no strain on provider's back. Caregiver and patient safety. Zero fear of dropping when unloading patient. Rated to 750 lbs. Load system is hard-mounted into back of ambulance and can move from one ambulance to another, so long term investment.

Lucas device auto CPR. Can put on in 15 seconds with no interruption in CPR. Our district is so large, requiring longer time to hospital. Constant compressions leads to fatigue in human providers, and our paramedics are mostly in their 30's and 40's. Auto CPR doesn't get tired. Tested in King County and around the nation. Example – If you respond at Lake Wenatchee and have to do 15-20 minutes of CPR (rotate people through every 2 minutes), need many people or 1 Auto CPR. If only driver and 1 paramedic in back of ambulance, it's very difficult to do CPR while ambulance is moving.

Brian also mentioned Stryker Physio public access AEDs (automated electronic defibrillator). CMF bought Phillips models many years ago. New technology – now can be networked so there's an alert whenever one is used. All data can be downloaded. Some AED locations: all schools, gazebo (stolen), Club West, Leavenworth Golf Club, Kahler Glen, Festhalle, pool, city hall, Icicle River Nordic trails.

AEDs aren't used much, but if it's used at all, it's worth it. About preparedness. Scott S asked about software upgrade – would you need to get all new units again? Yes, can be upgraded and the newer ones are more programmable and networked, and older Phillips ones are not. Technology is vastly improved. \$1700 for 1 off the shelf. Can buy in bulk for less. Can trade them in or send to other countries.

Executive Committee recommended we approve the Powerload and Lucas. Kathi N made motion. Strode 2nd it. All approved!

AEDs tabled for now until more information is gathered.

3. Hospital Report – Diane Blake
 - a. CM hosted sport physicals (3rd year). Got a thank you letter from CHS. Night was a great success (lots of planning, so there are no glitches). Added free vaccinations this year. All time high of 149 student athletes. Helps promote healthy activity and free cost reduces obstacles to access.

- b. Thanked CMF for employee party, some employees said it should be the other way around, thanking CMF for work.
 - c. Final stages of approving CM budget, including wage increases to retain really good people. CM is trying to keep pace with increasing wages locally. Ripple effect of CMF is that by supporting capital projects then also allows CM to invest more in staff, etc.
 - d. Trying to get out into the community more, go beyond the walls. Flu shot clinic at the Alpine Lakes Elementary next week.
 - e. Conversation with Crosscut journalist about rural access hospitals and some are on the brink of bankruptcy. Trying to keep services in rural areas. CM is maybe different and in better a position, in part due to CMF. Journalist wants to talk to a patient about care – could be board member.
4. Finance Committee – Marlene – Bottom line on P&L is negative because it shows our big \$100K donation to CM as well as the \$14K earlier in the year. Linda K pointed out that pavers are up this year. H&G net proceeds are up 11%, and we still have a check from glassybaby coming in.
5. Executive Committee – Linda Bradshaw. Next project approved (see above).

There was a retreat hiccup with no speaker, due to expense. It will be okay, because we have more time to do some strategic planning and go into Donor relations and events break out sessions.

Linda B contacted Chelan Health and Wellness Foundation and talked to their Exec Director, Kim Dunbar. It has a small board and works with guilds built through the hospital staff. Their endowment is now over \$1million. They're managing the funds and deciding what they're giving to, some to hospital but also other health and wellness community activities.

6. End of Year Mailer – Nancy McReynolds. Waiting for appreciation party to be done. Nancy M, Nancy L, Linda K and Kathi N will now work on it. Have quotes. Need a catchy term to pitch it: something like “Ambulance safety systems, for patients and crew.”
7. Pavers and Orchard of Giving – Linda Bradshaw. Got 2 new pavers about a week ago (Royal Lady and Kahler Glen Men's Association).

Orchard of Giving plaque made and all the new names printed. Linda B and Marlene will make a book of alphabetized names so you can find your name. Also take photo of plaque installation.

8. Home & Garden – Terri Judy & Nancy Lellelid – both absent – 11% increase over 2018.

9. Governance – Wade Nash. Reviewing bylaws and will have them for approval in November. Officers up for election in December. All are willing to be elected again. If anyone wants to be up for an office, you can throw your name in.

Wade and Nancy talked with Ann and she has background that would make her great on this board. She's recommended by Judys and Bob.

Ann spoke to the board, talking about her nursing background and owning a business. She worked for attorneys and in case management. Semi-retired (does some work in the winter) "I'd love to join the board," she said.

10. Grants – Linda Kinder (discussed both right after project approval and also at this point of agenda). Murdock is a matching grant. We'd ask for maybe \$65k and then do a public campaign for the rest. Can help with ambulance items and then if we're doing well, can add other projects (AEDs or kitchen floor) later. Mogens wondered if AEDs could be purchased along with other public hospitals to get a better price – TBD.

Linda and Marlene talked about CHI grant for mobile health clinic at Cascade School District schools. We have letter of support from superintendent. Other letters of support coming. Marlene working with Pat Songer and Whitney Lak to finish grant application. Gathered info from other clinics at Lincoln Elementary in Wenatchee and Vale Elementary in Cashmere.

Regional Impact Grant for 2 portable patient monitors – we will hear about it very soon.

Chelan County Lodging tax fund – \$250K for events that bring in people from out of town. Linda K and Bob are going to discuss what they can apply for that would help golf.

Murdock – we'll start on an LOI right away, now that we know 2020's project.

11. Fundraising Committee – Linda B and Marlene
 - a. Employee Appreciation Party recap – a success. We had 2-3 new employee payroll donors. Maybe 30 people stopped in. Saw our big check for mammography and info about Orchard of Giving and plaque.
12. Coordinator Report – Marlene Farrell. Shared a \$1000 donation from the Wilsons, thanking the Plain residents who are members of CMF.

November newsletter top priorities: H&G infographics, 2020 project info, grant highlights, Orchard of Giving update. Nancy M. recommended thicker paper.

Several Think Pink events coming up. Going well, along with FB plugs for local Think Pink partner businesses. ~14 free mammograms performed so far this month. And 3D mammography appointments are going up because people want the new tech.

Respectfully submitted by Marlene Farrell, CMF Coordinator.

Cascade Medical Foundation
Board Meeting Minutes
November 15, 2019
CM Arleen Blackburn Conference Room

Present: Marlene, Linda Kinder, Bob Adamson, Nancy Lellelid, Ted and Kathy Montgomery, Wade Nash, Mark and Terri Judy, Scott Schimelfenig, Dana and Jeff Wilson, Strode Weaver, Mogens Bach, Vangie Schasse

CM present: Pat Songer, COO, Mary Helen Mayhew and Helen Rayfield, Commissioners

Absent: Linda and Scott Bradshaw, Kathi Nash, Ann MacPherson, Nancy McReynolds, Ken West

Mission read by Strode Weaver.

Consent Agenda – Nancy L made the motion, Scott S seconded it. All approved the October 2019 Minutes and the November 2019 Agenda.

Hospital – Pat Songer, COO, spoke about his background (30 years in healthcare, 15 in EMS/critical access care, involved with national movement toward tele-paramedicine. Pat spoke highly of CM, the collaboration and trust, between a stable board and administration and also with the foundation. He's worked with Marlene on a grant.

Pat gave information about the clinic build-out, which is up for bids, to finish a conference room (for group visits and meetings) and some offices. Goes along with the idea of team-based care with more open space for teams to congregate. Goes with EMR that allow each provider to care for patients accessing all available information. Privacy concerns are still eminent. Institute for Healthcare Improvement is pushing for this. It connects the dots between different types of providers. "Care centers" are replacing nurses' stations.

Pat also mentioned there are some security upgrades. Increasing locks, especially around ED and AC, to protect against random shooter. Key is addressing security but not making barriers to patient care.

Also, we're waiting to hear about the grant for school mobile clinic. CM will work with students and schools more, regardless of grant outcome. Also, a full-time social worker has been hired.

Finance Committee – Mark Judy reviewed financials. He noted all \$115K donated to CM came out of operating account, not agency account. That's why total checking and assets are down.

Again, employee donations are up for 2nd year in a row, showing our own employees are active supporters. Helen thinks it's related to sense of community fostered at Open Forums.

The audit with DZA was more this year than last, and we'll look at it this year to lower it again in 2020 hopefully. In Kind has now been separated out of promotion expenses and is found only in other expenses and other income. Finance will meet again 12/3 and we'll approve a final budget at the December board meeting.

Mogens made a motion to approve finances, and Nancy seconded. All approved.

Governance – Nancy Lellelid went over the main changes of the Bylaws to be considered in order to finalize them again. Highlights include recommending a changed name to conform with hospital. Striking “Center” from name mentions. Also recommending Governance Committee will fix Governance Guidelines to match the Bylaws. Also adjusting language so it's understood that members equal stockholders, and we do not have them. Also board numbers will be set to 8-21. Clarify language about first term to allow for 3+ years of service depending on when you start your term. Annual meeting to be held in December (clarified) and Governance Committee is the nominating committee. Simplify Indemnification language and remove Article X about Document Retention, turning it into a policy. Last Bylaws change was in 2017.

Ted Montgomery made a motion to approve bylaw changes. Strode seconded it. Linda K asked for an amendment to change mentions of “member” to “director.”

Linda K made a motion to accept amendment. Kathy M seconded it. All approved.

Wade made a motion to accept bylaw changes with amendment. Linda K seconded it. All approved.

Nancy L announced the slate of new officers: Linda B as president, Bob will retire as VP, Nancy L as VP, Dana as Secretary, Mark as treasurer, At-large Members Wade and Bob. Others can email Nancy L if they want to run. Vote will be at December (annual) meeting.

Mogens made a motion to accept the December meeting on 12/13 at 9am at the Squirrel Tree Restaurant. Nancy seconded it. All approved.

Executive Committee – Bob Adamson explained we still need to hear from everyone about whether to pursue Give 10. Marlene will email 5 board members asking for their opinion so we can know if we are going forward by December Board meeting.

End of Year Mailer – Marlene explained that it was ready to go. Stuffing party next Wednesday in AB room. Marlene will send reminder.

Strategic Planning – Linda K said there'd been another meeting. She'll share the updates and changing tactics at December meeting. Ann MacPherson will be Volunteer Coordinator, and have a new subcommittee off Fundraising. Will consider having one event that is more volunteer-run.

Marlene would like an ad hoc committee to help with content development for newsletters and videos. Board members can email Marlene if interested.

Donor Appreciation – Ted and Kathy Montgomery first reminded about the unofficial thank you of going to dinner at Wildflour tonight. Also perhaps there'll be another Benevolent Night at Blewett Brewing Co. in midweek December.

Donor appreciation event will be at Silvara, 2/12, from 4-6pm. Marlene gave a list of over 100 of the biggest and recent donors. Silvara will provide wine tastings, and we provide small bites. Looking at the list, Ted and Kathy got it down to 73 donor units (21 are couples) who have given \$2000 or more. 8 are board members. That's a reasonable line to draw. Will send out invitations soon. If we get 50% of those, that's good. We don't know what to expect. Use it as a benchmark for other years.

That date is best, because Montgomerys are still here and Silvara can do it earlier that day. On the 13th, it'd be later, 6-8pm.

Decided to have RSVP early enough to have a B list, just in case. Simple invitation – SPACE LIMITED. NOT A FUNDRAISER. Celebration! RSVP by January 20th. Board members call invitees if haven't heard. Special phone calls for over \$5K donors. Handwritten addressing party in December.

Can solicit some local businesses for small bites: Cured, Cheesemonger, Alley Café, Schocolat.

Mogens made a motion on having donor appreciation gathering on 2/12. Linda K seconded it. All approved.

Grants – Linda K. We did not get Chelan County Lodging Tax grant, and Linda will hear more about how to make it stronger next time. Also we'll be starting the Murdock grant process and also some other grants in December for the 2020 project.

Coordinator Report – Marlene said we're waiting for final proceeds to come in, but Think Pink made between \$3-4K this year, best ever. Also, the November newsletter just got sent out and has our new "branding." Marlene asked for feedback on how to improve it for next time. Also there's a Chamber of Commerce meet and greet informal gathering next Wed, 11/20, from 5-7pm at Stein, and she invited board members to attend to promote CMF and get to know area business owners.

Upcoming Events

11/19, 9am – CM Commissioners Meeting, AB Room, Mark & Terri Judy representing

11/20, 9-10am – End of year letter stuffing party, AB Room

11/20, 5-7pm at Stein, Chamber of Commerce Meet & Greet

12/10, 10am – CMF Executive Committee meeting

12/13, 9am – CMF annual board meeting at the Squirrel Tree Restaurant

Respectfully submitted by Marlene Farrell, CMF Coordinator.

Cascade Medical Foundation
Board Meeting Minutes
December 13, 2019
Squirrel Tree Restaurant in Coles Corner, WA

This meeting represents the Annual Meeting of Cascade Medical Foundation.

Present: Marlene Farrell, Linda Kinder, Bob Adamson, Nancy Lellelid, Ted and Kathy Montgomery, Wade and Kathi Nash, Mark and Terri Judy, Dana and Jeff Wilson, Strode Weaver, Mogens Bach, Vangie Schasse, Linda and Scott Bradshaw, Ann MacPherson, Nancy McReynolds, Ken West

Absent: Scott Schimelfenig, Diane Blake (CM CEO), Commissioners Helen Rayfield and Mary Helen Mayhew

Mission read by Terri Judy.

Consent Agenda – Scott B made the motion, Nancy L seconded it. All approved the November 2019 Minutes and the December 2019 Agenda.

Hospital – N/A

Finance Committee – Mark Judy reviewed the November financials. On the Balance Sheet, our Total Checking (\$40K) is down from \$74K last year because we gave \$115K to CM via two large donations. The Endowment is down \$3K because \$8K was transferred to the Agency Fund, and it also gained \$5K in earnings. The Agency Fund is up \$10K because of the transferred money and a \$2K gain.

On the P&L, income is up \$12K. Expenses are also up, in part due to the purchase of a laptop (\$1400). Our net income is up \$7K compared to last year. Employee donations are up 19%. In Kind donations and expenses are both up, because they are being closely accounted for now.

The 2020 budget was reviewed again, looking at the QB version. This is the first budget done in a couple years. It reflects the anticipated revenue and expenses and is based on this year's numbers. No information is included for In Kind or Investment earnings, since those will be what they'll be. Mogens made a motion to approve the budget with 1 note – that Marlene help identify where Benevolent Nights are in the budget (not clear). Nancy L seconded it. All approved.

The Executive Committee authorized for \$8077.28 (the allowed amount) be transferred from the Endowment to the Agency account. Marlene made it so on 12/12/19.

Executive Committee – Linda Bradshaw shared that we had a majority accepting the idea of moving forward (14 yes, 2 no, 2 neutral) on Give10 (planned giving). An ad hoc committee will be formed to bring more information back to the board at the February meeting. Linda nominated Ann MacPherson to chair the committee, and Ann accepted. Others will volunteer for the committee and let Ann and Marlene know. The committee will meet with Beth and/or Denise at the CFNCW to learn more.

Governance – Nancy Lellelid

The bylaws, redone by the Governance Committee and approved at the last board meeting, were presented to everyone for their binders.

Board member Bob Jennings would like to return in January. Mogens made a motion to reelect Bob Jennings to the board. Bob Adamson seconded it. All approved.

Board members who have completed 1 term include Bob Adamson, Mark Judy, Terri Judy, Kathi Nash and Wade Nash. Nancy L made a motion to reelect these board members. Linda K seconded the motion. All approved.

Officers were up for election: Chair – Linda Bradshaw, Vice Chair – Nancy Lellelid, Treasurer – Mark Judy, Secretary Dana Wilson, Exec Committee Members-at-Large – Wade Nash and Bob Adamson. All board members filled out a ballot. All nominees ran unopposed and all were elected.

Strategic Planning – Linda K handed out a chart for everyone showing current and updated tactics.

Donor Appreciation – Kathy Montgomery explained the invitations were ready and would be mailed in early January. RSVPs would come to Marlene via email or phone call. Those whom we don't hear from will receive phone calls, divvied up amongst board members.

Those who were going to ask businesses to provide some food for the Silvara party need to do so ASAP and let the Montgomerys know. We'll give them more specific requests in January.

Kathy will help coordinate what food board members make. Marlene can make an online sign up (Signup Genius) so everyone can see what others have signed up for and not duplicate efforts. CMF also needs to cover the paper products and flower arrangements (Vangie's sister's).

Marlene suggested there possibly be testimonials to let guests know what good has come from past and future CMF efforts. Strode warned folks might feel like they're being buttered up for more donations. It was agreed that Linda B, as chair, will speak, and we'll ask for Diane Blake to speak as well. Beyond that, Marlene will help make table tents that speak to the various equipment campaigns from the past, have some visual imagery and other interesting CMF/CM facts.

Volunteer Coordination – Ann MacPherson explained that we have a starting list of volunteers and how they've helped in the past. To grow the list, if every board member thinks of and talks to one friend, it will help. Ann spoke with the owners of Old Mill Café who are happy to help connect people in Plain to CMF, and they have a bulletin board. Ann will also talk to Rob W., owner of Plain Hardware, for the same reason.

Coordinator Report – Marlene updated everyone that we're working on the Murdock Trust Letter of Intent. Hopefully we'll be approved for the next step. The ask would be half of our campaign - \$64K. We can also apply for a few smaller grants in late winter. With Linda K and Linda B, Marlene will also work on an event grant for Charm Walk through the City of Leavenworth.

Mogens agreed to represent CMF at the Commissioners' meeting on Tuesday, 12/17 at 9am.

Retiring Board Member Appreciation – Linda B thanked Nancy McReynolds, Strode Weaver and Ken West for their many years of dedicated service to CMF. She presented them with cards and gifts.

Mogens moved to adjourn the meeting. Linda K seconded it. All approved.

After the meeting, Bob Adamson serenaded the board with two beautiful, personally composed Christmas songs, accompanying himself on the guitar.

Upcoming Events

12/17/19, 9am – CM Commissioners meeting, AB room – Mogens attending

1/14/20, 9am – Executive Committee meeting, AB room

1/17/20, 9am – CMF Board meeting, AB room

Respectfully submitted by Marlene Farrell, CMF Coordinator.