

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.

Cascade Medical Foundation
Board Meeting Minutes
February 21, 2020
AB Conference Room

Attending: Linda & Scott Bradshaw, Nancy Lellelid, Ann MacPherson, Mogens Bach, Bob Adamson, Wade & Kathi Nash, Vangie Schasse, Scott Schimelfenig, Bob Jennings, Marlene Farrell

Absent: Linda Kinder, Mark & Terri Judy, Kathy & Ted Montgomery, Dana & Jeff Wilson

CM present: Diane Blake, Mary Helen Mayhew

Guest: Strode Weaver, former board member

Bob Jennings read the mission.

- I. Consent Agenda – Scott B called to approve the January minutes and February agenda. Bob A. seconded it. All approved.
- II. Board Education – Give 10 – Ann MacPherson
 - a. Ann gave update on volunteers. Trimming the list of old volunteers (like those who have moved away). Will need to recruit more for golf. Volunteer committee will meet Friday, 2/28, at 11am.
 - b. Ann gave an Give 10 overview. Give 10 is on our website now. Ann wants every board member to have the toolkit and make sure we have a supply of the Legacy booklets at our events (Marlene will acquire more of both from Beth).
 - c. Strode asked, do we want to do it passively (taking advantage of an opportune moment to share info) or actively (purposeful meetings), as a board? Agreed to stick to passive approach.
 - d. Linda B said maybe send a Legacy letter out to talk more about it. Marlene can add a note about it on FB sometime and can have it in next newsletter.
- III. Hospital Report – Diane Blake
 - a. Patient survey feedback – shows clinical care and extra human care. Mother of patient – quick care, kindness to patient and scared sibling. Taken to a room immediately. Gold standard of professionalism.
 - b. Diane will give a tour to Dr. Kim Schrier, US Congresswoman, this morning.
 - c. 6 months ago, CM had about 50% nursing shortage. Renegotiated with nurses' union. CM is now about to get back to 100% staffed nurses, which means better care, more consistent and less expensive than using nursing agencies. Diane mentioned CMF is part of what makes this a good community that helps us attract good candidates.
 - d. New HR director, Melissa Grimm, coming from Crunch Pak, starting next month.
 - e. New Process Improvement Director, Ethan Maffey from Oregon.
 - f. First ever annual report is being sent out very soon.
 - g. Construction projects – sewer line replacement, April-May. And finishing clinic space for work stations and conference room.
 - h. Marlene was able to attend all Open Forums and that was good to share info.
- IV. Finance Committee – Mogens Bach

- a. Cover sheets are very helpful.
- b. Mogens pointed out highlights – we're up for mail campaign, total Endowment/Agency and also income.
- c. Mogens made motion to approve, Bob J 2nded. All approved.

V. Executive Committee – Linda Bradshaw

- a. Donor Appreciation recap – very successful, 25 donors. Those who came enjoyed themselves and stayed for a while. They liked Silvara.
- b. Ann would like it to be not during the week of Valentine's, so more Plain folks can come. Also we could have it hosted at Icicle Ridge Winery.

VI. Video – Mogens Bach

- a. Marlene and Mogens explained their process of looking at other videos and deciding a 2.5 minute video would be beneficial to get the word out about CMF in novel settings to different demographics. They considered the 3 local production companies, but Icicle TV rose to the top because it's local, they have some previous footage that could be used and they are the cheapest, at \$3500-\$4000.
- b. Vangie wants to make sure there are kids in the video, and also showing the geographic range.
- c. Nancy moved to approve going forward with a video; Scott S 2nded it. All approved. Marlene will contact Icicle TV and set up a meeting to discuss schedule.

VII. Charm Walk and LNO – Linda Bradshaw and Marlene Farrell

- a. LNO on 4/2 from 4-8pm. We're cross promoting another event on the same day as LNO – the P.E.O. Fashion Show, raising funds for women's scholarships. That event is from 1-3pm, so it works well.
- b. Charm Walk, 11am-4pm on 5/9 and noon-3pm on 5/10. Received a \$600 grant from the City of Leavenworth, so business partner price is \$40 each.
- c. Must go door to door to get business partners for both events – need volunteers!

VIII. Grants – Marlene Farrell

- a. Denied for Murdock (safety equipment too small. Will try again for CT scanner in a year or two). Also denied for CHI (mobile clinic). Possibly because they wanted to primarily fund large projects that were multi-county.
- b. Received small grants from City of Leavenworth for Charm Walk (\$600) and Golf (\$1600). To be used for promotion for golf. Also, will apply to Weyerhauser and Multiplan when application process opens soon.

IX. Coordinator Report – Marlene Farrell

- a. Benevolent Night posters ready. A few board members are helping place them up in Plain, and also in the Peshastin and Cashmere libraries.
- b. CFNCW appreciation party on 4/29, 5:30-7:30pm. This a free event and good for networking. Marlene will RSVP for 4 people, and we'll determine who will go.

X. Golf – Bob Adamson

- a. Marlene explained, with some Powerpoint slides, the details of the Greater Giving software (check-in and out, cc tab, store front for auction, bid sheets and more).
- b. Group decided to consider the cheaper option at this point, the Express Package, and if it goes well, will consider the Event Package (which can be used for more than 1 event).
- c. Questions that Marlene will ask Greater Giving contact: Express is definitely for 1 event? And, if we love it, can we get year 2 for \$795?
- d. Scott B made a motion to approve working with Greater Giving for the Express Package, Wade 2nded it. All approved!

XI. Other Golf updates:

- a. New golf pro, Ed Quick, been helping at GC for several years, but now is pro. Bob will try to meet with him very soon.
- b. Banquet facility update – from Nancy L. Probably going to use the Enzian this year. \$3300-\$4K (Bavarian menu), plus Alley Café doing the bartending. We paid \$4500 last year to the Wild Huckleberry. (also block of rooms at discount – Sun or Mon night).
- c. Silent auction items can be at golf course and then moved to Enzian to see them at 3:30 during Happy Hour. Marlene will email Terri and Kathi about a holding a meeting about auction items.
- d. Enzian has a screen and a sound system. Good parking.
- e. Marlene added to the golf webform – “Are you staying for dinner?” Also, if we work with Enzian, she will add their logo to the page to promote.
- f. Still need sandwiches – bid from Wild Huckleberry and Taste of Plain.
- g. Hole in One sponsor update – Cascade Autocenter, Will Summers. More local than Kelleher. An Outback will be big prize plus other prizes. They would be happy for it to be an ongoing commitment.
- h. Game and prizes – we might do what we did last year.
- i. Raise the Paddle. We'll go forward with this.
- j. Should Marlene make a golf postcard to send to former golfers? Yes, mid April.
- k. Dessert dash – have a minimum bid (per table) of \$25.

Motion to adjourn by Mogens at 11am.

Upcoming Events

2/25/20, 9am – CM Commissioners meeting, AB Room – Nancy L attending

3/10/20, 9am – Executive Committee meeting, AB Room

3/18/20, 5-9pm – **Benevolent Night at Wok About Grill**

3/20/20, 9am – CMF Board meeting, AB Room

Cascade Medical Foundation

Board Meeting Minutes

March 20, 2020

DONE VIA CONFERENCE CALL (out of precaution given the COVID 19 outbreak)

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

Absent: Linda Kinder and Commissioners Mary Helen Mayhew & Helen Rayfield and Diane Blake, CM CEO

- I. Consent Agenda – February 2020 Minutes and March 2020 Agenda. Bob J made the motion to approve. Dana seconded the motion. All approved.
- II. Finance Committee – February 2020 Financials. Scott Bradshaw made the motion to approve. Terri Judy seconded the motion. All approved.
 - a. Mark mentioned the DZA financial review is complete. Board members need to pick up DZA booklets from Marlene’s office, preferably next week. Use the side door. Best pick up times are between 9am and 1pm any day. Mark will pick up booklets for Plain CMF board members. Conference call with DZA will occur in April.
- III. Governance – Updated Governance guidelines. Mogens Bach made the motion to approve the updated governance guidelines. Kathy Montgomery seconded the motion. All approved.
- IV. Other discussion – All board members had a chance to read updates in the agenda. Major discussion points over email included:
 - a. Montgomerys will take charge of planning future BNs. They will check with Bavarian Bistro about hosting one.
 - b. Volunteers are going to help with charm bracelets on 4/1 and 4/6 – some disassembly and assembly. Either at someone’s house or volunteers will be given supplies to do at their own homes.

- c. Marlene asked board members to email her which business they will ask about silent auction items for golf. This is contingent on what the Exec Committee decides (see e. below)
- d. Several board members voiced concern/reticence about pursuing sponsors and event planning given the social distancing is likely to be mandated for much longer than 30 days.
- e. The Executive Committee will try to meet sooner than later, hopefully using Zoom, to decide the best practices for CMF going forward and for golf. Marlene will email the Executive Committee to arrange a time.
- f. Mark made a motion to allow the Executive Committee to decide what to do about golf. Bob Jennings seconded the motion. All approved.
- g. Mogens made a motion to adjourn the meeting. Dana seconded the motion. Meeting ended at about 10:20am.

Minutes submitted by Marlene Farrell.

CMF Board Meeting, 4/17/20

Video Meeting over Zoom, Zoom Password: cmf

Call to Order: Marlene Farrell

Attendees: Marlene Farrell, Linda and Sco; Bradshaw, Diane Blake (Hospital CEO), Mark and Teri Judy, Ted

and Kathy Montgomery, Jeff and Dana Wilson, Bob Adamson, Vangie Schasse, Bob Jennings, Ann McPherson,

Linda Kinder, Wade and Kathy Nash, Sco; Schimelfenig, Mogens Bach, Nancy Lellelid, Helen Rayfield (Hospital Commissioner)

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

Note: Bob Jennings read our mission statement.

1. Consent Agenda – Any of the following items may be pulled for discussion at a board member's request. All items not pulled for discussion will be approved by the Board with one motion.

a. March 2020 Minutes* Approval

b. April 2020 Agenda* Approval

Notes: Nancy Lellelid made a motion to accept the consent agenda. Bob Jennings seconded the motion. All approved.

2. Overview of financial review and 990 with DZA representative, Kami Matzek

a. Board must vote to approve financial review and 990

Notes: Kami shared that Marlene got all necessary materials to the firm very early which resulted in the review being completed earlier than usual. Kami believes that this is a very "clean" report that fairly represents the financials at CMF. Any money over \$30,000 goes to the Foundation's campaigns. Total assets were about the same as the previous year. Net assets were divided between those with and without donor restrictions. Expenses are broken down between Program, Management and General, and Fundraising. 68% of CMF's money was spent on program purposes

which is in line with its purpose. The IRS and outside organizations look at the percentages of how money is spent. Notes to the financial statement help explain how our finances are recorded and the board's mission. Investments were reviewed. There are many notes to the investments. There was about \$30,000 in investment gains. The bulk of the expenses (note 6) were for the contribution to Cascade Medical for the mammography unit. Mark Judy wanted to know if there is a review of the Community Foundation finances. DZA receives a report but does not do a review of their finances.

990 Discussion: The purpose of the 990 is to provide transparency of our organization to the IRS, donors and potential donors. All 990s are available online. This shows that the Foundation is living up to its non-profit status and meeting its mission. The shorter 990-EZ form is used. Part III shows how CMF is accomplishing its mission. The board of directors is listed on the form which is public record. Part IV is a checklist that will show if additional forms need to be filled out. Schedule A demonstrates that you are a non-for-profit organization. Schedule B shows who the donors are. This information is not shared publicly. Only donations over \$5,000 are lined out with individual donors' names, although this information is not available publicly. All the events are listed with expenditures and donations. Schedule C shows the payment from CMF to the hospital for the purchased medical equipment. Mark Judy thanked Kami for the work on the review and the IRS 990 form. A motion was made to approve the financial review by Wade Nash and seconded by Mogens Bach. All approved. Bob Jennings made a motion to accept the 990 and Sco; Schimelfenig seconded it. All approved.

3. CM Update – Diane Blake

Notes: Diane focused on the shared values of the clinic. This meeting's focus was on community. A nurse reported that there has been a generous outpouring of support from the community including masks, food, and other donations. Employees feel supported and appreciated.

Updates: The clinic has two new employees, Melissa Grimm, director of HR and Ethan Maffey, Director of Process Improvement. Efforts of Covid 19: 82 tests have been administered. 78 have come back. Only two of those have been positive which has been some time ago. The challenge is to get more test kits. She encourages everyone to be very careful with standard healthful practices. She believes our test numbers do not represent the number of positives in our community. Oral swabs were given to CM by the state. There are not enough tests to have a drive-through testing center. Small facilities such as CM have had big disruptions in the supply chain. CM was supposed to get 100 test kits from the lab they work with and were just informed that they would not receive any until the end of the month. CM is meeting regularly with representatives from the school, sheriff's office, and local hospitals (Confluence Health in Wenatchee). A negative: There is a federal funding source offering eight weeks paid leave to employees and that this would be paid for by the federal government in the form of payroll tax deductions. However, in a small facility such as CM, the federal government would not grant the payroll deduction and would result in CM having to pay for the paid leave out of its resources. Most facilities have opted out of this federal program due to the financial consequences of the program. There is a big decrease in revenue. By the end of April, the clinic will be down in revenue by \$1,000,000. This is due to shutting down of some services: mammographies, physical therapy, colonoscopies. Expenses have increased. The response to Covid19 has resulted in \$300,000 of additional expenses. 2.2 million dollars in the form of a loan has been received from the PPP - payroll protection provision. This loan will be forgiven as long as it is used for its intended purpose. CM received a \$410,000 grant as part of the Care Act. She believes there will be continued federal funding. CM does not foresee shutting its doors such as other small facilities. Diane is very proud of her staff for the work they've done to prepare for Covid19.

Preparations are being made to return to some degree of normalcy. She would like to re-open physical therapy services. Telehealth is also being considered. Wade wanted to know if there was any sign of burn-out among employees. Diane reported that this seems to be happening mostly at the leadership level due to working very long hours. We have not had a big surge of cases here in Leavenworth, and some employees are working less than normal. Mark Judy had a question about

testing. Priority 1 test results should be returning within 24-48 hours. Just yesterday oral swabs were put into use; these take 4-5 days to return results. One of the pieces of lab equipment could be used for getting test results within 15 minutes but it requires a “reagent” and CM is low on the list to get this.

4. Finances – Mark Judy

a. Review March finances* and Mark’s comments*

i. Board must vote to approve Finances

b. Consider skipping DZA Financial Review next spring (for 2020 records) to save money

i. Board must vote to approve such a motion

Notes: The report shows the first 100 days of 2020 from January 1 - April 10 to show accounting changes. This year CMF is running with a net income loss of \$25,000. This is caused by a loss of \$37,000 in our investments. Total assets are down \$278,000 from a year ago. This is a combination of the donation to the hospital as well as a loss in our investments. In early April, with the decision to postpone the golf tournament and the home and garden tour, some expenses like those to the golf course, the Enzian, and Taste of Plain were deferred to the balance sheet as a holding place from the Profit and Loss Statement. These will stay there until the first quarter of next year when they will be moved over to the P&L Statement. Donors were given a choice of how those funds could be handled: keep for 2021 event, use as a 2020 donation or get a refund. Most of those have been deferred to future expenses for next year’s golf tournament. Some revenue items have not been moved yet. The prepaid sponsorships also included the Charm Walk. Board members can read the summary statement to understand the current accounting changes. The next meeting will show better clarification on the Profit & Loss Statement.

Mogens Bach made the motion to accept the financial reviews. Nancy Lellelid seconded it. All approved.

Linda Bradshaw noted that the financial audit could be deferred for 2020, although we are required to do the Form 990. DZA can do the Form 990 without doing a review by using Marlene’s internal records. We could do a combined 2-year financial review or one for only 2021, but we have time to assess that situation. DZA confirmed that we do not need to a financial review each year, but we do have a responsibility to submit a financial report to the hospital. Diane Blake will discuss this issue with the Board of Commissioners. A deferral of doing an audit by DZA would be considered in order to save costs. Linda suggested that we wait to discuss this issue in May aser the hospital commissioners have had a chance to meet and discuss it. The cost this year was \$3500 and the 990 was \$1300. Wade noted that the review did not show any deficits in our accounting methods that are being used by both Marlene and Mark so deferring the review is an acceptable option. This is an exceptional year and we as a board are not trying to set a precedent by not conducting a formal review.

5. Governance – Nancy Lellelid

a. Board education deferred until May and later

Notes: Marlene and Nancy decided to hold off on having the education part of our meeting. Aisha, the social worker, will talk about her work at the hospital in a future meeting. Dr. Kranz is scheduled to provide the educational portion for May. Marlene will check with Aisha if she could come to a meeting in June or July, although Marlene thinks she is taking vacation time in June. Other ideas include education on state health legislation, although this idea was brought up before Covid19.

Educational topics including IT and EMR (electronic medical records) might also be addressed this summer sometime. Nancy apologized for not contacting the other members of the Governance committee regarding these decisions due to time constraints.

6. Benevolent Nights – Ted & Kathy Montgomery

a. Decide about June 3rd BN at Blewett Brewery and July 7th BN at Munchen Haus

Notes: The Montgomerys spoke with Eric at Blewett Brewing and the June 3 benevolent night is being postponed at this time. Mia from the Munchen Haus wants to leave the event on the calendar for July 7 and the Montgomerys will touch base with her at a later date. Wildflour is on the

calendar for October 21, and they also want to leave it for that date. The Montgomerys chatted with Carl Evans from the Bavarian Bistro and he said he is open to the idea down the road sometime, but no date was set. Nancy is concerned that we are asking about having a benevolent night under the current circumstances; she suggested that we instead try to support these businesses by having a “reverse” benevolent night. Everyone agreed that when these businesses open back up, all board members make an effort to support the benevolent night restaurants.

7. Coordinator report – Marlene Farrell

a. COVID-19 Response Relief – new restricted funds -- \$250 so far

b. Event cancellation update:

i. Still need decision from Lake Wenatchee F&R, Crunch Pak, Leavenworth Rotary and Zarthan Lodge about their golf sponsorship.

ii. Zip lining tickets – need to get used by October.

iii. Deposits with Enzian, Golf Course and Taste of Plain saved for 2021.

iv. Still need decision from Simply Found about Charm Walk sponsorship.

b. Community donations progress – 37 thank yous, webpage, tracking, correspondence and article in this week’s Echo

c. Starting on grants – with Pat Songer – government grants and maybe Murdock Notes: Marlene reviewed all the items from her report. Board members are encouraged to look at the webpage to see the new link for donors to use should they want to contribute to Covid-19 response relief. It was suggested that all board members contribute to the Covid-19 response relief fund. It is an individual choice, but one thought was to use the funds that board members were originally considering donating to the golf tournament to this effort instead. Bob Judy suggested that Marlene send all board members that link via email and she agreed to do so. Lake Wenatchee Fire Department has not made a collective decision about what to do with their donation to our campaign.

Zip-Line tickets were donated to the Foundation and are set to expire in October. Mark suggested that the zip-line tickets could go to a hospital employee who has donated to the Foundation, maybe in the format of a drawing. There are also Anthony’s Restaurant gift cards. Marlene will keep track of which employees are getting the “reward” from the drawings.

Marlene shared how she is spending her time during Covid19 including coordinating volunteer/donation efforts.

She reported that she is beginning to work on grants. Murdock will not work because of the size of the equipment requested.

Ted Montgomery made a motion to adjourn the meeting. Kathy Montgomery seconded the motion. All approved. The meeting was adjourned at 10:23.

*Handouts that were included in the packet.

Upcoming Events

April 28th, 9am CM Commissioners’ Meeting AB Room

May 12th, 9am, CMF Executive Committee Meeting, location TBD

May 15th, 9am, CMF Board Meeting, location TBD

Respectfully submitted,

Dana Wilson, Board Member

CMF Board Meeting, Minutes

Date: 5/15/2020

Attendees:

CMF Board Coordinator: Marlene Farrell

CMF Board Members: Linda Bradshaw, Scott Bradshaw, Nancy Lellelid, Mark Judy, Teri Judy, Wade Nash, Kathi Nash, Dana Wilson, Jeff Wilson, Ted Montgomery, Kathy Montgomery, Bob Adamson, Robert Jennings, Mogens Bach, Ann McPherson, Vangie Schasse, Linda Kinder

Absent: Scott Schimelfenig

CM Staff: Dr. Karl Kranz, Shawn Ottley C.C.O.

CM Commissioner: Helen Rayfield

1. The call to order was made at 9:00. Linda Kinder read the mission statement. Linda Kinder made a motion to accept the consent agenda. The motion was seconded and passed.

2. Board Education: Dr. Karl Kranz shared his perspective on the history of Cascade Medical. Jim Adamson helped found the clinic. Jim Ward, who also owned the funeral home, helped grow the ambulance service. Rural medicine was practiced here including surgery and O.B. In the 1990s the clinic had been downsized. Dr. Kranz was hired in 1993. There was a "revolving door" of doctors. Once there was a stable staff of family physicians, the clinic began to prosper. The administrator, Doug Williams, made sweeping changes at that time. He was hired to close the clinic, but did just the opposite. It was clear that the community wanted a clinic here. The clinic has grown greatly, and the Foundation has supported the clinic in big and important ways. Linda Bradshaw thanked Dr. Kranz for his time. Questions were asked about financials and the non-profit status of the clinic.

3. Cascade Medical Update, Shawn Ottley: Diane Blake was unable to attend as she was involved at a different meeting. Shawn started with a "value" story. He complimented the dedication of the staff. The following feedback was shared with the board - A patient came in on May 1. This patient felt comfortable and safe while in the ED. He offered a rental on his property for free for any of the medical staff, as needed. COVID Updates: 149 tests have been conducted: 135 were negative, 7 tests are pending, 3 tests were positive and 4 were recalled. The clinic is at a point that more tests can be conducted although patients that are asymptomatic are not being tested. However, staff members and long-term care patients who are asymptomatic are being tested. There is a definite spike in cases in Chelan County. This is not necessarily due to an easing of restrictions in the county, but due to people not being willing to follow established guidelines. Shawn reminds us all to be vigilant. Service lines: CM is trying to get things back to normal. There is a respiratory clinic that is separate from the rest of the departments. All employees are being screened before they start their shift. Screening will be moved to the front desk. In-person and Telehealth PT appointments are in place. Telehealth is for the more vulnerable population. Mammographies and colonoscopies are still not being conducted. He reports that people are reluctant to come to the clinic. CM is trying to get the word out that people should contact the clinic in the interest of their health. Rachel is working with WSHA to develop advertising to communicate the need to seek medical care. ER volumes have increased that are anxiety related. A lot can be taken care of over the phone. Shawn has been working with the city of Leavenworth on the "reopening" of the town. This is happening despite the governor's current "Stay home, stay healthy" order. Front Street is now closed to allow for more area for people to spread out and maintain social distancing. There is a broader push for a more aggressive use of masks. Antibody testing is popular in the media, but its efficacy is in question. It is not yet known if antibodies protect individuals from the virus. Financials: Shawn reports that things are going well. Federal loans, CARES Act, P.P.P. loans, i.e., have allowed the clinic to maintain their staff and will allow them to operate into the fall without accessing their cash reserves. No furloughs or staff layoffs are currently being considered. Cash reserves are being held for big capital expenditures including a CT Scanner and Electronic Medical Records system. Strategic planning is continuing. Questions from board members: Linda Kinder asked about the 15-minute test. The clinic does not yet have the ability to use this test. Tests are in demand around the country and he does not anticipate getting these kind of tests for months, although it would be helpful. Only symptomatic people are being tested and there is a broad range of symptoms: shortness of breath, malaise, fever, GI issues, etc. Questions about Telehealth arose. Wade Nash brought up a financial question. Rates for Telehealth are lower than in-person visits. During COVID CM has been able to bill for Telehealth. CM is unsure how billing will look in the future but it's part of the strategy to "go beyond the walls" of the hospital, bringing healthcare directly to patients. The clinic is looking

at all possible options for enhancing revenue. Ted Montgomery and Nancy Lellelid have been to the clinic recently and felt very safe and noticed that everyone was social distancing and following all necessary protocols for patient safety.

4. Finances, Mark Judy: Mark first responded to the question about the financial status of the clinic. He reported that historically the clinic was physician-owned. It is now considered a "district hospital". He is sure that it is not a 503b designated facility. Foundation finances: The first four months show a \$10,000 decrease in revenue from 2019. This is due to the cancellation of all our events. Other income is off \$25K and that is the net loss of our investments. You can see the affect of COVID on our finances. Our other income (investments) is down \$20K for the year, compared to up \$17K in 2019, but end of April was "better" than end of March (the unrealized loss was calculated much smaller by the end of April). Revenue on the golf sponsorships and the expenses for the golf tournament are now on the balance sheet. Our undesignated donations are up significantly by \$11,500. Undesignated donations are up for 2 reasons. People have been generous in these COVID times (to our campaign and the COVID RR fund) and several golf and Charm walk sponsorships became outright donations. Mark believes similar reports will follow through the year based on the cancellation of events for this calendar year. A motion was made by Mogens Bach to approve the financials, Kathy Montgomery seconded and the motion passed.

5. Governance, Nancy Lellelid: Nancy brought up the idea that we should tread carefully when it comes time to send out a fall appeal, asking for money. The question of the number of board meetings arose. Nancy confirmed that we are required to have a minimum of 10 meetings per year. She suggested that we skip the June meeting but reconvene in July. Nancy moved that we skip the meeting in June. Kathi Nash seconded the motion. Discussion: Nancy wondered if we should have an executive meeting in June. A decision was made to cancel the June Executive Committee meeting. Linda Bradshaw said we will still send out the finances in June to the board. Marlene can also send out a report on any Foundation activity. The motion passed.

6. Ladies Night Out Update: Broken Barrel and the Bubbler are the founders of this event. It has been decided to cancel the event due to the current COVID situation and not wanting to put anyone in danger. The event could be postponed to the end of the summer or the fall should conditions warrant it. Our social media reflects this change.

7. Coordinator Report, Marlene Farrell:

1. Summer newsletter: The newsletter schedule is to have three newsletters per year. The executive committee felt it was a good opportunity to reach out to our supporters. It would cost about \$600 which includes graphic design, printing and postage. Sending the newsletter by email was suggested, which would be a significant cost saving. There is enough news to create a newsletter. Marlene shared several ideas of what could be included. Discussion among the board about doing a newsletter was conducted. Getting the news out to the community to utilize the services of the clinic could be a good public service message. Nancy Lellelid felt it was important to keep our Foundation in the public eye, i.e. we are still doing fund raising for our 2020 projects. Marlene estimates that two thirds of the mailing could go by email. Robert Jennings believes that a hard-copy would be better read and would justify the additional expense of printing and postage. Vangie felt that the safety of the hospital should be the focus of the newsletter. Everyone agreed that a hard-copy was the best idea for the newsletter. Ideas included: a physician report about the safety of visiting the clinic and not delaying care. Shawn Ottley shared that Rachel would be a good resource for information about this. A patient interview might be included based on the positive experiences of Nancy Lellelid and Ted Montgomery visiting the clinic. Highlighting a board member was mentioned. Marlene will talk to Rachel, the clinic's PR facilitator. Perhaps there is a portion of the newsletter that could be used to thank our donors of in-kind donations.

2. Grant Update: Marlene has been working with Pat Songer and Jim Hopkins and Joyce Lynn Garrett, a grant writer at the college. Two grants are being written on behalf of the hospital (not the Foundation). Murdock reported that the grant has reached the 2nd level which is a very important step and represents significant work. \$250,000 is the startup cost of the Mobile Health Clinic. Shawn Ottley reported that the mobile clinic would serve the Peshastin/Dryden and Plain/Lake Wenatchee areas, both of which are currently underserved. The other grant through the Department of Agriculture is on the first step which she hopes to turn in next week.

3. Trainings: Marlene will be attending a training sponsored by Washington Nonprofits on Tuesday and Wednesday of next week. She will send out a report of what she has learned. She will attend another training in June on the topic of digital fundraising.

8. Other Topics: Marlene continues to coordinate the donation of important P.P.E. supplies at the clinic. Homemade masks are not being used in the clinic and are being distributed out to the community. Shawn reported that a supply chain disruption of P.P.E. continues to exist. Shawn mentioned CM has a 6 month supply of procedural masks and the sterilization is for N95 masks.

9. Linda Kinder complimented Marlene on her work on the Murdock Grant. Linda Bradshaw encouraged Marlene to continue to do trainings at this time to learn as much as possible for the good of the Foundation. Mogens Bach sent a shout out to the Cheesemonger for their donations. A motion was made by Ted Montgomery to adjourn the meeting, seconded by Nancy Lellelid. The motion passed. The meeting was adjourned at 10:11.

Respectfully submitted,

Dana Wilson

CMF Board Member

CMF Board Meeting, Minutes of 7/17/2020

Attendees....

CMF Board Coordinator: Marlene Farrell

CMF Board Members: Nancy Lellelid, Mark Judy, Wade Nash, Kathi Nash, Dana Wilson, Jeff Wilson, Bob Adamson, Ted & Kathy Montgomery, Robert Jennings, Ann MacPherson, Vangie Schasse, Linda Kinder

Absent: Linda Bradshaw, Sco: Bradshaw, Mogens Bach, Terri Judy, Mary Helen Mayhew

CM Staff: Diane Blake, CEO

CM Commissioner: Helen Rayfield

Call to Order at 9:00

Ann read our missions statement: Our mission is to enhance and financially support Cascade Medical's ability to deliver quality healthcare to our community.

A motion was made to approve the May 2020 minutes, Wade seconded and the motion passed.

1. CM Update – Diane Blake

Staffing Notes: CM has hired a public relations expert. Clint Strand has a lot of experience. Shawn Ottley left CM at the end of June. Recruiting has not begun for this position yet. Dr. Kranz is planning to retire at the end of this year. CM is working through the process of finding his patients other providers. The clinic hopes he can stay possibly be available for extra help as the need warrants. CFO Jim Hopkins is retiring at the end of July, but this has been known for some time now. Marianne Vincent who has been at CM will be taking over as CFO. She has been working alongside Jim for many months now.

Diversity Notes: CM, as a public agency, has stayed relatively quiet during this period of time. However, Diane has updated the process for hiring dual language employees. Dixie Gough, CM's financial counselor, is retiring and her replacement is bilingual in English and Spanish. This will be a great help to the Spanish-speaking patients coming into the clinic for a variety of needs.

Covid Notes: We have more cases in our region. Infections are still on the upswing. The hope is that cases will decline in the next week or two due to wearing masks. CM has been working

with WSHA to discuss the challenges regarding several issues, especially contact tracing. There have been more requests for testing for groups of employees. The Chelan County health has stepped up to provide test kits. CM has put together a fact sheet that can be distributed to local businesses so they are informed about covid resources, although this is typically more a public health issue.

2. Finances – Mark Judy

Financial Statement Notes: Overall assets are down 10% from June 2019. This is due to a combination of a lack of earnings and unrealized investment losses. Those investment losses are down \$14,000. It was as high as \$30,000 so it has improved and is moving in the right direction. Deferred revenue and expenses from the golf tournament have been rolled over to 2021. Profit and Loss Statement: revenue continues to be down and will be the rest of this year. We are about \$49,000 off due to not having the golf tournament this year. There has been a reduction in expenses due to not holding our various fundraisers with the exception of the audit. Costs of the DZA Audit are also down from \$6200 in 2019 to only \$4800 in 2020. Our reports for the rest of the year will be very similar. Financial statements from May were not distributed but available on request. This is the most up-to-date financial statement. Ann moved to approve the financial statement and the motion was seconded and passed.

Board Giving Notes: Board giving was discussed. There have usually been two venues for board giving ... golf and annual letter. Mark reminded board members to be aware of their giving this year. This is an expectation for all board members and this is stated in the by-laws.

3. Board Education – Diane Blake

Electronic Health Records (EHR) Notes: EHR - CM is in the process of replacing the electronic health records system. This includes administrative functions and patient records. The systems being considered are all-inclusive. Reasons for doing this are: there is currently more than one system for all the various parts of the hospital services, i.e. ambulance, administration, rehab, payroll, etc. It is difficult to navigate between the various systems. There was a lot of funding 5-7 years ago to move to electronic records over paper records. Having different systems means there is relatively little communication between providers. The current systems in place are problematic and inefficient. The newer systems would have a better patient portal. Online bill pay would also be a benefit of a new system. The ambulance department would continue to have a separate system. There needs to be a system that interacts well with Epic, which is the system in place at Confluence. Moving to Epic is not a reality for CM because of its unaffordability for a small facility. Epic is not usually installed at really small facilities like CM. It would be possible to connect with Confluence using Epic, but the costs are too exorbitant. CM is looking at two systems that work really well with Epic. The goal is to have a new system by the end of the year, due to one of the current systems possibly expiring. The cost of implementation is \$100,000-\$200,000 and then monthly expenses. Once a system has been chosen, a financial analysis will be completed. Diane believes that the changeover is more affordable than originally thought. Diane is not sure if our system will allow providers to populate the system at Confluence, but there will be a way to make records available to providers outside of CM, possibly in the form of an attachment.

MHC Notes: According to Diane, CM is not doing a good job of delivering care to outlying areas. This is part of CM's strategic planning. The thought is that a mobile clinic could provide services in a more flexible way. Diane has appreciated that Marlene has been doing grant work for the mobile clinic. What does a mobile clinic look like? It could include a family health provider as well as a mental health provider. It could also assist people sign up for health care via Medicare, for example. This seems to be the better option as opposed to renting a fixed space. Would there be lab services? Yes, this is part of the plan. Mobile x-ray is also being considered. All of these plans are dependent upon funding sources. Marlene mentioned it is more than what can be offered through the free clinic (which is currently canceled due to covid). Diane is hoping that this can be accomplished sometime in 2021.

4. Grant update – Marlene

MHC Notes: The startup cost of the mobile health clinic is \$250,000 which includes the vehicle and all the supplies inside including office equipment. Operational costs would be about the same every year. The two grants would assist in funding the startup costs. The federal preapplication is completed and a response is being awaited. Murdock is on the second step.

Murdock has a place on the application to show the organization's proof of financial support.

These are being applied for under the umbrella of the hospital, not the Foundation.

Board Funding Notes: Discussion was held regarding how we can show support for this effort.

The executive committee discussed ways to do this. For example, we could have a targeted campaign to raise \$40,000. Mark shared that the mobile clinic is an important part of meeting the needs of the community. Most of this would be funded by Murdock and federal grants. He believes the foundation should have a targeted campaign (not to be confused with the ambulance campaign) to raise \$40,000, half of which would be designated from Foundation assets which could be taken out of operating funds rather than the endowment. Nancy would like to see the commissioners also donate funds. She believes we need to get the community involved as well. It is important that this is carefully explained so community members are not confused about our various campaigns. Ann believes we can add a blurb to her letter to her long list of volunteers about the MHC. Linda Kinder wanted to know if we could have a fund-raising concert, although any entertainment is not allowed due to the governor's recent decree. Wade thinks we should be careful about sending out information about this fund raising effort until we have carefully thought out our approach. Marlene mentioned the idea of putting together videos that could be on our website to promote this campaign. Mark moved that we designate a campaign to raise \$40,000 for the MHC, with the foundation providing \$20,000. It was moved and seconded that we move forward with this campaign. The fundraising committee will meet to discuss the best way to move forward.

5. Governance – Nancy Lellelid

Notes: A vision statement has been written to reflect current events in our country and world which was created after multiple meetings. It was felt that the word "diversity" and "equity" are important terms to use. We decided we would add a strategic planning goal of including a minimum of 15% in board diversity. Nancy discussed ways we could accomplish this.

6. Strategic Planning – Linda Kinder

Website resources for board members to look at:

i. <https://www.councilofnonprofits.org/thought-leadership/10-steps-more-diverse-board>

ii. <https://www.bridgespan.org/insights/library/boards/building-a-diverse-board>

The vision statement added to the website is as follows: In our mission to support Cascade Medical, we value equality of access to healthcare and wellness resources for all.

Strategic Planning Notes: Work has been done to add concrete steps to strategic planning to accomplish the goal of greater diversity and equity. Linda showed the new additions (in red) to the document. Goals and steps have been added to the strategic planning document to incorporate the vision statement that include diversity and equity. For example, there is a new

statement under Priority 1 regarding enhancing diversity in the volunteer core. Another new part includes fundraising events. Priority 3 has changed to address how to include diversity with our donors. Another new addition relates to promoting diversity and equality in community health event participation/sponsorship. Priority 6 involves diversity and equality in communication. Wade suggested sharing the new vision statement in the volunteer newsletter.

A motion to approve the new vision statement was made, moved and seconded. All approve.

Linda will send out the updated Strategic Planning document to the board.

Linda listed the above website resources that the board can review at a future meeting.

Marlene suggested that board members review the websites so we can discuss this at the next board meeting if there is enough time.

5. Coordinator report – Marlene Farrell

Benevolent Night Notes: (Kathy Montgomery) There was a benevolent night at the Munchen Haus. They are sending a check for \$745 (compared to last year's amount). The next benevolent night is in October at Wildflour, however they are not opening until the county is at Stage 3. Carl Evans from the Bavarian Bistro said he would be more than happy to have a benevolent night. They are open at 25% capacity. We may keep this in mind for future months. A thank you should be sent to the Munchen Haus.

Summer newsletter and email campaign analytics Notes: Marlene sent out 536 emails, 448 were successful deliveries. 158 people actually opened those, about 35%. 14 people actually clicked on something in the email. Through that email we had about \$1000 donated. About 7% of our audience always open our emails. Other statistics were shared. Approximately 650 newsletters were mailed and only one came back. Please be sure you "like" the Foundation FB page. Statistics were shared about people's interaction with the website. Marlene will continue to use and mention analytics going forward.

LNO Notes: Due to current covid restrictions, no date has been chosen yet. Marlene thought it might be a possibility later in the fall should conditions improve with covid. Small Videos Notes: Marlene would like to do a small video every month to add to the

Foundation's website. The videos could be used to explain our fundraising campaigns. Wade and Mark agreed to help with this. Marlene believes it is important that various board members be in the videos.

Commissioner's Meeting Notes: The commissioner's meeting is next Tuesday at 9:00. Marlene asked if anyone was interested in attending, but in the absence of volunteers to do this, she agreed to represent the board at the meeting. Mark asked for a schedule of all upcoming commissioners' meetings. Marlene will send out a calendar of all the meetings for the rest of the year so people can sign up to attend those.

Nancy thinks we will have a Zoom meeting next month.

The meeting was adjourned at 10:29.

CMF Board Meeting Minutes of August 21, 2020

Call to Order @ 9:02

Ann read our mission statement: To enhance and financially support Cascade Medical's ability to deliver quality healthcare to our community.

Attendees....

CMF Board Coordinator: Marlene Farrell

CMF Board Members: Linda Bradshaw, Scott Bradshaw, Nancy Lellelid, Mark Judy, Terri Judy, Dana Wilson, Jeff Wilson, Bob Adamson, Ted & Kathy Montgomery, Robert Jennings, Ann MacPherson, Vangie Schasse, Linda Kinder, Mogens Bach

Absent: Scott Schimelfenig, Nancy Lellelid, Kathi & Wade Nash

Staff: Diane Blake, CEO, Aisha Houghton, Clinical Social Worker

CM Commissioners: Helen Rayfield, Mary Hellen Mayhew

1. Consent agenda

a. July 2020 Minutes* approval: Ted Montgomery moved that the July minutes be accepted, Bob Adamson seconded the motion. The motion passed.

b. August 2020 Agenda* approval: Ted Montgomery moved that the August Agenda be approved. Bob Adamson seconded the motion. The motion passed.

2. Cascade Medical update – Diane Blake

Notes: Diane started with a story. This comes from a person who was a green beret. He has a business that supports veterans. He facilitates getting these folks to start businesses. During green beret training all recruits had to hold a heavy log above their heads. Once they started looking up and each other, they felt encouraged and that they could do the required task. They created a culture of "team". This is a challenging time at the clinic and she finds it is strengthening to realize that

everyone is feeling the same. It's important to look around and realize we are all in this together. She values the partnership with CMF.

Updates: COVID: It is now possible to administer a rapid COVID test that yields results within 15 minutes. A few weeks ago results were taking 10 days. It is difficult to get these supplies, but there are employees working on this. It is coming from the state. Since there is a limited supply, not all patients are receiving the new rapid test. The other form of the test is yielding results from a lab in Seattle within 24-48 hours. Online school is another challenge. The clinic is assessing the needs of staff with children at home. This may include flex schedules. CM is doing what they can to support their staff. The school has about 10 in-person slots for the children of health care workers, so this may be another possible solution. CFO Transition: On the good news front, there has been a transition to CFO. Marianne had the opportunity to work with Jim Hopkins, who retired at the end of July, during the transition phase. There are challenges with the federal stimulus as to how these funds/expenditures are recorded. The clinic is currently on budget. Volumes are returning, although not to pre-COVID levels. The federal payroll protection act has helped. Due to good financial management, the clinic is doing well despite the pandemic. Electronic Health Records Systems: Implementation of a new system will occur in 2021. It is a painful process, but the old system was inadequate. Virtual Waiting Room: The clinic is trying to facilitate a virtual waiting room so the number of people in the waiting room can be reduced. This might include phone calls, texting and/or emails to people waiting in their cars. It should be rolled out within the next few weeks. Health Reminder: Please mask up and maintain social distancing. She believes we are doing a better job in the county, especially in the work setting. During the weekend, however, people let down their guard and groups are getting together outside their families. This is where the community spread is occurring.

Questions: What is the accuracy of the new rapid COVID test? There is a 20% possibility that the test is not accurate, and not as accurate as a flu test. However, the efficacy of the new test is as good as the older one. Has CM reached out to other school districts to check into their plan for schooling? All the employees at CM are within the Cascade School District so it has not been necessary to reach out elsewhere.

3. Finances – Mark Judy

a. Review July finances* and Mark's summary*

Notes: Total assets are down 9.3% from last year. That is caused by our lack of revenue production. Operating accounts are down about \$50,000, due to the lack of profitability/events this year. The unrealized loss has improved significantly since its low level earlier in the year. Year to date: (\$5,200 loss). The trend indicates it may move into positive territory. Profit and Loss: We've moved into the black. Undesignated donations are significantly up. Some of that is the diversion of golf funds to current year donations. Revenues will stay depressed for the rest of this year. Our expenses are significantly down. Mark does not anticipate any significant change looking forward. The investment portfolio is going in the right direction.

Questions/Comments: There is a strong employee donation effort and Diane will share that with the staff.

b. Board votes to approve finances: Robert Jennings moved that the financials be approved. Bob Adamson seconded the motion. The motion passed.

4. Board Education – Aisha Houghton, Clinical Social Worker

Notes: Aisha has been at the clinic since November. She and her family moved from Kirkland to Leavenworth last year. She worked for the Evergreen and Swedish system as a social worker. She also worked 12 years for Child Protective Services. Her father is a physician, mother is a nurse, husband is an EMT. She works throughout the clinic in various departments. She helps with discharge planning. She works with elderly patients who might need help in the home. She works with helping people with unemployment benefits. A project that is currently on hold is increasing the level of activities for sub-acute patients. This might include therapy dogs coming into the clinic. In the clinic, screening is taking place for social determinants of health. For example, how is the living

situation affecting the patient's access to health and wellness resources? Aisha is facilitating WIC coming in to the pediatric clinic. The WIC program has a designated employee from the agency. WIC follows families until a child is 2 years old. They monitor for physical development and meeting developmental milestones. The goal is to get that WIC employee to come to the clinic 2x/month. Aisha has a schedule of patients but there is a set of time that is open to patient needs as needed. This is called a "warm handoff". She does home visits, currently to elderly patients. She uses interpreters for Spanish speaking patients. Due to COVID, the Meals on Wheels program is not currently in operation. She is working with the program to reduce barriers for elderly patients, but this is an ongoing problem during COVID.

5. Instagram discussion – Marlene

a. Not necessary to post daily but should post weekly. Do we have enough content? It can help us reach younger supporters. It can be linked to FB (post simultaneously).

b. Board members: please learn a bit more about Instagram to help with the discussion.

i. Overview of how nonprofits can use Instagram: <https://www.wildapricot.com/blogs/newsblog/2019/09/17/instagram-for-nonprofits>

ii. Example, UV MEND: <https://www.instagram.com/uppervalleymend/>

iii. Example, Icicle Center for the Arts: <https://www.instagram.com/iciclecreekcenterforthearts/>

Notes: Other organizations are using Instagram and it a platform we should consider using. It is a photo driven application. We all need to be creative in adding photos, i.e. volunteers working at an event, a board member sitting in front of a Zoom meeting. Photos can be simultaneously added to the FB page and Instagram. Marlene does not want to do this solo and would like help and suggested that other board members take some form of responsibility for taking pics. Discussion: The average age of Instagram users is 35. Linda B suggested that we could take pictures from Benevolent Nights, i.e. a pic of the restaurant, volunteer activities. Teri Judy wanted to know if there is a downside to using Instagram. Marlene believes that the only downside is the extra time it would take to download photos to those apps. Marlene has been posting a variety of items to the FB page, including information about other similar organizations. Instagram is mainly photos, but you can add captions. One way it attracts supporters, is to use hashtags. Marlene suggested that we add 5-10 hashtags per photo. Mark suggested that we add photos regarding the mobile clinic.

6. Mobile health clinic campaign update – Marlene and Bob A.

a. Video, Facebook posts, email, article, donations to date

b. Virtual Concert

Notes: There is a mobile clinic video. Paige Wilson is working on getting a Spanish voiceover. The FB post has done really well. It has reached over 3,000 people. The email went out recently to CMF supporters. Donations are coming in, now amounting to \$4,865 which when matched is close to \$10,000. The vast majority is coming through PayPal. The video is being linked to the Lake Wenatchee Fire District webpage. Marlene has an article that will hopefully be posted in the Echo next week. She is also working on getting a blurb on a Spanish speaking station.

Bob Adamson: Benefit Concert: Marlene, Dennis and Bob have been working with Icicle Creek Arts Center to put on a benefit concert for the mobile clinic. There are probably going to be three music groups, and maybe four. Icicle Creek can do the production of the concert. Icicle has a virtual music evening every Thursday and we can tap into that weekly event. What is the process for donating through these concerts? Bob believes it will be a "donate" button using PayPal. Perhaps we can get one of the performers to pitch the fundraising effort for the mobile clinic. Marlene reports we can have some pre-recorded blurbs about the Mobile Clinic. It can be done live as well. The donate link is to the side of the FB page broadcasting the live concert. The donation link can also be on the replay version of the concert. The goal is to include our information by the end of September.

Marlene said they are drawing up a contract with Icicle Creek. We may want to pay Icicle Creek a certain amount and some of their services can be considered "in-kind" donations. Funds raised during the concert will be matched up to the \$20,000 threshold. Icicle Creek has also done some

silent auctions. This would be an auction before the concert. Will there be a flyer regarding the mobile clinic? Bob thinks this could be done. They are also working on a backdrop for the concert. Ann suggests that the flyer should focus on the mobile clinic and also adding information about the concert. Marlene suggested producing 20 flyers. Bob Adamson would distribute the flyers around Plain, the Montgomerys around Leavenworth. Bob already has the performers. The targeted date is September 24. Marlene is hoping that the important details will be worked out by next week. There was discussion regarding where we can distribute the flyer to surrounding areas.

Bob and Marlene will connect with Dennis as soon as possible.

7. Grant update – Marlene Farrell

a. Helping Hands grant for thermometers was withdrawn because community fundraiser raised the needed \$3K.

b. Murdock and USDA grants for mobile clinic.

c. Other grants: Weyerhaeuser Giving Fund, Max & Victoria Dreyfus Foundation, Network for Good grant, CHI – Marlene will work with Pat and Whitney again.

Notes: Marlene has applied for a Helping Hands grant for our project. She withdrew the grant application because it was no longer needed. Murdock and the federal grant is slow going. Marlene is waiting on information about the next step. She is waiting until the end of this public fundraising effort. Marlene has applied for grants through Weyerhaeuser and Dreyfus for the Ambulance equipment. CHI is a local pot of money. Last year, out of 60 applicants only 8 were granted. She is meeting with Pat and Whitney about what we can apply for. The grant organizations want to see collaboration, i.e. working with the school district or the senior center. She will keep the board informed about how these are going.

8. Donor Relations – Linda Bradshaw

a. Employee Appreciation Party, usually in Oct. Committee will brainstorm ideas. Alex Riggs (CM Infection Control Specialist) will advise on what is allowed.

b. Marlene wrote the names of donors on the bottom of this agenda. Board shall discuss if this is good info to know.

c. The board can discuss whether it might be good to have board members call donors to check in. Notes: The executive committee discussed how an employee appreciation event could be organized

under COVID. Linda will set up a committee to discuss possibilities for how we can appreciate employees. Linda Kinder and Vangie volunteered to work on that committee. Linda B encouraged all board members to share ideas. Marlene listed donors (excluding board members and CM employees) between July 1 to August 18 on the board agenda and wanted to know if this was helpful, which everyone agreed was a good idea. There was discussion about the possibility of contacting donors during this time. Linda B clarified that the calls would be to check-in with donors and thank them for past donations. Marlene suggested that there is evidence that this can help retain donors. Everyone agreed that listing donors on monthly meeting agendas is a good idea. No one voiced support to call donors.

9. Benevolent Night and Volunteer Update – Ann MacPherson

Notes:

Benevolent Nights: Ted shared kudos to Ann for making contact with the owner of the Squirrel Tree who was supportive of holding a benevolent night. The Montgomerys met the owner, Vito. He agreed to do a benevolent night and would donate 30% of the proceeds and it would go on all day. The tentative date is for Thursday, September 10 at the Squirrel Tree restaurant. There is a huge outdoor area but few tables. Board members are encouraged to bring a folding table and chairs in order to facilitate social distancing. Teri knows the owner and knows that this has been a challenging time for the Squirrel Tree. Vito is very interested in supporting local organizations. She encourages people to frequent the Squirrel Tree. Kathy will work with Marlene to create a flyer that can be posted up in the Plain area. It can be included in the Lake Wenatchee newsletter. Ted also discussed the Wildflower for a benevolent night. They would like to move the October 21 scheduled benevolent

night to an earlier date so it could be held outside.

Volunteer Update: Ann has four different groups of emails: H&G, Golf, Pool Volunteers, All Volunteers. Pool volunteers want to be involved in miscellaneous activities excluding the big events. She recently reached out to the Pool Volunteers and instantly had four volunteers.

10. Governance/Executive – Linda B and Nancy

a. Board Retreat, usually in October. Logistics – where, how long?

b. Discuss diversity issues or ??

Notes: Nancy and Linda discussed venues for the retreat. It would not be possible to social distance at Mountain Springs. Due to the necessity of wearing masks, she believe it cannot be a full day. Linda suggested the possibility of having speakers talking about diversity. She has spoken with the Enzian and Icicle Resort. They both have facilities that are large enough to spread out. Nancy would like to have it in person and keep it to 3 hours. Possible topics: social media, diversity, trainings that Marlene is doing, creative events we can do during COVID (board members should be doing some investigation before the retreat). Is everyone willing to meet if social distancing is possible? Should it be half or whole day? Linda will meet with Nancy to create an agenda for the retreat. Teri suggested that someone from the county health department come to the retreat to discuss current COVID trends in Chelan County. Diane suggested that this may not be a good time to invite health department representatives for two reasons. First, they are already overloaded with work and secondly, there are some political issues facing the county health department, and the state may be getting involved. Mark Judy suggested that someone come from Confluence to discuss the current state of COVID in Chelan/Douglas County. Linda B thinks this kind of information might be better shared at a board meeting. We need to be informed as an organization. Ann suggested Keith Goehner share information about Washington State's COVID response, although he is currently in an election cycle and may not have time. Diane believes there were a lot of missed opportunity earlier on in containing the virus. Public health boards have been stuck with the economic pressures of COVID and the effort to find balance with public health needs. Short term economic concerns vs. long term health concerns. The condition for migrant farm workers living conditions is one factor in the increasing cases in Chelan County. Unfortunately we have individuals in our communities that don't understand that wearing masks is the way out of this pandemic.

The meeting adjourned at 10:49.

Respectfully submitted,

Dana Wilson, CMF Board Secretary

Upcoming Events

Aug 25th, 9am, CM Commissioners' Meeting over Zoom

Sept 8th, 9am CMF Executive Committee meeting over Zoom

Sept 18th, 9am CMF Board Meeting over Zoom

Donors July 1 to Aug 18, 2020 (not including board members or staff)

Jimi Wilson, Karen Arnold, Kristen & Cline Sweet, Gary & Peggy Knell, William Ham, David & Yvonne Riggs, Stephen Beck, Ray Monsey, William Bruders, John & Susan Butruille, Pat & Tom Baranouskas, Rich & Jan Adamson, Julie Shaup, Keith & Lisa Goehner, Erin Colwell, Mark Buerk, William & Mary Jones, Lucinda Allan, Judy Rector, Don & Ann Schaechtel

CMF Board Meeting, September 18, 2020

Attending: Diane Blake, CEO, Marlene Farrell, CMF Coordinator, Dr. Peter Rutherford, Confluence Health CEO, Doug Williams, Confluence Health, Mary Ellen Mayhew and Helen Rayfield, Hospital Commissioners, Sharon Waters, City Council Member

Board Members: Linda and Scott Bradshaw, Mark and Terri Judy, Nancy Lellelid, Ted and Kathy Montgomery, Linda Kinder, Bob Jennings, Mogens Bach, Scott Schimelfenig, Wade Nash, Ann MacPherson, Jeff and Dana Wilson

Absent: Kathi Nash, Bob Adamson

Call to Order at: 9:02

Our Mission statement was read by Vangie Schasse. To enhance and financially support Cascade Medical's ability to deliver quality healthcare to our community.

1. Consent agenda

a. August 2020 Minutes* approval

b. September 2020 Agenda* approval

Notes: A motion was made to approve the August 2020 minutes by Bob Jennings, seconded by Scott Schemilfenig, and passed unanimously. A motion was made to approve the September 2020 agenda by Scott Schemilfenig, second by Bob Jennings, and passed unanimously.

2. Board Education about the regional COVID-19 situation – Dr. Peter Rutherford, CEO of Confluence Health

Notes: Diane Blake introduced our speaker today. Dr. Rutherford graduated from the UW School of Medicine as an internist. He did his internship in Wyoming and then returned to the Wenatchee Valley. She admires his regional approach and his leadership in various organizations.

Dr. Rutherford has enjoyed working with Diane Blake.

He shared a slide show about the covid situation in our region. The first slide showed a weekly analysis of covid cases in north central Washington, including Chelan and Douglas Counties. It has declined relatively significantly since August. Daily caseloads from July to September showed a high of 100 cases/day, but now we are in the 10-15/day range. The total has increased from 1700 to just shy of 3000 in this area. The doubling rate was every 20 days, now it is every 45 days, which is a positive improvement. The disease is declining at this time. The spectrum of the disease shows that the majority of people have mild to moderate disease. 14% are considered severe, 5% are in the critical category. There have been about 200 total admissions at Confluence. The highest number of patients in the ICU was 15. It has declined to 6 patients and has remained at this level. The case-fatality rate is 2.3%. Most people do just fine, but it is very hard to predict who will not do well.

Hospitalization by age groups was presented. Hospitalization rates by ethnicity and race was presented. American Indians/Alaska Natives have had the highest rates of infection, although Black and Latino populations also have higher rates of infection. There has been extensive discussion about why this is. White and non-hispanic have the lowest rate of infection. Many factors have been examined to understand this. A list of underlying medical conditions strongly associated with increased risk for several Covid-19 was examined. Type 2 diabetes and obesity are the two most significant risk factors. Other medical conditions that MAY confer increased risk was also listed. Reported death rates from various states was presented. Washington's rates have flattened. Covid-19 admissions for Chelan and surrounding counties were presented.

Dr. Rutherford discussed the three different types of vaccines that are being developed in the United States by various biotechnology companies as well as in other parts of the world. The three types include Nucleic acid, Viral vector, and Protein subunit. The nucleic acid technique is in Phase 3 trials. There are 180-200 people enrolled at Confluence in a vaccine trial under the nucleic acid platform.

In conclusion, this is a pandemic unlike anything similar since 1918. It is a severe disease for those individuals in that 5% severe illness category. Although we know the risk factors, it is impossible to predict which individual will be severely affected. There are various treatments that have been tried. Dexamethasone, a steroid, does seem to have an effect in reducing death in severe patients. The average time for severe patients to be on a ventilator is 14 days, a very long period of time. Those people who have severe disease often face a lengthy recovery of 3 months. There are efforts being made to keep people off ventilators, as there can be severe lung damage from it. It is not simply a pulmonary disease. Prevention is the best treatment. 40% of the people that get this disease are asymptomatic. During the days when they are asymptomatic, they can easily spread the disease. There is a population that never get symptoms at all. It appears to be higher in younger people, but it occurs in people of all ages. It appears that children younger than ages 5-6 don't spread it as easily, but children at ages of 8-9 spread the disease as easily as adults.

The data about mask wearing has been overwhelming, i.e. it is effective in reducing the risk of spreading the disease by about 90%. Masks protect others a lot and oneself a little. One other risk of severe disease

is the amount of viral particles that you get when you are infected. If you are wearing a mask, you will not be exposed to as many viral particles and may have a milder form of the disease. A lesser risk is touching surfaces that have been exposed to viral particles. Hand washing with soap and water is the best, but hand sanitizer with greater than 60% ethanol is the next best.

Questions: Wade questioned the kinds of political/economic pressures to produce a vaccine. Dr. Rutherford has examined the Pfizer protocols and has found them to be extremely rigorous. There will be risk, as happened with the vaccine for the swine flu. There will be a risk benefit discussion when vaccines have been produced. The safety trials will pick up the common reactions, but won't pick up the rare reactions that happen when it is administered by the millions. As a population, we need to look at the trends, which are currently positive. He believes we need to do more random testing of the population to get a more accurate number of the disease prevalence. He thinks it is less than what the state is presently showing. Ted Montgomery thanked the doctor for his informative presentation. Marlene was wondering what type of information the foundation should be presenting on the Facebook page. Dr. Rutherford believes that something is working to slow the disease, but it is impossible to identify what that is. The biggest area of spread is people who are feeling well who get together in family and other group settings. That's where it seems to spread. It is important to continue masking and social distancing and hand washing. That's the important message to put out to the community. What is the biggest ahh-ha? - how difficult it is to treat the severe patients in the hospital, the power of the simple things like social distancing and masking, the politicization of a health crisis. The school situation: There has been discussion at the health district to test a small local community to understand the prevalence of the disease with the hope that schools can possibly reopen. Masking, social distancing, and hand washing make a difference and will be important for school employees who are at risk. There has to be a low prevalence of the disease in a community before schools can reopen.

3. Cascade Medical update – Diane Blake

Notes: Diane shared a value story that praised the medical care and human care of a recent patient. They praised the kindness of all the health care workers at the clinic. The community of shared values is alive and well throughout the clinic. Another story involved finding a physician to cover in the emergency room over the weekend. Diane has been impressed by the commitment of the clinic providers. Two physicians stepped in to cover for the provider who had a family situation arise.

Other updates: The board approved the purchase of a new CT scanner. There was a \$400,000 reduction in the cost. Evaluation of a medical health record system is ongoing. Implementation will occur next year. The IT and HIM director moved out of the area, but the clinic has found an interim person to cover the IT position. The HIM position remains unfilled, although the clinic is actively recruiting. Financially, the clinic has received some federal funding through the CARES act, which will last through the flu season.

Mark thanked Diane for facilitating the visit of Dr. Rutherford. Terri was wondering if the Fire Auxiliary in Lake Wenatchee might be a good place for such a presentation. Diane said she would be willing to do it, but couldn't bring the level of expertise as Dr. Rutherford. Linda Kinder wondered if Dr. Rutherford could do the presentation for the whole community through Zoom. The health district has been working on a FB live presentation. Diane will mention these ideas to Dr. Rutherford. Bob Jennings recommended recording the presentation for further sharing.

Sharon Waters: She is a city council member. She likes to visit as many community organizations as possible and planned to stay for the entire meeting.

4. Finances – Mark Judy

a. Review August finances* and Mark's summary*

Notes: He will present August and September together at the next meeting. There has been a change in the way restricted donations (including Mobile Clinic, Covid-19, ADPA and Think Pink) are being recorded. He will prepare a summary format soon. Mark did not feel it was possible to approve the August financials at this time. However, the overall report is positive.

5. Governance – Nancy Lellelid

a. New board member recruitment and new officers

Notes: The current thrust is to confirm who will stay on the board and confirm a slate of new officers. Bob Jennings has agreed to be the President-elect. Nancy will stay as Vice President. Mark and Mogens will co-chair finances. The at-large people will be the same. Dana will continue as Secretary. Linda Kinder will be leaving the board. Any board members who are planning on leaving should consider volunteering for the foundation. Linda appreciates how Ann is managing the volunteer corp.

6. Benevolent Event Update – Ted & Kathy Montgomery Notes: Kathy thanked Ann for securing the Squirrel Tree for a benevolent day. At the end of the day, there was \$850 at 30% of the profits, but Vito, the owner, wrote a check for \$1200. Vito sells coffee at Safeway and he wants to donate a \$1.00 per bag of coffee sold. Marlene is working on contacting Vito about this arrangement. Thanks to everyone who came and supported the event. The Montgomerys spoke with the owner of Wildflour and the idea of a benevolent event will need to be postponed. There is not enough space for distancing appropriately inside, especially as the weather turns colder.

7. Board Retreat – Linda Bradshaw and Nancy Lellelid

Notes: Mountain Spring Lodge thinks they can distance us so we can have the board retreat there. For lunch, we can use both sides to provide more space. The proposed dates would be October 5-7, or 12-14. The committee decided on a half day event, 9:00-12:00 and then lunch. Kathy Montgomery suggested that it might be a good idea to be outside, especially if the weather is good. She suggested that it could be later in the day to take advantage of the warm weather. A concern about meeting in a group setting was brought up. Marlene will send out an email to all board members to determine who feels better about having a Zoom meeting instead of an in-person retreat. Marlene will compile a consensus determining if Zoom or in-person is preferred. Paige Wilson will be presenting at the retreat on the use of Instagram, pending her availability.

8. Virtual Concert update:

Notes: Wade and Bob have been putting around flyers. Marlene thinks it will be in the Wenatchee World. It is also on KOHO. Pre-recording of the spoken parts is occurring today. Selma, an M.A. here, translated all the scripts to Spanish. It can be viewed on Icicle Creek's FB page. Marlene would like board members who are comfortable with FB to contribute to the comments. Kathy Montgomery and Dana Wilson agreed to participate in this. Marlene's husband will be taking pictures for the FB page and also a future newsletter and perhaps a future video. Marlene shared that we are over \$10,000 in donations for the mobile clinic, which translates to \$20,000 in matching donations. Marlene encouraged everyone to share the event on FB.

a. Promotion (KOHO, FB, Go!, etc.):

b. Prerecording:

c. Board member jobs:

d. Flyers to post around town – volunteer?:

9. Employee Appreciation Party – Linda Bradshaw

Notes: It has been decided to make baskets and hand-written thank yous to appreciate the employees at Cascade Medical. Employee donation is the main source of our donations. We cannot do homemade foods. We will need to have pre-packaged foods. Other sources for pre-packaged foods and the people who will contact them: Aplets and Cotlets, Crunchpak (Kathi Nash), Gingerbread Factory (Montgomerys). Marlene has offered to go to Tumwater Bakery who might provide gift certificates to include in the baskets. Linda suggested that a few people get together with Marlene to prepare the baskets. Diane shared that Wednesdays and Thursdays are the days of the week when most employees are present. September 30-October 1 would be a good time frame to work on this project. Linda will send out the date in an email after the meeting. Marlene suggested that we meet at Linda's house. It was determined that all donations need to be delivered to Linda's house by September 29. Baskets will be prepared on September 30 at noon at Linda's house and anyone is welcome to come and help. Baskets will be distributed on October 1. Marlene will determine the number of baskets needed, but she estimates 9 baskets. Linda suggested we ask for donations of 50 items from the various organizations. Baskets are also provide for the cleaning personnel as well as the evening emergency room staff.

10. Coordinator Report – Marlene Farrell

Notes:

a. Grants: The Weyerhaeuser grant fell through. Marlene has taken a break from Murdock, but is getting started again. She needs to coordinate with Pat Songer, COO and Marianne Vincent, CFO. She would like to submit the Murdock grant in October. The CHI grant - we've made it past the first step. This is a grant that requires our collaboration with another organization, so we are collaborating with the school district on suicide prevention.

b. Think Pink: Cascade Medical will promote breast cancer awareness. There will not be a business cooperation this year due to Covid-19. Enough money was raised last year to cover the cost of free mammograms this year.

c. Fall newsletter and winter mailer campaign: Marlene is working on the fall newsletter, but is open to board members' ideas. She plans on talking about both the mobile clinic and ambulance safety. She will mention the addition of Spanish translations and benevolent events. The newsletter will be mailed by the end of October. Mark suggested a mention of a safe Halloween, although it is believed that the annual Halloween event in Leavenworth has been canceled. The winter mailer can be discussed at the retreat.

d. Give NCW: We will be promoting this. More information will be coming out soon.

e. Special donation: Great news! We have received a donation of \$25,000 for the mobile clinic from the Williams Friendship Fund. The stipulation for getting money from that fund is the inclusion of cross-cultural and cross-languages themes. Bruce Williams, without us knowing, requested these funds for the mobile clinic. Mark said that Bruce Williams prefer that his parents be remembered with this donation. Marlene suggested ways that this could be accomplished.

Linda suggested that we have various presentations on our website, like Dr. Rutherford's presentation today on the situation with Covid-19.

The meeting was adjourned at: 10:57

Respectfully submitted,

Dana Wilson, CMF Board Secretary Upcoming Events

September 24th, 7pm, The Greater Good Virtual Concert

September 29th, 9am, CM Commissioners' Meeting over Zoom

October 7th, 11am-1pm, CM Employee Appreciation Event??

October 13th, 9am CMF Executive Committee meeting over Zoom

October 16th, 9am CMF Board Meeting over Zoom

October 21st, Benevolent Night at Wildflour??

October ??, CMF Board Retreat??

Donors August 19th to September 10th 2020 (not including board members)

Ken & Margaret Marson, Matt & Carol Cade, Cal Blackburn, Janet McCumber, Joe Howard, Rachel & Arnold Scown, Jimi & George Wilson, Amazon Smile Foundation, Mall & Tom Boyd, William Bruders, Chris Clark, Karen Arnold, Clark & Jean Vanderlinden, Marydell Marson, Bruce Williams & Gro Bauer, Gerri & Jim Passage

CMF Board Meeting, October 16, 2020

Attending: Pat Songer, COO, CMF, Marlene Farrell, CMF Coordinator, Mary Ellen Mayhew, Hospital Commissioner, Helen Rayfield, Hospital Commissioner, Sharon Waters, LW City Council

Board Members: Linda and Scott Bradshaw, Mark and Terri Judy, Ted and Kathy Montgomery, Linda Kinder, Bob Jennings, Mogens Bach, Wade Nash, Kathi Nash, Ann MacPherson, Jeff and Dana Wilson

Absent: Scott Schimelfenig, Nancy Lellelid, Diane Blake, Cascade Medical CEO

Linda Kinder read our Mission Statement.

1. Cascade Medical update – Pat Songer

Notes: Pat is here today for Diane. He started by sharing a value story. There was an accident right next to the hospital, outside the ambulance bay. Pat talked about how all the various agencies worked together to meet the needs of the patient. The patient was moved to Wenatchee, where he/she underwent surgery and had a positive outcome.

The parking meters: Parking meters are being installed around the city. There is a city agreement that there will be metered CM parking spots. There will be some 24 hour spots, and there are some designated patient parking spots. It is hoped that there will be more spots reserved for the clinic than currently exist. The meters are "smart" meters and there will be no cost for patients, although the operational details are still being worked out. There will be signage for CM on the meters. What about board members? A fob may be issued so that the smart meter will know that there is no charge for parking. Operational details will be forthcoming.

Oktoberfest: There was no formal Oktoberfest. It has been a quiet season this year.

Drive-Through Flu Clinic: 161+ people went through the flu clinic. A second session is being planned. The session ran for four hours.

Covid testing: A rapid covid test is given to symptomatic patients. Other patients are given a covid test that is yielding results within 24 hours.

Covid numbers: The virus is peaking and ebbing. The current concern is the coming flu season. With many activities going inside, there is a risk of rising rates. This could happen by January, but the peak may be in March, according to Dr. Jerome. The clinic should know more by November. Thanksgiving and Christmas celebrations need to be kept small. Only healthy people should be attending any gathering.

What is the difference between flu and covid symptoms: Physicians tend to test on symptomology. If it appears to be flu a patient will be sent home with Tamiflu. With Covid, it appears that it takes longer to become really sick.

This year, patients will be given a covid, flu and strep test. The Washington State Department of Health has put out a chart that lists symptoms for flu, covid, and allergies. It is important for people to check with their family practice provider should they have concerns or questions about symptoms. Sharon Waters encouraged everyone to get the flu shot.

Link to the chart mentioned by Ann:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/IsItCOVID-19-English.pdf>

Remember social distancing, hand washing, and masking and hopefully our numbers will continue to go down.

2. Finances – Mark Judy

a. Review August finances*, September finances* and Mark's summary*

Notes: Net ordinary income is \$63,000 compared to last year, \$57,500. There has been a \$26,000 reduction in our

expenses that are primarily related to our events. This year the income is in part due to the giving for the mobile clinic. Total net income for 9 months in 2020 is \$36,000. The amount in our checking account is \$112,000 which has grown this year. We need to have a discussion about what to do with this amount. The \$20,000 matching for the mobile clinic needs to come out of the checking account. Agency investment is currently \$246,000. We will probably see some swing in that figure due to the fluctuations in the stock market, especially during an election year. Mark believes that this is amazing news considering we have not had any major fund raising events.

b. Board votes to approve finances for both August and September

Notes: Wade moved to accept the finances for both August and September, and Mogens seconded the motion. All approved.

c. Finance committee needs to meet soon to make a 2021 budget

Notes: Mark wants to make a profit/loss statement for each of our fund raising events. A 2021 budget needs to be

addressed in the finance committee. Bob Jennings asked for a 3-5 year history of our finances.

Linda wanted to be sure we extended a big thank you to Icicle Creek Center for the Arts for their partnership on

putting on the benefit concert. Thank you cards have been written and they received in-kind donation credit.

3. Fundraising Priorities Discussion

a. Ideas from the Retreat include: Golf, Virtual or Live Concert, Virtual Home Tour, Garden Tour, Charm Walk, Ladies' Night Out

b. Which events are top priority and on what dates?

c. Committees for each event should meet soon

Notes: These event committees need to get together within the next month regarding specific events. The purpose

of the discussion today is to determine which ones will be our priority and which ones will be put on the backburner.

Linda would like to look at a history of our fundraising to be sure we are choosing events that make us money. 1 or 2 people from each activity should get together to make a presentation to the board of the advantages

of having these events. She believes we should limit the number of events to 3. We also need to look at what gives

us exposure, and not use the amount of money raised as the only measurement of success. Linda said that we have

worked hard within the community to distinguish the Foundation from the Clinic. Kathy Montgomery mentioned

that the Benevolent Nights have been a good fund raising vehicle with very little logistical work involved.

Marlene suggested that we take the time to look at our profit and loss statement for September 2019 to determine

the funds raised less the expenses for each of the events.

Wade brought up the issue of how we are utilizing our volunteer corp in order to keep them interested and

engaged. Discussion in the past has emphasized the need to give more responsibility to the volunteers for our

various events. Ann said she is currently involving volunteers in envelope stuffing for end of the year mailer and

decorating the entry way for Christmas at the clinic. She is happy with the response from the volunteers.

Unfortunately we have had to put the brakes on the events that would have utilized volunteers, but Ann has done a great job keeping volunteers engaged through newsletters and a few activities. Teri would like to know who would be interested in helping with a virtual home tour and board members can email her. As far as a home tour, Ken West is interested in helping with this. Marlene is setting up a Zoom meeting with Ken West on Monday at 11:00 for anyone who would be interested in working on the virtual home tour.

Linda wants all the various committees to get together and be ready to present at a future board meeting. Committees need to determine possible dates for the events in 2021. Home and Garden Tour needs to meet together and determine if we will have two separate events.

4. Coordinator Report – Marlene Farrell

a. Grants

Notes: Next week Marlene will send in the grant for suicide prevention in collaboration with the school district.

We are asking for \$125,000 from Murdock for the mobile clinic. It will be submitted by the end of October.

b. Fall newsletter and winter mailer campaign Notes: Marlene will be writing the draft for the winter mailer. She will send it to specific board members for editing. When it is completed, we will obtain a Spanish translation. Marlene has a friend who is going to work on this and wants to pay her a small amount. Scott Bradshaw volunteered to be on the editing cadre.

c. Give NCW

Notes: There will be lots of promotions to donate on every day, but there is an extra incentive on Mondays between Thanksgiving and December 31.

d. Upcoming Events

Notes: If you are interested in the attending the commissioners' Meeting on October 27, let Marlene know.

e. Social Media Policy: This will be passed along to board members in an email.

5. New Board Members

Notes: Kathy Montgomery believes we need more diversity on our board. She asked her daughter for recommendations. She and Ted have met someone who has been involved in the health industry for 40 years who

is very interested in becoming a board member. What is the new procedure for bringing on new board members in the time of Zoom meetings? Linda reminded everyone that this process goes through the Governance Committee.

This can all be accomplished through Zoom meetings. Now that Phase 2 is in place in Chelan County, it would be possible to meet someone for coffee to discuss joining the board. New board members need to be vetted. Inperson meetings can be coordinated with small groups of people. Linda feels that the zoom meeting environment would be a good opportunity for new board members to observe what we are doing. Nancy and Kathy will meet with the potential new board member. Bob Jennings asked if we are reaching out to past board members and several people confirmed that this is happening. The suggestion was made that we need to look for younger

people who can bring fresh ideas to the foundation. Linda Kinder reminded us that through the Strategic Plan that

we are trying to get more diversity on our board.

Bob Jennings moved to adjourn the meeting and Ann seconded it. All approved.

The meeting adjourned at 10:06.

Upcoming Events

October 22nd, Marlene will submit the CHI grant application

October 27th, 9am, CM Commissioners' Meeting over Zoom

November 10th, 9am, CMF Executive Committee meeting over Zoom

November 17th, 9am, CM Commissioners' Meeting over Zoom

November 20th, 9am CMF Board Meeting over Zoom Donors (including in-kind) Sept 11th to Oct 13th 2020 (not including board members or employees)

The Squirrel Tree, Melissa Lundell, Ken Strobe, Selma Diaz Del Angel, Tom & Lana Croy, Judy Crippen, Nancy Moffat, Amy Massey, Bruce Ballweg, Jill Vanneman, Chris Sater, Beth Whitney, Eden Moody, Eric Link, Ana Avina Diaz, Karen Arnold, Kim & Dennis Broughton, William Bruders, Bill & Mary Jones, Stanley & Mary Morgan, Brenda Mandelis, Cline & Kristen Sweet, Liberty Orchards, J5, Icicle Creek Center for the Art, Gingerbread Factory, Nancy Miller, Rose Ann McRoberts,

Whistlepunk Ice Cream

CMF's Personality:

Responsible Empathy Joyous Committed Enthusiastic Passion

Energetic Caring Talent Cooperative Thoughtful

Think things through Responsive to needs of hospital Creative

Cohesive Communicative Positive Encouraging

CMF Board Meeting, 11/20/20 over Zoom

Present: Linda & Scott Bradshaw, Ted & Kathy Montgomery, Vangie Schasse, Mark & Terri Judy, Linda Kinder, Mogens Bach, Bob Adamson, Bob Jennings, Scott Schimelfenig, Marlene Farrell

CM and other present: Diane Blake, CEO, Mary Helen Mayhew, Commissioner, and Sharon Waters, City of Leavenworth Council Member

Absent: Dana & Jeff Wilson, Wade & Kathi Nash, Ann MacPherson, Helen Rayfield, Commissioner

1. Scott Schimelfenig read the mission.
2. **Consent agenda:** motion by Mogens Bach. Seconded by Bob Jennings. All approved.
3. **CM update: Diane Blake**

Shared a note from the son of a patient who died. Part of staff's work is to "shepherd person and family at the end of life." The team did this very well, showing kindness, love, respect and empathy. It's hard right now because the whole family can't be there with their loved one. Staff have to stand in, helping with comfort.

Parking: The smart meters (not in service yet) in the CM parking lot is part of the agreement with the city. Meters will go live sometime in 2021. They can be used by public in the evening and weekend. There will be a mechanism to make sure patients and staff do not have to pay in CM's parking areas. Due to all this, CM has also gained a few more street parking spaces (near the Post Hotel). CM will educate patients so they don't worry about parking fees.

The new CT scanner is installed and in service as of 11/16. There is less radiation used, which is good for the patient.

CM has picked a new EMR system – Meditech. 100% of CM providers preferred it, and 75% of other staff. Hope to approve contract in December and start the change over in March. It will be great to no longer have to use multiple systems. Meditech interfaces well with Confluence's EPIC system, which was cost-prohibitive and not made for small hospitals. The initial fee of Meditech is under \$150K plus a monthly fee.

COVID – CM has been doing a great number of tests, over 100 per week as compared to 10-15 beforehand. Now the positives are not just locals but part-time residents. Our local infection rate over a 14-day period has spiked to over 600. Leavenworth is a hotspot. There's concern that CM might not be able to keep up with the number of needed test kits. Thus, they aren't going to do testing for those who just want to gather or travel. CM has become involved in contact tracing, which helps understand exposure and risk. All the WA state hospitals are collaborating well in terms of transferring patients with a process in place and one phone number to call. This is important to not negatively impact the other care services.

Linda B asked who is being COVID tested right now. Diane said: 1) those who have symptoms; 2) those with high exposure risk; 3) those having certain procedures, like a colonoscopy.

Linda B asked about drive-through testing, will there be more at Christmas? Diane said CM is not involved in that because of supplies. The National Guard is done in this area but the CDHD is doing more, and they have info on their website.

Terri Judy asked about what the City is doing. Diane mentioned there's the concerns of the City and the Chamber. One idea of opening the Festhalle for visitors to eat a packed lunch, spread out, was rejected. There will still be portable toilets available. Marlene sat in on the Chamber meeting and noted they stressed a need for caution, to not promote people to visit, but to help them appreciate Leavenworth virtually and not forget Leavenworth. Linda B said the main streets are still closed and restaurants can get permits for outdoor dining, with space heaters and tents.

Good news – CM staff raised \$5152 to donate to Upper Valley MEND for needs/food for the holidays. Mark wanted to emphasize that this is on top of the generous support of staff to CMF, so asked Diane to thank CM staff on the behalf of CMF.

Bob A asked how CM is doing financially. Diane said pretty good, in part because of federal funding, including PP loan which should be forgiven. This helped keep staff employed when things were slow. Still a bit slow in clinic and rehab, but ED is busy. CM has a positive margin. And has some CARES Act funds that they may or may not be able to spend, maybe use in 2021.

4. Finances: Mark Judy

October finances – refer to Mark's summary and comments. Net ordinary income only down \$1800 compared to 2019. More solid financials than we expected. The Endowment/Agency funds are up \$16K. Good to note that eventually we will draw down our income by the \$58K that we've committed to the mobile clinic, though that will be on a timeline set by grants, etc.

Bob Jennings made a motion to approve the October finances. Nancy Lellelid seconded it. All approved.

Once a year CMF can transfer a small allowed percentage from the Endowment to the Agency account (the Agency account can be used for discretionary purposes but the Endowment cannot). Mark Judy made a motion to transfer \$7850. Linda Kinder seconded it. All approved.

The CMF Board discussed last spring about maybe not doing a financial review with DZA for the sake of saving some expense. Now, Mark recommends still doing it because of complexity with possible grants and the equity accounts and because the CMF finances are in an okay position. Also, DZA reduced the total fees a bit (for the 990) to \$4300 (was \$4800 last year). Mark made a motion to approve the engagement letter with DZA for financial review and 990. Scott Schimelfenig seconded it. All approved.

Budget: This is a draft, to be edited and then approved in December. The Finance committee presented this by event to put down approximate numbers for revenue and expenses. The finance committee needs input from the event heads about the numbers (Bob A for Golf, Terri and Dana for Garden Tour, Linda B for Charm Walk – Linda B agreed to still be involved with Charm Walk, along with volunteers, even though she won't be on the board).

- 5. Governance – Nancy Lellelid** – The election of CMF officers will occur with an online anonymous survey – Marlene will send it out on 12/1. Nancy updated that she checked with a few possible board members who all are unable to join (one becoming a volunteer and another busy with schools' PTO). With a stronger volunteer pool, maybe we don't need a board up to 21, but new people are still needed. Governance will meet on 12/8 and will think about more potential board members, maybe even drawing from volunteer pool.

6. Fundraising Events:

Garden Tour – Terri Judy – Occur on 8/7/21. 8-10 homes, ticket price probably \$20. We have a first draft list of potential sponsors – companies involved with landscaping, irrigation, other home and garden, etc. Dana Wilson is the co-chair. Hope to have local artists display their wares at one or two houses. Also have a coffee truck at one house (Wilson's). Also Silvara is on board, thanks to the Montgomerys. Maybe Taste of Plain truck at Silvara's and also involve Icicle Ridge Winery.

Golf – Bob Adamson – hold at Kahler Glen because we can probably save \$1000. Considering the 2nd weekend in September (or Fri/Mon) or maybe July or June, COVID depending. Keep tickets at \$100, but no dinner, just a hearty lunch. Awards outside at the end. Online preregistration, with a simple check-in with social distancing. No beverage cart, but there can be a cooler in each cart. Need to figure out different sponsors (no drink cart sponsor, no dinner sponsor, but hopefully Naming sponsor and maybe advantage hole sponsors). Plenty of parking and carts there. Putting and chipping contests can occur. Karen at Kahler Glen can get prizes and help with rules.

Linda K said, as for sponsorship – need to update the sponsor packet (depending on levels). Marlene will work with Diane and others to double check CM vendors who might be good sponsors. Then Marlene will send list to everyone, with assignments for each business. People can come up with new ideas of sponsors – just tell Marlene. Update her regularly about sponsorship status and changes in contact info.

Mogens said he could help with a food service near 9th hole, working with Wildflour. There was also discussion of Mystery Wine, as long as it's allowed (special license) to be on a table right outside. Wine might also be involved in a separate virtual auction (specify local pick up), will be determined later.

Other events – Virtual Auction, Concert and Ladies Night Out – it was determined the best way to decide about these is for Marlene to send everyone a survey through email. They will answer questions

about each of these events – Yes or no? Would you be a chair or on a committee? When should this event occur? Results will be tabulated for the CMF Executive Committee to look at.

Vangie mentioned she was concerned about Ladies Night Out, and promoting people, in groups of friends, to shop, when COVID might still make it unsafe. Linda B mentioned if we think outside the box, this event and/or Charm Walk can be done in a way that puts safety first, just need to brainstorm.

7. Coordinator's Report – Marlene Farrell

CHI grant was submitted in October, will know by mid-December. Murdock grant was submitted in November. Site visit is next – over Zoom on 12/4 – Murdock representative, Marlene, Diane, Pat Songer and Mall Boyd. A CMF board member is welcome too.

Baby Betty's Heart fundraiser – 2 staff at CM will have a baby in about 2 weeks who might need a heart transplant. They are in Seattle for many weeks. They have good leave through work, and also a gofundme fundraising. Marlene wanted to share it with the CMF board in case they want to donate, but we won't put it on Facebook at this time.

Fall newsletter went out, including in Spanish for the first time. The Montgomerys helped distribute Spanish ones to Peshastin and Dryden. Volunteers help with labeling. The winter appeal will go out very soon, Marlene had Scott B and then Dana and Bob A review drafts. Hoping to get it out right before Thanksgiving. Nancy, Ted and Kathy M and Vangie all agreed to help with letter stuffing, if needed beyond volunteers.

COVID Response and Relief fund totalled \$2100. We used \$420 for a bill for respirators. Some of remainder can also be used for a morale booster for staff. Marlene, getting the idea from Jill, proposed the coffee truck come and visit CM for 2-3 hours and let staff go and order drinks. Exactly when, where and for how long needs to be determined. Marlene can work with Jill. Nancy Lellelid made a motion to do this appreciation for CM staff with a limit set on \$700. Vangie seconded it. All approved.

Give NCW – Will run from Thanksgiving until 12/31. Marlene wants all board members to like the Community Foundation (on FB and Instagram) and like and share posts. Donations have big impact during this time because people can "give to all" and there are matching funds days and raffles for extra donations. Marlene will send out more reminders once it's underway. Marlene will speak on KOHO about Give NCW and CMF on 12/1 at 9:30am. She invites a board member to also be involved.

For the good of the order: Kathy M mentioned the generosity of Vito Fedor, owner of Squirrel Tree. He said he'd donate a proceed from coffee sales at Safeway and gave her a check for \$85 and plans to keep doing so.

At about 11am, Mogen Bach made a motion to adjourn. Bob Jennings seconded it. All approved.

Minutes submitted by Marlene Farrell.

CMF Board Meeting Minutes

December 18, 2020

Attending: Marlene Farrell, CMF Coordinator, Diane Blake, CM CEO, Mary Helen Mayhew, Commissioner

Attending Board Members: Bob Jennings, Bob Adamson, Ted & Kathy Montgomery, Scott Schimelfenig, Wade

& Kathi Nash, Ann McPherson, Nancy Lellelid, Linda Bradshaw, Vangie Schasse, Mogens Bach, Jeff & Dana Wilson

Absent: Mark & Teri Judy, Linda Kinder

Linda Bradshaw called the meeting to order at 9:00.

President Elect, Bob Jennings, read Our Mission: To enhance and financially support Cascade Medical's ability

to deliver quality healthcare to our community.

1. Consent agenda

a. November 2020 Minutes* approved

b. December 2020 Agenda* approval -

Notes: The motion to approve the November minutes and amended December agenda (to include the hospital

agreement) was made by Scott Bradshaw and seconded by Nancy Lellelid and passed. The motion by Scott

Bradshaw and seconded by Scott Schimelfenig to accept the consent agenda was approved.

2. Dr. Kranz Retirement Recognition - TBD: Dr. Kranz was unable to attend the meeting.

3. Cascade Medical update – Diane Blake

Notes: Shared values story from a former employee - a former emergency room doctor was just inoculated and

shared with Diane how risky it felt to come to work each day. He sent a word of encouragement to all of the

staff. He called all the health care workers the "heroes" of this pandemic. Health care workers have been under

a lot of stress.

Updates: There is a high case count of covid in our region, although there is currently a slight dip. There were

1000 new cases per 100,000 people in the past fourteen days; the goal is to have only 25 new cases per 100,000

people. There was a big spike after Thanksgiving. Another CEO asked Diane if there was room at CM to send

patients. Confluence was full and one patient was sent over to the west side. Right now there is a little more

space. With the upcoming holidays there is concern that a surge will ensue. She put forth a plea to celebrate

with just the people you live with, although she recognizes that this is difficult. The Pfizer vaccine arrived last

weekend in our state. It was distributed to 17 hospitals. Confluence received 975 doses for our region, although

this does not meet the need. The state is only receiving about 40% of what they expected from the Pfizer vaccine. The Moderna vaccine received approval and the state is expected to get some. The Moderna

vaccine is

easier to manage for rural communities due to its storage requirements. There is a tier system for distributing the

vaccine. Once CM knows how much of the vaccine it will receive, they can begin to formulate a vaccination

plan. Confluence is responsible for vaccinating our health workers, due to the nature of the Pfizer vaccine's

storage needs. The state of Washington is highly collaborative. In November, all hospitals made an agreement to

accept patients from other areas, as needed. There is one number in the state to call if a facility needs assistance

with patient placement. Good news: our hospital association has been advocating for getting more money to

hospitals. Every single hospital in this state is scheduled to receive money; Cascade Medical will receive \$250,000 and more funds will be allocated to facilities that have a high number of covid patients. \$38m is going to hospitals in Washington State. CM has adequate supplies, although there is a struggle to have enough N95

and gloves for the need. There is a strong team working on supply procurement.

There is an effort at CM to reach out to Spanish speaking patients. The financial counselor at CM needs to be

bilingual, if possible. There was a bilingual person for a short period of time but the position became too stressful for her. Now there is a new full time bilingual employee to fill that position. This is an effort to ensure

equity and diversity to meet the needs of our bilingual population.

There will not be a party for Dr. Kranz who is leaving at the end of the year. Dr. Fosnaugh is on maternity leave

and CM is finding other providers to fill in for her.

FYI: Property tax notice - The EMS levy that passed is solidly supported by the community. The county did not

collect the correct amount due to an error made on property tax notices. This amount will be spread out over

three years to ease the financial burden to the community. The tax statement may look a little strange.

Mogens visits the hospital as part of his responsibility to CM. He is never greeted by the same nurse twice.

He

wondered if there is a big rotation of personnel. Diane shared that there is a high rotation of personnel in the

ER, but not as much in the clinic. Rotations occur due to people on sick leave or those on vacation.

Ann shared a story about how her husband broke 9 ribs and how she was impressed that he was treated at the

clinic and released within 3 hours.

4. Finances – Mogens Bach

a. Review November finances* and Mark's summary* and approval

A motion by Nancy Lellelid and seconded by Bob Jennings to approve the November finances and Mark's summary passed.

Notes: Our finances are in good order, given the situation with the pandemic. There are no real swings from last month.

b. Transfer of allowed amount from Endowment to Agency account – \$7850.33 happened on 12/8

c. 2021 budget* (and comments*). Board votes to approve. FYI: Actual vs. budget will be presented 3x in 2021 – 6/30, 9/30 and 12/31.

A motion by Wade Nash and seconded by Scott Bradshaw to approve the 2021 budget and comments passed.

Notes: Virtual auction and virtual concert have been added to the budget.

5. Governance – Nancy Lellelid

a. CMF officer election results

Notes: The new board has been approved. Bob Jennings - President, Nancy Lellelid - Vice President, Dana Wilson - Secretary, Mark Judy and Mogens Bach - Treasurer and Co-Treasurer, Bob Adamson and Wade Nash -

Members at Large.

b. Governance committee updates

Notes: We are still looking for new members. Nancy has a new prospect and has sent him information.

There is

a new agreement between the hospital and the board. Some of the wording has been updated along with the date

of 2021. A motion was made to accept the agreement for the next three years by Bob Jennings and was seconded. All approved. 6. Other Events Discussion

a. Executive committee recommends not doing a Ladies Night Out in 2021

b. Virtual/Hybrid Concert and Auction need committees – who wants to be committee members?

These committees should meet soon to determine initial logistics and possible dates.

Notes: Bob Adamson agreed to work on the virtual concert. Anyone who is interested in working on this committee can get in touch with Bob. The virtual auction is a separate committee and is separate from the golf

tournament. The Judys will be asked to be chairpeople of the auction. Kathi and Vangie will also join the committee.

7. Orchard of Giving/Pavers – needs committee and volunteers – who wants to be on this committee?

Notes: Kathy Montgomery volunteered to be the chairperson of this committee. Marlene emphasized that the

purpose of the committee would be to inform the public about what the orchard of giving is all about and to put

up new apples/pears as needed. Volunteers will be enlisted to help with this. Scott made the apples/pears out of

1/4" plywood so the cost is minimal. Bob Adamson volunteered to help with woodworking. The name plates

from Haglund's cost about \$4 each. Mogens also volunteered to help with any necessary wood working. The

Bradshaws have about 25 in stock and will update the board next month with the exact number. There are

"medium" amount of apples up on the tree that do not have name plates. Marlene thinks we will need more

apples and pears for the next round of additions.

8. Golf Update – Bob Adamson

Notes: The decision has been made to have the tournament at Kahler Glenn on June 21 according to tradition.

Nancy is working on securing a lunch from Dan's Market for golfers. The sponsor list will be sent out to board

members today. The website is not up and running yet, but will be by early January. Board members will be

allotted 8 potential sponsors to contact. Stryker (ambulance safety equipment provider) will be contacted by the

Montgomerys and Scott Schimelfenig will contact Siemens (CT scan provider). Linda suggested that all sponsors be contacted personally before sending the golf tournament sponsor packet. The chart mentions if the

business was a previous sponsor in 2018 or 2019, if they are a prepaid sponsor for 2021, or if they donated in

2020. It was felt that if the money was rolled over it would still be a good idea to contact those sponsors personally and thank them for their donations.

Other: Ann shared that the Squirrel Tree has a go-fund me page as they are in financial trouble. They are unable

to have outdoor dining due to the winter weather and although they do have take-out, it is not going well. She

wanted to share this information as they have been big supporters of the foundation. She encouraged everyone

to look at the go-fund me page on Facebook. Marlene will send everyone the link to the GoFund page. The goal

is to raise \$10,000, and as of last night they have reached \$1,280.

9. Coordinator Report – Marlene Farrell

a. Grants

Notes: Murdock was here for a site visit in early December and this went really well. Diane Blake, Mall Boyd, and Pat Songer were there. We will be informed of the decision in May and Marlene had the impression that we have a good shot at these funds.

We did receive the grant for suicide prevention trade through NACH. We got the total ask of \$6,700. The next step is to get the Memo of Understanding. The check will go to CM. Aisha and Dr. Mahoney will work together with the school to develop this campaign. Diane wants to ensure that CMF gets recognition for securing this

grant. b. Winter mailer campaign and Give NCW updates

Notes: Donations update. As of yesterday, we were up to \$925 from GiveNCW (through the community foundation). It continues through the end of the year. There are matching days through NCW. The appeal letter

has brought in \$20,000. Last year at this date we had between \$5,000 - \$6,000 total. This year there was one \$5,000 check and one \$6,000 check, both previous donors but not at this level. It might be worth a phone call in

addition to a thank you card for the biggest donors. The donors are listed at the end of the agenda. There are

individuals and businesses who have donated this year.

c. Coffee cart update and what can be done next

Notes: We are set with the coffee cart as a day of appreciation. It will be set up in the Ambulance Bay. It will be

on Tuesday, Dec. 22 between 11:00-2:00. An email was sent out to staff and recurring emails will continue to be

sent out. Board members are encouraged to visit during the day. Linda Bradshaw reminded people to wear their

name tags. There will be some pots of coffee and a thank you note for the night crew.

10. Retirement and Recognition of Linda Bradshaw and Linda Kinder

Notes: Linda Kinder sent a text to the board thanking all the members for her time on the board. She will be

involved as a volunteer in the future.

Wade and Kathi took time to salute Linda Bradshaw for all the work she has done for the foundation. Bob Adamson also mentioned his appreciation for Linda's work. She will be on the volunteer list. Linda brought a

can-do attitude, an intricate knowledge of the business community in Leavenworth and enthusiasm to the board.

Linda Kinder was also a wonderful addition to the board with her hard work. Her enthusiasm will be missed as

will her spreadsheets. Nancy says she will be calling both the Lindas in a year to rejoin the board. Vangie added

her thanks. Linda B shared that it has been an amazing six years on the board. Marlene has cards and plants for

both the Lindas. Marlene shared how much Linda B helped her in her new position as coordinator.

Bob Jennings encouraged everyone to reach out to donors and personally thank them.

Nancy shared that we have 16 board members with a possible number 17. She is going to try to get two more

people. She encouraged all board members to send her names of possible new board members. Bob Jennings

has ideas for new board members.

The meeting was adjourned 10:15.

Respectfully submitted,

Dana Wilson, Secretary

Upcoming Events

1/12/20, 9am, CMF Executive Committee meeting on Zoom

1/19/20, 10am, Garden Tour meeting on Zoom

1/22/20 CMF Board meeting on Zoom

Donors (including in-kind) from Nov 12th to Dec 10th 2020 (not including board members or employees)

Karen Arnold, Matt Axelson (Axelson Construction), Tom & Patricia Baranouskas, Bauer, Bill and Sally,

Sheila & Carl Bergren, John Cleve & Judith Borth, Karin & David Brameld,

William Bruders, John & Susan Butruille, Michael Cann,

Mike Chase (Leavenworth Greenhouse & Nursery), Judy Chavez, Silvia & Stephen DeForest,

Mary & Mike Dolan, Robert & Suezanne Duncan, Christine Emmel, Peter & Linda Fallert,

Vito Fedor (The Squirrel Tree), Carolyn Giger, William & Bettye Ham

Ron & Cindy Hassinger, Bill & Mary Jones, Igor Malcevski, Fred Marlin (Village Alps)

Charles McKinney, Neil and Nancy McReynolds, Mark & Judy Milliette, Ray Monsey

Neighbors, Margaret, David & Sharyl Nelson, Nate Oglesby (Mountain Meadows)

Beckie & John Peterson, Antje Prey, Paul & Elizabeth Rawlins,

Dr. Peter Rutherford (Confluence Health), John & Megan Schiefelbein

Genevieve & Al Smith, Michael Stanford, Terrence Tufarolo, James Ward Jr. (Sulla Vita)

Diane & William Wells, Robert & Sharon Wheelon, Jan Yalowitz