

CMF Board Meeting Minutes - 4/16/21

Attending: Marlene Farrell, CMF Coordinator; Diane Blake, CM CEO; Helen Rayfield, Hospital Commissioner

Board Members: Dana & Jeff Wilson, Scott Bradshaw, Bob Adamson, Mark & Terri Judy, Bob Jennings, Scott Schimelfenig, Vangie Schasse, Ann MacPherson, Ted & Kathy Montgomery, Strode Weaver, Wade Nash

Visitors: Shannon & Bob Keller, Mike Worden; Kami Matzek, DZA Representative, Sharon Waters, Leavenworth City Council

Absent: Mogens Bach, Kathi Nash, Nancy Lellelid

Call to Order at: 9:02

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

Visitors: Shannon & Bob Keller are transplanted from Sammamish, have had a cabin here in Leavenworth for some time, now live up on the Eagle Creek Road, have been looking for organizations that are doing community service; Mike Worden is a current member of the Rotary Club, just retired and has some time and wants to see how he could potentially contribute

1. Consent agenda

- a. March 2021 Minutes* approval
- b. April 2021 Agenda* approval
- c. Both were approved with 1 motion made by Scott Bradshaw and seconded by Scott Schimelfenig; passed unanimously

2. Financial Review and 990 – Kami Matzek from DZA

- a. Board must vote to approve the financial review and 990

Notes: Covid has affected the Foundation's finances in the past year as well as other organizations; appreciates working with Marlene who provided DZA with all the necessary documents; DZA review, found on the first page, shows everything to be in order; required cash available \$30,000, the excess gets transferred to restricted funds; cash standing increased because there wasn't a big donation to the hospital, also due to the lack of events, less revenue but also less expense; liabilities - unearned sponsor revenue is new this year because some of the previous year's donations were rolled over; Revenues - two columns - without donor restrictions and with donor restrictions, most of the restricted funds are for the mobile clinic; Expenses - there are three categories - program, management and general and fundraising; Cash flows - shows where the cash comes from; Notes to the financial statement - three purposes of the notes - under Assets Limited as to Use, shows what the cash is designated for; there was

significant gain on investments; Net Assets - shows donor restrictions for the following projects: capital equipment; covid-19 response, mobile clinic, APDA; Functional Expense - lists expenses and this can be compared to the previous year's expenses.

990: tax return to the IRS; non-profits are tax exempt; designed to give transparency to the IRS and donors to show operations are in line with the non-profit status; important for board members to review our mission on Schedule O including what we do as a Foundation to support the community; form includes an official name change; the name change is to conform with the name change of the hospital, taking out the word "Center." Kami suggested that the 990 not be distributed to the board until it is finalized and not in "draft" form; visitors commented on how well the organization is being run just by looking at the financial information.

There was a motion to approve the 2020 financial review by Wade Nash, seconded by Scott Schimelfenig; passed unanimously

There was a motion to approve the draft Form 990 so it can be filed with the IRS by Scott Bradshaw, seconded by Scott Schimelfenig; passed unanimously

3. Cascade Medical update – Diane Blake

Notes: (1)Diane apologized for missing the last couple of meetings;

(2) CM operates under seven shared values; values story - she brought notes from patients, they often hear from patients that they felt cared as a human, Story 1 - a couple thanked the clinic for the process of getting a covid vaccine; Story 2 - a thank you for the way Cascade Medical interacted and cared for her father as they walked through a new chapter in his life.

(3) Mobile clinic - it might arrive the last week of April, supplies to winterize the vehicle may delay its arrival; at arrival it will have to be "striped" which means Cascade Medical's name has to be on the outside, it also needs to be supplied; a provider needs to be recruited for the mobile clinic; it can also be utilized for other purposes, i.e. vaccine clinic; a tremendous way to reach out to all the outlying communities around Leavenworth; she emphasized how the Foundation was so instrumental in getting this mobile clinic;

(4) Upper Valley MEND free clinic: is operating out of CM, Dr. Kranz (who retired in December) is managing the free clinic; had their first patient this week; important to connect patients with other resources and continuing care as CM has financial support

(5) Community Needs Assessment: current issues - poverty, food scarcity, lack of transportation (social determinants of health); CM is trying to spread this information so other community leaders are aware of the needs with the goal of working together to support public health needs; about 1/2 of people living in CM's district are at or below the poverty level or they are considered "working poor" – living paycheck to paycheck; CM is looking at ways they can support their workers so they don't fall into this situation,

wages in CM have increased, now no pay scale falls below \$15/hour; continually looking for ways to support our lower wage employees; the Foundation helps support the mission by raising funds for capital expenditure

(6) Efficiency Measures: working to facilitate communication between facilities, i.e. Confluence and Cascade Medical; updating electronic records system which is a huge effort

(7) Pandemic: internal processes (PPE) are on target to keep staff and patients safe; no staff has acquired covid at the clinic; focus is on vaccine rollout; there has been difficulty to get enough doses for the clinic; as of Thursday, all people over the age of 16 are eligible to get a vaccine; 16-17 year olds cannot get the Moderna vaccine so they can go to the Town Toyota Center which Pfizer is being used; there has not be a flood of people as expected; 30% of Chelan County is now vaccinated; public education will be a focus to communicate the safety of the vaccine; infection rates have tipped up in the past couple of weeks, but it has recently come down;

(8) Questions: Can the mobile clinic be used for sports physicals? A: currently the embedded school clinic and special sport physical nights take care of this. Should the executive committee have a brainstorming session with Diane to look at the Community Needs Assessment/CM Strategic Planning to dovetail with our own strategic planning goals? A meeting will be planned.

4. Finances – Mark Judy

- a. Review March finances* and Mark’s summary and approval: There was a motion by Wade Nash to approve the March finances, Scott Bradshaw seconded, the motion passed unanimously

Notes: The first quarter of 2021 is very positive; Net income was \$41,000, compared to a prior year’s loss of \$32,000. The loss was due to investment status. We have more than doubled our normal income. Expenses are almost identical, the rest is non-operating income; golf sponsorships are almost \$20,000, golf entry fees \$1300; paver income jumped up to \$1500 for the first quarter;

- b. Board must vote to approve the release of \$58,000 donation to CM for the mobile clinic: There was a motion by Mark Judy to approve the release of \$58,484 donation to CM to pay a portion the mobile clinic, it was seconded, the motion passed unanimously

Notes: Marlene’s efforts were extraordinary to secure grant monies for the mobile clinic

- 5. Governance – Scott Bradshaw --** Notes: We need to continue our recruiting efforts, especially in the area of young people and minorities.

6. Golf – Bob Adamson

Notes: There is a “save the date” card that went out on Wednesday. There are 4 new people who have registered for the tournament. Next Friday the committee will be meeting at Kahler Glen to make the big

plan, to include volunteers, parking, activities and where they will be, where the ambulance or mobile clinic will be; it is typically held at the Leavenworth Golf Course, but this year we are working with Karen at Kahler Glen at Lake Wenatchee; haven't received the \$10,000 sponsorship/donation yet from the new developer of Kahler Glen. Visitors can certainly volunteer at the golf tournament, contact Ann MacPherson.

7. Garden & Art Tour – Terri Judy and Dana Wilson

Notes: 10 gardens are secured, and they're a mix of private and public gardens. Leavenworth Nursery will be a spot to buy tickets prior to event. Probably also Plain Hardware and maybe 1 other location. Otherwise tix will be available online or day of at each garden. Advertising on the west side is almost finalized. Ad will be sent soon (for magazine and digital ads) and payment has been sent – covered by the Lodging Tax grant from the City for promotion. Terri reminded everyone to start contacting their potential G&A sponsors.

8. Intern Program – Bob Jennings and Wade Nash

Notes: Wade explained that it might be a good idea to engage CHS juniors or seniors for a semester internship. We're checking with CHS staff about whether there's a student program that might be a good fit. Student interns would attend some or partial meetings and would make good volunteers for events too.

9. Discussion about whether to engage 2PX Studios for some photography/videography

Notes: Board members had a chance to review initial proposal packet from Jess and Dan at 2PX Studios that includes helping with event photography/videography, general imagery for use on website and social media, development of an "about us" or 30 year anniversary video and also possible website refresh. Vangie and others said they liked what was presented and wondered about expense. Marlene had one email exchange and asked if \$1000-1500 is a good ballpark for just the event coverage and Jess said yes. Marlene will help schedule a meeting with Event chairs and 2PX for refining of those needs. Will seek board approval once a bid has been made.

10. Coordinator Report

- a. Quickbooks training in May: Executive Committee approved this \$200 training for Marlene so she can further her depth of understanding of Quickbooks
- b. CM payroll donations: Marlene sent a "gentle" plea to CM employees for new payroll deduction donations (because of good timing with lots of good news and we lost some payroll donors due to retirement). Achieved new donors which will add about \$1000 per year
- c. Charm Walk and Concert: Linda Bradshaw popped on with Scott to say volunteers should make bracelets soon, but she's ok with event happening in spring of 2022 instead

of Sept, if that is best. Bracelets could also be made available for sale at the Garden Tour. As for concert, Bob A and Dennis will be brainstorming a way for it to happen with ICCA again in the later fall.

11. Other business: Bob J will represent CMF at both the PT Resident Advisory Council meeting on Saturday, 4/17 and at the CM Commissioner Meeting on 4/27.

- a. Fundraising Committee needs a chair and Ann was nominated and accepted. This position oversees the fundraising efforts of the other committees
- b. Strategic Planning Committee needs a chair. No one has volunteered yet, but this position would work with CM to help make our CMF Strategic Plan align with that of the hospital. This person would also help with some planning for the board retreat.

12. Meeting adjourned at 10:27 after a motion by Wade and seconded by Scott B.

Upcoming Events

4/17/21, 10am-noon, PT Residents Advisory Council on Zoom; CMF update at 10:45 – volunteer?

4/23/21, 10am, Golf meeting at Kahler Glen

4/27/21, 9am, CM Commissioners 'meeting on Zoom – volunteer?

4/27-4/30 Conference for the Greater Good – Marlene attending, others welcome (on Zoom)

5/5/21, 11:30am, Garden & Art Tour meeting at Dana's house

5/18/21, 9am, CMF Executive Committee meeting on Zoom

5/28/21, 9am, CMF Board meeting on Zoom

Donors from March 16 to April 14 (not including board members or employees)

Karen Arnold, William Bruders, Marson Family Fund,
Stephen Lott, Dale Davis, Chuck Morrow, Jeff Jones, Micah Lindermann,
Mizpah #6 Order of the Eastern Star

Golf Sponsors/In-Kind

Plain Cellars, Stemilt Creek Winery, 37 Cellars, Silvara Winery, Boudreaux Cellars,
Milbrandt Vineyard, Obelisco Estate, Gingerbread Factory,
Clarius Languages, Norco