

CMF Board Meeting Minutes

11/19/21 on Zoom

Attending: Bob Jennings, Bob Adamson, Wade & Kathi Nash, Bob and Shannon Keller, Scott Bradshaw, Strode Weaver, Kathy & Ted Montgomery, Mark and Terri Judy, Vangie Schasse, Mogens Bach, Marlene Farrell (CMF Coordinator), Diane Blake (CM CEO), Sharon Waters, Leavenworth City Councilwoman and Rich Adamson, potential CMF board member

Absent: Dana & Jeff Wilson, Scott Schimelfenig, Ann MacPherson, CM Commissioners Helen Rayfield & Mary Helen Mayhew, student interns Bianca Tapia-Vizcaino and Joanna Gomez Vizcaino.

Strode W read the mission statement. Agenda was approved. Bob J welcomed Rich A to the meeting.

1. Confluence Health Foundation presentation – Megan Parish

Confluence Health Foundation was established in 1979, and its mission is similar to that of CMF. It works for the 2 connected hospitals in Wenatchee as well as 11 rural health clinics spread from Royal City to Oroville. They have \$17 million in assets. CHF has 3 fulltime staff including an ED, office manager and Megan, who does grants, communication and development. Also, there's a gift shop run by a manager and volunteers. CHF has 16 community board members plus a provider trustee and an executive trustee – the nursing director who helps them really know the most pressing needs for projects. They serve patients, employees and the community. They fund medical technology and compassionate care that helps bridge gaps in social service care. Also, they help with big projects like clinic space, such as a new cancer treatment clinic in Moses Lake – a \$3.5 million project that will be constructed soon. They collaborated with the Columbia Basin Cancer Foundation for this project. For communities, CHF has focused on disaster response and prep, vaccine equity (sending coordinators into migrant communities with vaccine education) and a healthcare and homelessness symposium. Megan also talked about their strategic planning and how they've increased internal communication, so staff know what all CHF does. They renovated a "Help Us Heal" garden that serves as a respite for staff, patients and families. The CHF board doesn't yet have full regional representation, but now that they meet over Zoom, they hope to get more geographic representation and younger people and Latinx. They have 2 large fundraising events (but not since COVID started), including a golf tournament. Megan will get the golf chair contact info for Bob A.

2. CM Update – Diane Blake

Diane told a shared value story of work done by Sam Jerome, the new CM director of nursing, who also works in employee health and endoscopy, and how she went above and beyond especially in terms of commitment, community and quality. Hiring of the MHC provider has occurred – it is Samantha Lynn, a newly graduated PA. Because she’s new, she will work in the clinic for a couple months before getting into the MHC. Lynn is both bilingual and fluent in sign language. Hopefully Samantha Lynn can come to a CMF meeting early in 2022. There’s an interim COO, Leanne Lewis, while a new one is being recruited. Also will be getting a provider for the ED as current providers want to lower their shifts there. There’s a statewide shortage of staffing like LPNs and MAs and WSHA is working on legislative changes to improve pipeline (which is affected by shortage of trainers and rotation opportunities). CM will start an inhouse MA apprenticeship program where they can get certified after many months of learning on-the-job. All CM staff worked toward a giving challenge for the Community Cupboard and raised over \$5500. COVID boosters and vaccines are being given out for adults in the morning and children in the afternoon. # of COVID infections has plateaued – not gone down – and the beds at Confluence are pretty full and have to sometimes transfer patients out of region. Boosters for all has been approved nationally, but CM must wait about a week for the Western region to approve.

3. Finances – Mark Judy

- a. Review October finances* approval
- b. Transfer \$8038.37 allowable amount from Endowment to Agency approval
- c. Option to transfer some funds from operating account to agency fund*
- d. 2022 draft budget* review (approval will occur in Dec)

Income as of 10/31/21 is \$290K, which is 4x last year. Expenses have only been about 2x last year. CMF donated \$303K to CM for equipment this year, causing a loss right now of \$21K, but it’s better than it was last month at \$51K. Checking account has \$91K as of 10/31. Endowment/agency at \$305K, up about 25% since last year. Income has included a lot from grants, especially Murdock. A suicide prevention grant will be expensed soon. Employee donations are still good and undesignated donations are more than 2x last year, in part thanks to Marydell Marson Estate. BNs have been super helpful thanks to restaurants and Kathy and Ted M. Motion to approve finances by Bob K, seconded by Bob A. Full approval.

Mark J made motion to approve moving \$8038.37 from endowment to agency (allowed 3% per year). Strode seconded it. All approved.

Mark said we could also move some from our operating account to the agency account for better earnings. Mark and Marlene worked out a formula for what would be a conservative amount to transfer that takes into account first quarter income and expense and also keeping \$30K retained and the \$23.5K

already committed to current campaign = \$30k which could be safely transferred. Mark made the motion to move the \$30K before 12/31/21, Scott B seconded it. All approved.

Mark presented draft budget that will be finalized at the December meeting. Right now net profit is set to \$58,450. But it does depend on H&G, Charm Walk, video retainer, golf sound system. Purposefully not including investment earnings or grants – which are both hard to determine. Board members should call or email Mark if they have concerns or recommendations.

4. Governance – Scott Bradshaw & Wade Nash

- a. Student Intern program update
- b. Board meeting time in 2022 - discussion
- c. Officer nominees
- d. December board meeting at Squirrel Tree on 12/17? Time?

Student interns are becoming involved. Bianca attended the Executive Committee meeting. Both will help with the appeal letter envelope stuffing party that will occur next week. They'll be more involved if we can have meetings that work for them. Wade said that for the sake of businesspeople too, we need to consider having less time commitment sometimes in terms of meetings.

Meeting times in 2022 – General discussion about options. Maybe Tuesdays or Wednesdays are better than Fridays because it's less busy in town and businesspeople might be more able to attend. People discussed different meeting times, including 10am, noon (lunch), 3pm, 4pm. Students are more likely to attend during their Career Connections class (1:45) or after school. Zoom makes these options easier, but in-person meetings are harder in the afternoon for those who live in Plain. Marlene will send a Doodle poll to all CMF board members to see what is most popular.

Officers – Bob Jennings and Bob Adamson are finishing their first of a 2-year term, so their positions are not up for election. Dana agreed to be secretary again, and Wade and Vangie agreed to be members-at-large again. So, the treasurer position is the only one open (because Mark is away next year). Strode will be on the ballot for treasurer. Scott B asked if anyone else would like to be nominated. No one did. Marlene will send out the ballot electronically sometime before the December meeting.

December meeting – the Exec Committee meeting has been changed to 12/7 and the board meeting will be on Wednesday, 12/15, at 11:30am at Squirrel Tree restaurant for a meeting over lunch (followed by a duet by Bob and Rich Adamson).

5. Fundraising – Bob Adamson

- a. Beginning of sponsor contacts for golf
- b. Charm Walk – needs a committee if occurring in 2022 – volunteers?
- c. Ladies Night Out – needs a committee if occurring in 2022 – volunteers?

Bob Adamson said everyone needs to start approaching sponsors for golf before they've made their 2022 budgets. It was agreed that Marlene will send out last year's list to all board members, asking them to review their last year assignments and send any updates to Bob Adamson. Bob, Marlene and maybe Ann will have a short Zoom meeting about it, given some companies need to be reassigned (since the Judys and Scott B will not be on board next year). Also, Bob will email everyone about the various roles for golf, looking for volunteers.

Charm Walk – Kathi Nash agreed to be the committee chair who will work with Linda Bradshaw to make this event happen.

LNO – Marlene suggested this event be considered later because it's dependent on whether there's another new fall event, as possibly proposed by the H&G committee.

6. Updated Strategic Plan* – Strode Weaver & Wade Nash

The strategic plan has been updated with formatting for easier viewing. Added metrics and a few other changes. Board members should keep it in their binders and handy. It's a working plan – and feel free to email Wade or Strode if they have any suggestions.

7. P2X Studio Discussion

- a. Pay an annual rate, with focus on video, website & promo in 2022 – info coming Thurs.

The retainer contract would be \$1000 per quarter, and P2X would help with a video and website consulting and promotion for events and other needs. Mark made a motion to approve a retainer of \$1000/quarter for 2022, not to exceed \$4000. Bob Adamson seconded. All approved. Marlene will contact P2X.

8. Ambassador program with the Chamber of Commerce – Ann MacPherson

Ann wasn't present, but Kathi said probably more volunteers are needed and board members should contact Ann.

Donor Appreciation Recap – Kathy Montgomery

This includes thank you writing – done by Vangie, Dana, Jeff and Shannon. Other board members are in charge of thanking businesses they work with. There will be a donor appreciation event on 2/10/22 at Icicle Ridge Winery, probably around 5pm. Kathy M will bring a sign up to the Dec meeting about getting things from restaurants and making recipes. There have been a few staff appreciation events – including summer bbq and thank yous (plus gift cards) to all payroll donors and a coworker appreciation challenge that gave out 6 randomly drawn gift cards. Kathy would like to do something in Jan/Feb and is looking for ideas.

9. Coordinator Report – Marlene Farrell

- a. Grants
- b. GiveNCW
- c. Other updates – Think Pink, newsletter, appeal letter

CMF won a grant from the City of Leavenworth - \$8500 – for the AED project. With the other previously won grant, we're at \$23.5K toward our needed \$40K. We're going to have GiveNCW (Exec Committee decided), which is month-long campaign through CFNCW, go toward the AEDs. Kathi and Mark helped Marlene complete a Regional Impact Grant application (\$10K for wearable cardiac monitors) through the Community Foundation. Sent in, will find out in a month or two. Think Pink earned \$3446 from local businesses that were very generous. It will go up more with the BN that occurred last night at Remedy Forest & Home. The newsletters were sent out a week or so ago and appeal letters will be ready soon. Shannon and Bob Keller volunteered their house for the stuffing party – to be on Tuesday, 11/24, at 1:30pm. The student interns will also come, as will Terri and Mark and Kathi and Wade.

Marlene shared the idea from Melissa, the HR director, of CMF taking over the CM vending machine, for the sake of more income. After discussion of the challenges of constant resupplying and storing items, the board decided to not pursue this.

Bob J reminded everyone to send Marlene their completed forms about criminal record. This is a CM requirement that we didn't realize until now. Bob also said we would have a vote over email in regard to Rich Adamson joining the board. Terri asked that H&G be added to the December meeting agenda, as the committee is investigating options and wants to share their recommendations. Marlene will also send out an electronic ballot as to the CMF treasurer position.

Mogens made a motion to end the meeting. Terri seconded it. All approved. Meeting ended at 11:08am.

Upcoming Events

11/30 – Giving Tuesday

Early December, date TBD – Appeal Letter envelope stuffing party

Early December, date TBD – need volunteers to decorate CM Christmas tree

12/14 – CMF Executive Committee meeting at 9am or 1:30pm (?)

12/18 – CMF Board meeting – time and location TBD

Donors since 10/15 (not including board members or staff)

William Bruders, Lisa & KH Klossner, Mike & Becky Payne

Judy & Rich Winkelmann, The Bubbler – Shawna Villavazo, Polish – Jessica Mahugh

Schocolat – Andrew & Charissa DeMoss, Mark & Georgia Schueltzer

Lake Wenatchee Fire & Rescue, Oil & Vinegar Cellar – Taelor Carvitto

Obertal Inn – Linda Black, Tumwater Bakery – Molly Johnson