

**MARK REED HOSPITAL
FOUNDATION BOARD OF DIRECTORS MEETING**

February 27, 2008

AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS/FOLLOW-UP
CALL TO ORDER	The Mark Reed Foundation Board meeting of February 27, 2008 was called to order at 6:05 pm by consensus, in the absence of the Chairman. In attendance were Patricia Yeager, Renae Hamshar, Renee Dunham and Michael Turner with guests Paul Barrow, Kazan Rotz, Caron Holley and Norma Mendenhall.	
APPROVAL OF MINUTES	Minutes of the January 30, 2008 meeting were presented for review. It was noted that the reference to Michael Turner receiving \$2,000 from the Foundation for the Fundraiser should be changes to reflect that the Fundraising Committee received the money and not Michael Turner personally.	After review, a motion was moved, seconded and passed to approve the minutes as corrected.
Chief Executive Officer's Report	Renee updated Board members with the following information: <ul style="list-style-type: none"> • The hospital currently has a positive cash flow. • The ED has set a new record for the month with 600 visits. • Ron Hulscher, retired CFO from the Providence Health System, has offered to volunteer his services to Mark Reed Hospital. • The hospital has received a grant from the DOH to hire a consultant to assist the hospital in setting up with swing bed unit. 	Informational item. Renee and her staff were congratulated on their efforts which are now starting to show positive change for the hospital and the community.
Relay for Life	Caron Holley was present to request the Foundation to sponsor a team of employees to take part in the East Grays Harbor Relay for Life event, scheduled for later in May at the Elma Fairgrounds. Caron reported that the employees took part last year and were able to raise money for the cancer event.	A motion was made, seconded and carried to donate \$1,000 to sponsor a Mark Reed Hospital employee team in the Relay for Life event.
BUSINESS: Fundraising Event at Oakridge	Michael Turner presented the following update on the work of the fundraising committee: <ul style="list-style-type: none"> • Michael and Renee Dunham have met with Elma High School representatives and they are eager to have high school students assist in various aspects of the fundraising event. • Michael has obtained information from the Grays Harbor County Health Department regarding the numerous permits and other paperwork that must 	Informational items.

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	<p>be completed in conjunction with the golf tournament and dinner.</p> <ul style="list-style-type: none"> • The date and contract have been confirmed with the Oakridge Golf Course. There will be two circus tents at the event, with wooden plank flooring for east of traffic. • Washington Casualty has prepared an insurance policy for the event, complete with special endorsements regarding the car donation. • Michael continues to work with setting up vendors for the event. He will be in the area less in coming months as he will be relocating to Oregon. However, he will remain actively involved in coordinating this special event. <p>Michael then presented items that required action at this time:</p> <ol style="list-style-type: none"> 1) Michael requested approval of the Fund Raising Plan and Expense Summary that he presented in advance for review by the Board. 2) Michael requested that he be named Chair of the Fundraising Committee, in order to expedite the work to be accomplished. 3) A local contact is necessary to sign the permit for the Liquor Control Board license/permit. 4) Approval for the proposed budget for the event, as outlined in the Fund Raising Plan. 	<ol style="list-style-type: none"> 1) A motion was made, seconded and carried to approve the Plan as presented. 2) By consensus, Michael was named as Chair of the Fundraising Committee. 3) Patricia Yeager offered to sign the paperwork for the Liquor Control Board and to serve as local contact for any other similar items. 4) A motion was made, seconded and carried to approve the budget as presented.
AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS/FOLLOW-UP
<p>Foundation Accounts</p>	<p>Kazon Rotz was introduced to the group by Renee Dunham. Kazon is the branch manager of Anchor Savings Bank in Elma. Kazon stated that she is interested in volunteering on the Fundraising Committee but that if the Foundation is interested, she would like to approach her bank to see if an account could be set up for the Foundation for merchant services. Kazon explained how merchant service accounts for VISA and MasterCard normally work, including the fee structure. She indicated that because this is a non-profit agency to benefit the community in general, she might be able to get some of the routine fees waived for our account. She noted that she would not be able to waive any fees imposed by VISA or MasterCard, but that the Bank might be in a position to waive some of its fees.</p> <p>Kazon was welcomed on the Fundraising Committee and thanked for her kind offer. Michael Turner indicated that it would be helpful at this time to have a special account set up for this fundraiser so that any funds that needed to be withdrawn prior to the event could be accounted for and not be lost or lumped in</p>	<p>After review and discussion, a motion was made, seconded and carried to take the former physician account and rename it as the Fundraiser Account, with signature rights to be given to Patricia Yeager, Renee Dunham and Renae Hamshar.</p> <p>Another motion was then made, seconded and carried to ask Kazon to investigate the possibility of the Foundation opening a new account at Anchor Bank with this current account and to ask what fees would be involved in setting up an account with merchant services for the fundraising event.</p>

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	with other Foundation expenses. Renee Dunham reminded the Foundation members that we currently have two accounts. One of the accounts, was set up to receive payments from a physician who was purchasing hospital-owned property. That transaction has now been completed and there is no reason to use that account for any other activity of the Foundation.	
New Board Membership	Paul Barrow was thanked for coming to tonight’s meeting and for his interest in the work of the Foundation Board. He was asked if he would be interested in serving on the Board. He confirmed that he would be happy to accept membership at this time on the Board. It was agreed that no action would be taken on current Board vacancies, in order to provide another opportunity for absent Board members to be present. All Board members have been informed of meeting scheduled for March 11.	A motion was made, seconded and carried to confirm the appointment of Paul Barrow to the Mark Reed Foundation Board of Directors.
AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS/FOLLOW-UP
Foundation Website	Renee Dunham reported that she has investigated the possibility of having a Mark Reed Foundation website in order to provide greater visibility to the Community, especially in light of our upcoming events. A domain name, 5 email addresses and set-up and hosting can be done for approximately \$400. Paul Barrow indicated that he has had experience in setting up websites and he would be delighted to assist with this project.	A motion was made, seconded and carried to approve the expense related to development of a Mark Reed Foundation website. Paul Barrow will begin set-up process and design of the webpage.
Foundation Board Treasurer’s Report	Patricia Yeager reported that there is no change from the previous month’s report.	Treasurer’s report was accepted as presented.
Foundation Board Mission Statement	<p>Renaee Hamshar presented sample mission statements that she had received from Mason General, Samaritan Healthcare and Cascade Medical Center Foundation Boards. After reviewing the statements, the following statement was proposed:</p> <p><i>It is the mission of the Mark Reed Hospital Foundation, as a non-profit fundraising organization, to provide financial support that enhances the quality and availability of healthcare services and programs enjoyed by the residents of the Mark Reed Healthcare District.</i></p>	A motion was made, seconded and carried to approve the Mission Statement as proposed.
Next Meeting Date	Board members agreed to meet on a monthly basis, the second Tuesday of the month, beginning at 6 pm. at the hospital. Next meeting is scheduled for Tuesday, March 11.	Regular meetings to be held the second Tuesday of each month, beginning at 6 pm at the hospital.
ADJOURN	There being no further business, the meeting was adjourned.	
	Renaee Hamshar Recording Secretary	

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