

**MARK REED HOSPITAL**  
**FOUNDATION BOARD OF DIRECTORS MEETING**  
**April 8, 2008**

<b>AGENDA</b>	<b>DISCUSSION/CONCLUSIONS</b>	<b>RECOMMENDATIONS/ACTIONS/FOLLOW-UP</b>
<b>CALL TO ORDER</b>	The Mark Reed Foundation Board meeting of April 8, 2008 was called to order at 6:10 pm by Paul Barrow, in the absence of the Chairman. In attendance were Patricia Yeager, Renae Hamshar, Renee Dunham, Paul Barrow, Georgette Hiles and Kazon Rotz with Michael Turner also in attendance, via conference phone.	
<b>APPROVAL OF MINUTES</b>	Minutes of the March 11, 2008 meeting were presented for review. It was noted that Pat Yeager was not in attendance and there were changes necessary to the portion of the minutes regarding the new Anchor Bank accounts.	Kazon was asked to draft that portion of the minutes to accurately reflect the discussion.
<b>Chief Executive Officer's Report</b>	<p>Renee Dunham presented the following report:  Renee has been meeting with local radio stations, asking for sponsorship of audio equipment needed for auction. She has a radio interview scheduled for 8 am on April 22 and it will include herself, Pat Yeager and Dr. Ogilvie. They will be talking about the hospital and the upcoming tournament. The radio station, in return, is willing to give us two celebrity disc jockeys for the tournament. This is for radio stations KXRO and KDUX in Aberdeen. Renee will also contact Sunny 106 to see if they would also be willing to participate.</p> <p>Brochures were distributed to all Board members for review. Renee reported that they will be mailed to the community this coming Friday.</p> <p>As part of the promotion of this event, on behalf of the Foundation Board, Renee Dunham donated two tickets to the auction/dinner at the recent McCleary Bear Festival auction.</p> <p>After providing this brief update, Renee left the meeting for another commitment.</p>	Informational item.

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<p><b>BUSINESS:</b></p> <p><b>Fundraising Event at Oakridge</b></p>	<p>Various Foundation members presented the following update on the work of the fundraising committee:</p> <ul style="list-style-type: none"> <li>• A well known auctioneer from the Bellevue area has been engaged to work the auction. His fee includes five hours of consultation and he will be assisting with securing auction items and celebrities and will be able to help with the promotion of the event. He has vast experience in doing large non-profit fundraising events such as this.</li> <li>• Hospital staff who would normally be working on Friday but can be spared, as patient census allows, will be instead paid for working at the auction. They will be assisting with registration, working the auction and other duties, as necessary.</li> <li>• Dr. Ogilvie is hosting a wine table for the event.</li> <li>• Ron Hulscher, a retired hospital executive from Aberdeen, will be donating a \$250 financial consultation as an auction item.</li> <li>• Renee Dunham will contact the liquor board regarding the status of our permit.</li> <li>• Kazon will contact Grays Harbor Community College for assistance with developing some Public Service Announcements regarding the event for use with Comcast.</li> <li>• Honda of Aberdeen is donating a \$30,000 car for the “Hole in One” prize, along with a bag of golf clubs. They will bring two vehicles to the event so that the winner will be able to select which one they want.</li> <li>• A block of rooms has been reserved at Microtel in Elma for out of town celebrity guests and the auctioneer.</li> <li>• Renae Hamshar will contact Little Hill Farm for a possible donation, Pat Yeager will contact the Airport Diner and Georgette Hile will contact Bloom ‘n Sticks for a donation.</li> <li>• Kazan has received a \$500 donation from Bayview Lumber and \$1,900 from Anchor Bank to host probably two teams.</li> <li>• Two circus tents have been rented, along with 40 tables, 400 chairs and a fully self-contained semi truck for the catering. We will also be able to borrow tables from the McCleary VFW for the auction item tables.</li> </ul>	<p>Informational items.</p>
<p><b>Foundation Bylaws</b></p>	<p>Proposed revisions were reviewed. Officers were streamlined and the size of the Board was increased to no more than 15 members, with a simple majority constituting a quorum. A suggestion was made that we may want to consider adding in a vice president who could provide an automatic substitute when the Board President is not available and also serve as automatic successor.</p>	<p>Bylaws approved as amended. Issue of Vice President to be discussed at next meeting.</p>

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<b>Financial Report</b>	<p>Pat Yeager presented financial reports and there was extensive discussion regarding internal controls for the banking tasks that must be done. It was suggested that for purpose of providing a clear separation between hospital and board finances, that whenever possible the Foundation's financial business should be done by Pat Yeager. Checks should be signed by the Foundation Treasurer, unless there is an emergency and she is not available.</p> <p>Pat also asked Georgette for assistance in getting her set up with online access to the Timberland account.</p>	<p>Treasurer's report was accepted as presented.</p>
<b>Removal of Board Member</b>	<p>Noting that despite numerous attempts to make contact with a Board member and several invitations to Board meetings, he has not attended any meetings this year and has not provided a request for an excused absence. In light of his apparent lack of interest in remaining on the Board, a suggestion was made that he be removed from the Board at this time.</p>	<p>A motion was made, seconded and carried to remove this individual from the Foundation Board at this time. The Secretary will send him a letter, thanking him for his previous service.</p>
<b>Election of President</b>	<p>A suggestion was made that the obvious choice for a President at this time would be Helen Lake. It was noted that she is well known in the community and contributes to the community by serving on town council and in many other capacities. At the current time, she is the Board member with the most tenure.</p> <p>Rena Hamshar offered to contact Helen to see if she would be interested in this position. Board members then considered what to do, in the event that she declines. It would be helpful to have a Board President to introduce at the upcoming golf tournament but it is important to select the right individual. If necessary, an emergency meeting could be arranged between today and the date of auction, to fill this officer vacancy.</p>	<p>A motion was made, seconded and carried to ask Helen Lake to serve as President of the Foundation. Rena Hamshar will contact Helen.</p> <p>In the event that Helen declines, if necessary, an emergency meeting can be arranged for the purpose of filling the vacancy.</p>
<b>Foundation Email Accounts</b>	<p>Michael requested that everyone get their Foundation email accounts set up and working so that we can respond to any inquiries that we may receive from the website. Paul Barrow offered to assist anyone having difficulty in getting the new email accounts in place.</p>	<p>Board members encouraged to use Foundation email accounts.</p>
<b>Next Meeting Date</b>	<p>Next meeting is scheduled for Tuesday, April 8. Helen indicated that she would not be able to attend the April meeting but she does intend to be present at future meetings and appreciated having the dates for the year on the agenda for reference.</p>	<p>Regular meetings to be held the second Tuesday of each month, beginning at 6 pm at the hospital.</p>

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<b>Letterhead</b>	A request was made that Foundation members have access to letterhead. Georgette will provide Foundation members with letterhead and logo.	Georgette Hiles will provide letterhead logo to board members.
<b>ADJOURN</b>	There being no further business, the meeting was adjourned at 7:55 pm.	
	Renaë Hamshar Recording Secretary	