



**Board of Directors Meeting Minutes**  
**January 18, 2011 6:30 – 8:00 p.m.**  
**The Alliance Center**

Officers in attendance: Lew Parker, Ray Wilson, Tyler Higgins, Kathryn Ames

Additional attendees: Guillermo Campillo, Anna Clark, Amy Board, Brenda Riske, Bridget Raleigh

Facilitation: Lew Parker

Minutes: Emily Davis, Tyler Higgins

**Call to Order:** 6:35 p.m.

- January 2011 Board agenda approved with amendment to include voting Guillermo to the board.
- November 2010 board minutes approved.

**New board member vote** (Lew Parker)

Guillermo Campillo was appointed to the board unanimously.

**Introduction of new Executive Director, Emily Davis** (Emily Davis)

Hiring Process: Emily explained the process by which she was invited to apply for and interviewed for the position. Emily has been working on a contract basis until January 10<sup>th</sup> for HSC. Emily has extensive experience in nonprofit leadership including her Masters in Nonprofit Management from Regis University, five years of consulting practice, and experience founding and leading her own nonprofit. Emily is also a professor of fundraising and is co-authoring a book about fundraising.

Progress to date: Emily has been updating all the documents for the Secretary of State; assembling a calendar to help plan for the current year and future years; meeting with individuals from industry; preparing for Washington Days; researching and writing grants; and updating programming such as the Financial Assistance Program.

Looking to the future: Emily hopes to build organizational infrastructure and leadership that will help sustain the organization and get it to excel in the coming years. Emily plans on focusing on issues of board development and systems. She will need the board's support, input, and patience in making these changes possible.

**Reports and updates**

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Financials/ Treasurer's Report (Lew Parker): HSC currently has approximately \$50,000 in restricted funds and \$25,000 in unrestricted funds.

HTC Report (Brenda Riske): As of April 1<sup>st</sup>, HTC will be moving its office location into Children's Hospital and becoming a practice of Children's. The bills for treatment center patients will come from Children's at that time which could be confusing to patients. This move will also help HTC move to electronic billing that is required by 2013. HTC is recommending "town hall" meetings where they could explain to community members about these changes. HTC and HSC would like to coordinate efforts so that Emily Davis joins HTC at these meetings. Additionally, HSC will help communicate these changes through their online media.

NHF Annual Meeting (Lew Parker and Guillermo Campillo): Guillermo and Lew both attended the annual meeting and learned about the upcoming Victory for Women Campaign that NHF is launching. The chapter will need to be aware of opportunities with this new campaign.

2010 Holiday Party (Lew Parker and Amy Board): There were nearly 200 people in attendance, which was an improvement from past years, but was fairly expensive. Need to evaluate costs in the future.

### **Organizational Updates**

NHF Merger (Emily Davis): As HSC merges with NHF, our board of directors will technically become an advisory board that will need to follow the chapter guidelines that are currently being drafted by NHF and local chapter leaders. We will also be required to use the NHF name and logo which may cause some branding questions and issues that we will deal with when the time comes. Emily will continue to generate the necessary documents needed by national.

Board Development (Emily Davis): Emily is in the process of designing a draft of a board development plan for the board to review for future recruitment and retention including: a recruitment schedule (in accordance with NHF guidelines); officer job descriptions; board book (bylaws, etc.); and recruitment process. The HSC board needs new members as soon as possible and Emily asked the current board to remain in place until she could get up a process and begin helping to recruit board members. Legally, we need at least three individuals on the board and according to our bylaws, we need no less than six.

Emily also recommended alternatives to board meeting logistics including resources such as Roberta's Rules of Order and consent agendas. In the coming months, it may be worth trying out new strategies to see how they work for the HSC.

Finally, the board discussed a strategic planning retreat that might be best held in the spring. There are funds from a 2009 Hemophilia Alliance grant and Emily

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already has great contacts that could serve in that capacity. Stay tuned for additional updates.

If you have any prospective board members, please send them to Emily for more information until a process is identified.

The Alliance Center Office Space (Emily Davis): Emily has been investigating an office space location at The Alliance Center. The board discussed that while a cubicle (\$200/month) in the basement of The Alliance Center would be most affordable, it would not provide the necessary privacy. Emily will look into costs and availability for a private office (\$450/month) and virtual tenancy is always an option as well (\$75/month). Virtual tenancy would allow HSC to have a mailbox and conference meeting space.

The Alliance Foundation Grant (Emily Davis): Emily is in the process of writing up and requesting grant funding for computer software and hardware for HSC to replace using her personal equipment.

## **Programs**

Patient Assistance (Emily Davis): Emily prepared guidelines and an application for the HSC Financial Assistance Program. Emily solicited and gathered examples and best practices from chapters throughout the country to develop the drafted document. This is a living document that should be reviewed and updated annually. The Financial Assistance Program will now be managed entirely by HSC, not HTC. Revisions were submitted to Emily and the information will be added to the HSC website.

Motion to approve process, guidelines, and application: Ray Wilson  
Second: Tyler Higgins

Washington Days 2011 (Emily Davis): Emily has developed an application for a community member to attend Washington Days 2011 with her from Feb. 16 – 18. The application encourages individuals to apply who have not attended in the past and opens up the opportunity to those who might not be aware of the opportunity. Final attendees need to be registered with NHF by Jan. 24<sup>th</sup> so this information will go out immediately in the January e-newsletter on the 19<sup>th</sup> and across social media.

Emily is also hoping to launch a legislative day for folks local to Colorado in 2012 and Amy Board would like to see leadership campers have an opportunity to attend the Legislative Day and/or Washington Days.

Education Day 2011(Emily Davis and Amy Board): Education Day this year will be held on April 23. Amy Board and Emily Davis are working on programming, funding, and communications for the event. Education Day will be held in the same  
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location this year with the hopes of it being in a new location for 2012. Education Day will be followed by an open house for the new HTC and honoring Dr. Hathaway. Emily will also run our business meeting/annual meeting at Education Day.

Scholarship Night (Amy Board): Scholarship night this year is on February 11, 2011.

Adjournment: 8:05 p.m.

**Action Items**

(From January 2011)

Action Item	Due Date	Lead	Status
Board Development Plan (strategic planning, board descriptions, etc.)	February 2011	Emily Davis, review by board	In progress
Update board book	March 2011	Emily Davis, review by board	In progress
Distribute e-newsletter	February 2011	Emily Davis	Complete
Update HSC website: board info, financial assistance, education day	February 2011	Emily Davis	Complete
Distribute and process Washington Days Application	January 2011	Emily Davis	Complete
Follow up on Alliance Center lease/office space	February 2011	Emily Davis	Complete
Fundraising Plan	May 2011	Emily Davis	In progress
Scholarship guidelines and application	February 2011	Emily Davis, Tyler Higgins	In progress – draft complete
Financial assistance process, guidelines, and application	January 2011	Emily Davis	Complete
2011 program calendar	March 2011	Emily Davis	In progress
Board social	June 2011?	Emily Davis & Board	
2011 Budget	March 2011	Emily Davis & board	In progress
Bring back Family	TBD	Emily Davis, Amy	In progress

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Camp?		Board	
Bring back First Steps? PEP?	TBD	Amy Board, Emily Davis	In progress

(From November 2010)

Action Item	Due Date	Lead	Status
Conflict of interest form complete		Ray	Complete
Link to new HTC website		Brenda	
HSC sponsor dinner at women's retreat		Amy/Lew	
Research about HIV assistance fund	March 2011	Emily Davis	In progress
Restart First Steps program			
Communications tools for committees (email list, fundraising techniques)		Emily Davis	
Communications ideas: family and community video for website and at HSC events			
Fundraising presentations at programs - how to give and how to raise funds			
Promote committees at events - recruitment and retention			
Bring back golf tournament?			
Community outreach program (speaker's bureau)			

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