

Board of Directors Meeting Minutes
February 8, 2011 6:15 p.m. – 8:00 p.m.
The Alliance Center, 2nd Floor Conference Room

In attendance: Lew Parker, Ray Wilson, Tyler Higgins, Guillermo Campillo, Emily Davis, Dawn Rotellini, Brenda Riske, Bridget Raleigh, Amy Board

Call to Order: 6:35 p.m.
Unanimous approval of February 2011 agenda
Unanimous approval of January 2011 minutes

Financial Reports:

Balance sheets and Profit and Loss statements were reviewed by the board for the year of 2010 and January 2011 as prepared by Zarlengo Raub. The long-term plan is to move the financial reports and management in house form Zarlengo Raub, starting in the spring. Emily will need a Treasurer from the board to help with financial management.

The board asked Emily to follow up with Zarlengo Raub on two questions related to accounts:

- Is the HTC 2009 Black and Blue donation reflected of \$9,000 reflected in the 2010 Black and Blue income?
- While no scholarships were awarded in 2010, the expenses indicate that there was \$6,478 distributed for scholarships. Could this be related to financial assistance rather than scholarships?

Emily needs support in figuring out how to better manage the un/restricted for our online bank accounts. If you have recommendations please contact her. This will be easier to manage when HSC has its own Quickbooks account as well.

Emily hopes to have a proposed budget for the remainder of 2011 prepared. Once that is revised and approved, she can begin to create a budget for 2012.

Organizational Report

Fundraising Events

The board discussed which fundraising events they would like to keep, change, and hold off on for 2011:

- Colorado Walk (August 2011): This could be a large fundraiser for HSC if the organization puts more time into planning it. The board would like to see more involvement from family and friends in raising money than industry sponsors. Emily can also look to non-industry sponsors for this event to help

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raise money. We will need to start to assemble a committee to help with this in the next couple of months.

- Black and Blue Ball: This event has been going on for seven years and has been a lot more work for less return compared to the Walk. Kathryn began to shift the design of the event last year and the board liked the direction and focus on art. Emily suggested considering this an event for higher level/major donors while the Walk would focus on more annual givers (small to midsize donations). Emily recommended that the board consider holding this event in October closer to the end of the year and when we start our year-end campaign. HSC will be more on the forefront of donors' minds. Other ideas included: an art event, celebrity concert, and more. Emily will gather ideas and begin to incorporate a strategy into the fundraising plan.
- Golf Tournament: The board agreed that this year is not the right year for HSC to host a golf tournament, but we wouldn't discourage other families and stakeholders from holding their own fundraising events. These individuals should work with Emily on how to coordinate events. Also, funds raised from these events could connect to fundraising through the Walk and leverage even larger donations.

Board Development

The board reviewed the documents provided by Emily on board development including board job descriptions, recruitment process, evaluation, and policies. Edits and suggestions included:

- In the board profile worksheet (where we identify current weaknesses and strengths on the board), be sure to include info about personal connection to the mission. Emily will revise and update.
- Emily needs to draft a position description for members-at-large on the board.
- Emily needs to add this information to the HSC website
- Emily to update the importance of connection to the mission on the recruitment process.
- Ray will send his minor edits to the board job descriptions to Emily.
- The board approved the board development materials with the revisions.

Additional documents that were not included in the board development package that Emily is working on include:

- Nomination Form
- Board Report Card – to be reviewed at each board meeting to keep track of board involvement, fundraising, etc.
- Self evaluation

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Emily will also move forward in developing an annual retreat and strategic planning process with a consultant. HSC has restricted funds for strategic planning that have not been used.

Emily will plan a board social event for current board members with their families. The board social will be held in June 2011.

Industry Ethical Guidelines

Emily is working on a draft of ethical guidelines that all industry professionals would have to sign in order to participate in HSC programming such as Education Day, Summer Camp, Family Camp and more. Emily will have a draft by the next board meeting for review. Until we have clear boundaries, it is not recommend that industry professionals or their immediate family members participate in committees or programming for HSC.

Bylaws and NHF Chapter Guidelines

The board reviewed the current HSC bylaws and looked at the NHF Chapter Guidelines that are in the process of being evaluated, revised, and updated by NHF and local, merging chapters. Here are some highlights from the discussion:

- Any area in the Guidelines that are highlighted in grey are up for chapter interpretation (i.e. dues, etc.).
- While the guidelines indicate issues like specific dates for board meeting notifications and events, like the annual meeting, NHF will provide some flexibility in these areas. For example, if HSC has our annual meeting in November rather than December that will work fine for NHF as long as we keep them informed.
- Article 1. Section 2 – Area: While NHF defines the area as Colorado, we do serve individuals in other states such as Nebraska and Kansas. The intention behind this is to prevent another HSC being created in the state; the current HSC is recognized by the chapter as being the provider of programs and support for individuals with bleeding disorders. Our chapter can determine who we will serve in our region and how.
- It is important to note that while these guidelines will eventually be in place, we are still operating under the chapter’s existing bylaws.
- Financial management is not the sole responsibility of the Treasurer but h/she will coordinate with the Executive Director on the financial responsibilities such as the budget.

Emily will continue to sit on calls and represent HSC with this process.

Program Report

Academic Scholarships Program

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The board reviewed and approved the Academic Scholarship Guidelines, Application, and Letter of Recommendation with revisions. Emily will update and give the information to Amy to share with attendees at the Friday night Scholarship Night 2011. Emily asked that at least one board member attend Scholarship Night 2011 in her absence; Guillermo is planning on attending.

Family Camp

After researching options for Family Camp in 2011, it is NOT recommended that HSC pursue Family Camp for 2011, but begin building a plan for 2012. The cost of Family Camp can be upwards of \$30,000 that the chapter simply cannot absorb or raise right now. Some community members will be disappointed with this decision, but the board brainstormed ways to frame this issue.

The board discussed hosting a kind of Family Camp in 2012 campaign with a kick off event in a park for families to help them engage in raising money, learn about the plans for family camp, and perhaps include some education. Amy and Emily will work together to discuss ideas and bring back to the board.

Emily and Amy continue to pull quotes and proposals from potential camp hosts for the board to compare and contrast for a location in 2012. Amy and Emily will bring that information to the board as it is available.

Parking Lot

February 2011

Several items from the February 2011 board meeting needed to be tabled for discussion in the future including”

- Facts First program with Baxter
- History of financial assistance programming for the HIV community
- Bringing back First Step
- Pending financial assistance request(s)

Action Items

From February 2011 meeting

Action Item	Due Date	Lead	Status
Identify strategic planning consultant	March 2011	Emily Davis, review by board	In progress
Fundraising Plan	May 2011	Emily Davis	In progress
Board social	June 2011	Emily Davis & Board	In progress

Develop 2011 Budget	March 2011	Emily Davis	In progress
Revise and create new board development docs	March 2011	Emily Davis	In progress
Ask financial questions for Zarlengo Raub	March 2011	Emily	COMPLETE
Distribute board recruitment announcement	February 2011	Emily	
Identify Treasurer for HSC Board to work with Emily			
Begin work on Black and Blue event, Colorado Walk		Emily	
Create Industry Ethical Guidelines	March 2011	Emily	In progress
Prepare Family Camp 2012 Campaign	April 2011	Emily, Amy	In progress
Create fundraising plan	May 2011	Emily	In progress
2011 program, fundraising calendar	March 2011	Emily	In progress
Create committee descriptions	March 2011	Emily	In progress

From 2010

Action Item	Due Date	Lead	Status
Link to new HTC website		Brenda	
Research about HIV assistance fund	March 2011	Emily Davis	In progress
Restart First Steps program	?	Emily, Amy	
Communications tools for committees (email list, fundraising techniques)		Emily Davis	
Communications ideas: family and community video			

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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			
Community outreach program (speaker’s bureau)			