



**Board of Directors Meeting  
March 14, 2011 6:00 – 8:00 p.m.  
The Alliance Center**

**MEETING MINUTES**

In attendance: Lew Parker, Brenda Riske, Emily Davis, Ben Markl, Guillermo Campillo, Ray Wilson

Call to Order: 6:23 p.m.

- Approval of March 2011 agenda – approved unanimously
- Approval of February 2011 minutes – approved unanimously with revision from Ray: Remove Tyler from attendance at February meeting.

**Organizational Board Report**

- Board changes: Kathryn Ames had to resign from the board because of the lack of time, but she wants to be involved in planning the Black and Blue 2011.
- Committee descriptions: The board approved all the committee descriptions and now Emily will help to actively recruit individuals to these committees. There was some discussion about who would be eligible for the Industry Advisory Board and whether or not that might include medical professionals outside of home care and pharmaceutical companies. The board agreed to revisit committee membership issues as they come up. These are all “living” documents that can be amended as needed.
- Letter of Commitment: current board members in attendance completed and sign their letters of commitment that Emily will hold on to for the records.
- Board dues: After much discussion, the board agreed that the \$200 board dues would be due in on July 1, 2011.
- Board profile worksheet: Board members in attendance were able to complete the worksheet to help identify our strengths and areas of need on the current board. Emily will compile this information and report out at the April board meeting.
- Interviews:
- Treasurer: Ray volunteered to serve as the Treasurer for the board. Emily and Ray will work together on managing Quickbooks (QB) and creating the operating budget for 2011. Emily will provide Ray with QB access to he can help me a second set of eyes on the finances. Ben Markl served as the temporary Treasurer to the board (thank you, Ben!) and cannot continue because of conflicts of interest with his company
- New website: HSC should have a new website on a WordPress platform within the next couple of months. The site should have a clean look and allow for all of our social media and blog information in one place. The website construction and tutorial will total \$500.
- Financial Reports: The board reviewed the financial statements (balance sheet and PNL report) and eliminated some of the old programs that could be

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removed from the new financial chart of accounts. Emily is working with a low-cost nonprofit financial management consultant on organizing Quickbooks and creating a budget for 2011.

### **Program Board Report**

- Education Day Board Attendance: It is important to have as many board members as possible at Education Day to reach out to the community, serve as ambassadors, and answer questions about HSC.
- Education Day Volunteers: Emily made a call for volunteers for Education Day 2011. Brenda noted that there will be several HTC staff who can help on the day; Lew will be available all day; Ray and Bev may be able to help; Guillermo will be there with Anna to help; and Tyler may be able to attend based on his schedule. We need approximately 10 volunteers for registration, session help, and lunch efforts. Emily indicated that she cannot physically be in everywhere at once and needs to be on call to ask questions, “put out fires”, and everything else that comes up. Emily will be in touch with people individually about volunteering.
- Women’s Retreat: We will be holding the women’s retreat in Denver in September. CSL Behring is interested in committing \$5,000 and Emily is looking at multiple sponsorship opportunities and funding routes outside the obvious routes such as Lara Bar sponsorship, etc. The process for the Women’s Retreat will be a lot like for Education Day and will include a small registration fee for attendees.
- Academic Scholarship Review: Amy, Lew, and another UC Denver contact, Chris, are all interested in participating in the Academic Scholarship review. We have multiple applications that have come in and will report to the board next month about the process.
- Financial assistance in the HIV community: There are reserved funds for this program that are identified in the financials. Emily will review and put that it into the numbers appropriately.
- NHF Annual Meeting: The board discussed and agreed that we would pay for up to four individuals to attend the NHF Annual Meeting. We will reimburse up to \$750 per person and will send out a call for these opportunities. Board recommended that there be a form and some kind of commitment to report out to the community on the participants’ experiences.
- Family Camp: There was discussion about when Family Camp will happen. Financially, the organization will not be able to afford Family Camp in 2011, but it is an important part of HSC and we need to work on developing that including raising the funds. Brenda noted that she would like to focus on bringing Summer Camp over to HSC and prioritize that program for the time being. We will continue to explore these options for Family Camp and Emily will continue to work on building in the plan to bring back Family Camp within the budgetary possibilities.



- Community Social Events: As a way to build relationships in the community, Tyler suggested that it the board bring in more regular social events. Emily will work on this and see where can bring in some programming.
- Facts First and Industry Programs: Emily is putting together options for industry and others to share educational opportunities. The important piece to the process is to make sure that everyone has an option to participate rather than “cherry picking” companies to participate. Watch for details to come.
- Hispanic Community Services: Emily is working hard to bring more Spanish-speaking programming to HSC including providing translators at Education Day and reaching out to key contacts in the Hispanic/Latino community.

### HTC Report

- No major reports from the HTC. Be prepared for the HTC move and watch for updates from the HSC.

### Calendar of Events (**bold** = confirmed)

- **Board strategic planning retreat: April 23 @ The Alliance Center (all day)**
- **Board Social Gathering: June 11** (Location and time TBD, organized by Emily Davis)
- Bad Blood Screening: The board decided to wait and see what happens with Nathan Wilkes’ screening with HCAC in April and then make a decision after that. There may be a small possibility that we can still coordinate with Nathan.
- Hispanic Facts First: July?
- **Colorado Walk: August 13 (more details to come)**
- Hispanic Heritage Month and Facts First: The Board would like to coordinate an event to celebrate Hispanic Heritage month with the Spanish-speaking community.
- **Women’s Retreat: Sept. 24 – 25** (Denver)
- **Black and Blue: October 22<sup>nd</sup>** (More information TBD)

### Final announcements and close

- The board discussed the need for a 1-800 number for conference calls and for people to access us. The decision was to keep an eye on the situation and continue to evaluate.