

Board of Directors Meeting
May 18, 2011 6:00 – 8:00 p.m.
The Alliance Center

MAY BOARD MEETING MINUTES

In attendance: Lew Parker, Ruth Ann Kirschman, Tyler Higgins, Ray Wilson
Excused: Guillermo Campillo, Ben Markl

Call to Order: 6:36 p.m.

- Approval of May 2011 agenda - approved
- Approval of April 2011 minutes - approved

HTC Report:

The previous administrator for the chapter, Larry Hoyle, used to go into the treatment center so share information with the HTC about what he and the chapter were doing. Emily will ask Brenda if the treatment center would like Emily to come into their staff meetings in the future and provide a report to them about the chapter.

There is no longer an official HTC board report. If the HTC wants to share information with the board they can do so during the board meetings or outside the meetings. The HTC is not a program of the chapter and it is time-consuming for the HTC to create these reports so the HSC eliminated the HTC board report.

Program Report

Education Day 2011

The board discussed the challenges and successes of Education Day 2011 in a debriefing session. The board identified the following issues for consideration in planning Education Day 2012.

Challenges

- Venue: Tables and chairs for lunch need to be in the building ahead of time; need to be able to access the building so participants can come in and out willingly; do not schedule other activities (i.e. interviews) during the same time as the HSC program in the same building.
- Parking was confusing because the parking code only worked for one hour.
- Sessions: there were too many sessions to attend.
- Translation needs to happen separately especially in the keynote so that it isn't a distraction for other attendees.

- The keynote session time allotted was too long. Consider leaving more time for expo or additional session times.

Successes

- Roundtable discussions
- Keynote presenter and presentation
- Annual meeting in the morning rather than in the afternoon
- Program creation and printing

Women's Retreat 2011

Board discussed the planning and implementation for Women's Retreat 2011 on September 17th. HSC is continuing the "community" theme for this year's Women's Retreat. All of the information has been added to the website now that Amy has confirmed the location in South Denver. An email has been distributed to all industry partners about the Women's Retreat re: funding and calls for sessions. Ruth Ann, Emily, and Amy are the initial committee members that will help plan the sessions the keynote, and activities. We are reserving one session for the treatment center, one session for each of our industry funders, and one session for the potential education module related to the Victory for Women Initiative (the chapter is waiting for confirmation of this funding).

HSC is planning to host 2 yoga workshops (one restorative and one vinyasa) at the retreat. Bev Wilson may have contacts in addition to Emily's yoga contacts. We are hoping for income totaling \$10,000 or more for the Women's Retreat this year. The chapter is requiring paid registration (scholarships available) to help ensure attendance. The funds brought in through registration fees will not cover any significant percentage of the chapter's costs.

Financial Assistance

The chapter approved another financial assistance request of \$500 this month. We have provided three financial assistance requests to date.

Educational Series 2011

Emily launched the Educational Series pilot program this month and sent out an email to all industry contacts that might be interested in sole-sponsorship educational programs such as this. The Educational Series is open to presenters outside industry as well.

Organizational Report

- Ruth Ann Kirschman was voted onto the HSC board at the April HSC Annual Meeting – Welcome Ruth Ann!
- Board reviewed the board checklist including professional development and paid board dues. At the May meeting, 20% of board members had paid their

dues and 20% had participated in professional development opportunities. \$200 board dues are due no later than July 1, 2011.

- The board reviewed the strategic plan and made small recommendations for changes to the plan. Emily will update the plan and share the revised plan on the HSC blog and website.

Committees

The board needs help from Emily identifying and prioritizing the committees that need recruitment efforts. We will need board liaisons involved in each committee. Lew offered to help plan a volunteer night at the treatment center in early July. We could also offer webinars to the community about what it means to volunteer for the chapter and the various opportunities. HSC should hold an additional volunteer night in the fall; Ray has access to a clubhouse near where he lives that could be a good location.

Financial

- Ray has agreed to meet with Emily, Amy Board, and Amy Thoe to review and revise the proposed draft budget for the remainder of 2011. The group will compare the budget for 2011 with 2010
- Emily continues to work on updating the general ledger and classes in quickbooks.

Fundraising

Fundfusion

Emily and Amy attended Fundfusion this week where Emily presented on fundraising from the next generation of philanthropists. Emily also provided participants with sample and template documents such as a social media plan outline, fundraising plan outline, and sample fundraising plan.

Emily will work on a complete fundraising plan to submit to Fundfusion to be eligible for a \$2,000 grant from Baxter on the best fundraising plan in 2012. Emily will need to attend the 2012 Fundfusion conference.

Colorado Walk

Next year HSC will join the NHF Walk. For this year, Emily is trying to work on the website for the Walk. If you can provide any help, please contact Emily.

Black and Blue

Emily is now coordinating the Black and Blue event without any volunteer support. HSC is still planning a silent auction. Emily and Amy have been brainstorming ideas such as a Black and Blue Masquerade Gala since the date of the event is so close to Halloween. Please think about volunteers who can help with the planning of this event.

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Bad Blood Screening

The Bad Blood Screening will be on June 29th – please register. The screening will be followed by a panel discussion with Brenda Riske, Dr. Marilyn Manco-Johnson, and one additional potential guest. Emily is working on a press release and invitation to all legislators.

Communications

Emily has submitted her Up Front article for HemAware’s summer edition – watch for more details soon.

Calendar of Events

- Board social gathering: June 11. Location: Rockies game
- Board dues (\$200): July 1, 2011
- Summer Camp: July 17 – 23
- Bad Blood Screening: June 29
- CO Walk (Denver): August 13
- Hispanic Heritage Celebration: September 10
- Women’s retreat: September 17
- CO Walk (West): Sept. 23
- Black and Blue: October 22
- Holiday Party & HSC Annual Meeting: Dec. 3

Final announcements and close

Ben tendered his resignation this week – board approved and accepted the resignation. Tyler is also leaving the board as his term has ended and the new chapter guidelines indicate that no immediate family members of industry can serve on the board. **THE ENTIRE BOARD AND COMMUNITY CANNOT THANK BEN AND TYLER ENOUGH FOR THEIR AMAZING SERVICE TO THE CHAPTER!!!**

Close of meeting: 8:20 p.m.