



**Board of Directors Meeting
July 27, 2011 6:30 – 8:30 p.m.
The Alliance Center, 2nd Floor Conference Room**

Minutes

In attendance: Lew Parker, Brenda Riske, Ray Wilson, Guillermo Campillo, Ruth Ann Kirschman, Amy Board, Amy Thoe, Emily Davis

Excused: N/A

Call to Order: 6:42 p.m.

July 2011 agenda - approved
May 2011 minutes - approved

HTC Report

Rocky Mountain Hemophilia Camp (Amy Board)

This year's camp was extremely successful with 75 kids in attendance. Amy shared one of the many activities the kids participated in including drawing out their dreams for the world on square cloths. We are hoping to use the framed drawings for the live auction at Black and Blue. Amy also shared the story of the first wild animal bite that happened when the kids grabbed a groundhog and dressed it up in glitter, etc. The bite victims were just fine and the groundhog got away safely as well, but it roamed the Colorado Rocky Mountains being taunted by other ground hogs.

Grand Junction Clinic

Grand Junction clinic will be happening in September and the Western Slope Walk has been organized to fit the clinic schedule.

Organizational Report

Budget review – Amy Thoe, Finance and Operations Consultant

Amy Thoe has been serving as the finance and operations consultant for the chapter for a number of months now helping Emily clean up our Quickbooks account including establishing a consistent chart of accounts and clear classes. Emily also hired a part-time person to clean up the classes in Quickbooks which amounted to nearly 25 hours of work.

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Based on the limited information we have had, Emily and Amy drafted the first 2011 budget for the chapter. This *draft* will help the chapter by creating a standard by which to compare projected and actual numbers as well as plan for 2012. Amy emphasized how quickly the budget changes as there are new programs and events. Eventually we will have projections for any event or program and include notes on the outcomes.

Amy walked the board through the first draft of the budget and noted that the “2010 Actuals” are not accurate since we now have clearer actuals for 2010 since the classes have been organized. As we gather information we will have additional drafts (2011 draft #2, etc.) that reflect more accurate information.

Internally, for executive director purposes, Emily would have an excel spreadsheet breakdown of each event and program line items with additional detail. This will help her to more accurately report to the board on detailed information as requested.

NHF has requested that the Colorado chapter set up a separate Quickbooks company, “NHF Colorado,” to account for our new accounting as a merged chapter. NHF has not provided our chapter with a chart of accounts, which makes it difficult to set up a new company.

The chapter board unanimously agreed that we would continue to track our financials in the old company (Hemophilia Society of Colorado) and would begin to expense the new QB Company to NHF (it is \$40 extra per month) until we have a COA that can be used to manage the new company.

The board suggested that while we are waiting to transition over to the new QB Company, that we add a line item under expense and income for NHF Colorado.

Board Recruitment – Emily Davis

The board participated in a recruitment activity where each meeting participant wrote down and identified five individuals as potential candidates for board recruitment in the fall. Each person share details about the person that s/he would thought would make the best candidate out of their five potential individuals.

Recruitment for the fall should begin in August in order to allow for enough time and planning for the complete process. Emily will draft an email that can be used to send (edit at will) to potential board members and/or as talking points about board service.

Board Dues – Emily Davis

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The board voted unanimously that board dues (minimum: \$200) be due by July 1st annually. This allows for new board members to have six months to donate or raise funds for their board dues.

Board President – Lew Parker

After a number of years as board president, Lew, shared that he would like to step down from the role, but stay on the board as a member-at-large. The chapter is enormously grateful to Lew for all of his time and service as the board president. The meeting participants felt strongly that the organization may never have survived without the Lew's leadership. Ruth Ann Kirschman offered to step into the role as board president.

The board voted unanimously to approve Ruth Ann Kirschman as the new board president.

Fundraising Plan

As part of the Fundfusion conference and for eligibility for Baxter funding in 2012, each chapter was asked to submit a Fundraising Plan for the chapter followed by the board voting and approving the plan. The plan submitted for NHF Colorado is over 30 pages and has a good chance of being accepted as a winner. The Fundraising Plan is a living document that will need to be updated as necessary.

Board voted unanimously to approve the plan.

Colorado Walk for Hemophilia

Guillermo recommended that we provide donation envelopes at the Walk in Denver so that we can continue to gather donations for Teams at the start of the Walk. Emily will work on preparing those donation envelopes.

Ray has generously purchased Hemophilia wristbands that we would like to distribute at the walk for a suggested donation. Ruth Ann said that she would look into getting fishbowls and signage to help raise money for these wristbands.

Amy Thoe will be running the financial transactions at the Walk and we will have an off-duty officer at the Walk as well.

Watch for details about needing volunteers for the day of the walk as well. All board members are encouraged to attend the Fundraising Committee meeting this Friday at The Alliance Center.

Black and Blue

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The venue for the Black and Blue has been secured and we really need to work on silent auction items for the event. All board members are being asked to secure at least three silent auction items each.

Program Report

Education Day

The board was pleased to see a report on Education Day sent out to all supporters of the program. The feedback from the evaluations was also helpful. The chapter was able to yield a profit that they can apply towards next year's Education Day.

Educational Series

The Educational Series will need to continue to be revised and adapted based on interest. The two programs we have scheduled during the summer have needed to be rescheduled for the fall. Watch for more details to come.

JNC Applications

The board reviewed the applications for the JNC activities happening in Texas with CSL Behring. Based on the discussion related to application review, the board made recommendation for Hunter Ritchie and Logan Reneau to serve as nominees.

Emily will either email or call all applicants to let them know of the board's decision. All applicants will be encouraged to apply in 2012.

Emily will also update and revise the application process of 2012.

Women's Retreat

The Women's Retreat planning is under way. We only have two registrants at this time. We will need to use more direct mail and phone calls to encourage attendees. Please help promote this event. We have \$4,500 in sponsorships and \$5,000 allocated from the Victory for Women Initiative grant.

Adjournment: 8:33 p.m.

Calendar of Events *

- Managing Your Stress Workshop: August 6
- CO Walk (Denver): August 13
- Hemos Hispanic Heritage Day: September 10
- Women's Retreat: September 17

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- CO Walk (West): Sept. 23
- Encouraging Early Independence Workshop: Oct. 28
- Black and Blue: October 22
- Holiday Party & NHF Colorado Annual Meeting: Dec. 3

*Please plan to attend at least the Denver Walk, Black and Blue, and Holiday Party. Also try to add one other program/event.

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