

Texas Central Hemophilia Association, Inc.
Board of Directors Meeting Minutes
Tuesday, July 21, 2009

Type of Meeting: Board Conference Call

Members Participating: Jacob Benker, Dan Brock, Ryan Crowe, Shanna Garcia, Kristy McKenzie, Kevin Parker and Shelley Embry.

I. Call to Order - The July 21, 2009 Board of Directors meeting of the Texas Central Hemophilia Association was called to order at 8:35 pm by Shanna Garcia, President. Shelley Embry, the secretary, was present and recorded the proceedings.

II. Secretary's Report – Secretary Shelley Embry noted that the minutes from the June 9, 2009 were not completed yet and would send them out in the next few days for changes and approval.

III. Treasurer's Report – Dan Brock

<u>As of 6/30/09</u>	
\$ 511.46	Checking
\$63,453.42	Savings
\$63,964.88	

**Unaudited*

Treasurer Dan Brock presented the financial statement (see attached). Dan Brock spoke with another CPA about getting a bid for our 2008 Review. He will be giving us a quote on doing our Annual Review and our Tax Return. Dan will also work with other CPA's to gain contacts/referrals for the other two bids.

Dan Brock made a motion that the TexCen Board approve a Financial Review for 2008 versus having an Audit performed. The motion was seconded and passed on a voice vote.

Dan and Shanna will meet with the new CPA to discuss our organization and operating procedures.

IV. Election of Officers – Shanna Garcia – Shanna Garcia noted that our by-laws state that the Officers must be elected within 60 days following the Annual Meeting. We will postpone the election of the officers until our August meeting so that a slate can be developed and presented via e-mail prior to the call. We will also be forming the Administrative and Finance committees at that time as well.

V. Administrative Report - Shelley Embry – Shanna Garcia and Shelley Embry gave a welcome to all new board members and told each returning board member “Thank You” for their service to TexCen in the past year.

- A. Board Orientation/Committee Sign-Ups – Shanna Garcia suggested that we match up each new board member with an existing board member so that they could have a mentor. She will form that list and distribute it in the next two weeks. Shelley Embry will send out a copy of the TexCen by-laws to all board members. It was noted that there is no attendance requirement to be on the TexCen Board of Directors.
- B. Shelley Embry reported that she has applied for a grant from the Hemophilia Alliance. This grant will enable the office to purchase the Donor Perfect Software, as well as a new laptop computer for office and event use.
- C. Shelley Embry reported that the 2009 Newsletters will include a Remittance envelope soliciting general donations from those who receive it.
- D. It was decided to have an Office Open House the second week of September. We will have our September Board Meeting after the Open House. Shelley Embry will send out an updated Board Contact sheet that will include our new board members elected at the Annual Meeting in June.
- E. Shelley Embry proposed adding an additional staff member. This position will be administrative/support staff in nature.

Shanna Garcia made a motion that the board approve adding an additional staff member around the first of October. Jacob Benker seconded and the motion passed on a voice vote.

VI. Community Outreach Action Plan Reports

- HTC Relations – Shelley Embry reported that our relationships with each HTC are going well. Plans are underway to develop a written document outlining our partnership with each HTC.
- Emergency Assistance Grants – Grants are up this year, but we still have money in our budget to continue giving back to the community.
- Infusion Supplies Program – The Adult HTC still needs infusion supplies, particularly syringes. Shelley Embry will ask the home healthcare companies to donate.
- Member Outreach Program – Shelley Embry will send any new member names to David Simmons and Jacob Benker for contact and follow-up.
- First Steps – Shannon Brush reported that the session held at the Annual Meeting was well attended. She is looking into locations for having a second meeting in the fall, either in the Metroplex area or East Texas.
- East Texas Outreach – Jacob Benker will contact John and Priscilla Mejia to determine if they will serve as committee heads for our new outreach effort into East Texas. He will report back at our next board meeting.
- West Texas Outreach – Shelley Embry reported that Specialty Therapeutic Care and Wyeth are hosting an event in Lubbock on August 20th for the West Texas families. She will report back at the next board meeting to let the board know how many families attended.
- Legislative – A new committee is going to be formed to determine what the chapter needs to do in 2009/2010 in terms of legislative advocacy. Shanna Garcia will appoint a new chairperson who will report back to the board in the fall.

- Project Lifeline – Shelley Embry reported that she is developing a grant to fund a new program called Project Lifeline. This program will include funding to provide Medic Alert identification emblems to each family, a program for transitioning teens and new family outreach. She will report back to the board on her findings after the grant application has been turned in.

VII. Event Action Plan Reports

- 2009 Annual Meeting – The annual meeting was a great success! Over 200 people attended and a great time was had by all at The Incredible Pizza Company in Arlington. Several suggestions were given for improvement for next years’ event, but overall, it was agreed that we should hold the event at the same location next year.
- Camp Ailihpomeh – July 19-24 – Camp will be held again at Camp John Marc in Morgan, TX. We are expecting over 120 boys at camp this year.
- Richardson Women’s Expo – August 1st – Shelley Embry will send an e-mail out to industry partners asking for their help at the conference.
- Lone Star Chapter Bleeding Disorders Conference – Shelley Embry and Jacob Benker attended the conference in San Antonio and reported that it was a great success. The Lone Star chapter had over 500 people in attendance. It was their recommendation that TexCen partner with Lone Star to plan a joint meeting next summer in San Antonio.

Shelley Embry made a motion that TexCen partner with Lone Star to host a joint meeting of the two chapters next summer in San Antonio. The motion was seconded by Jacob Benker and passed on a voice vote.

- Hearts for Hemophilia Gala – October 3rd – Shelley Embry will send out the Auction Donation Form and Solicitation letter to all board members tomorrow. Each board member is asked to donate at least two items for the silent auction.

VIII. Other Discussion Items

- Donation to Jeff Salantai – Mt. Rainier Summit Climb benefiting At-Risk Teens – August – *Shelley Embry made a motion to donate \$100 to Jeff Salantai, a BioRx employee and a severe hemophiliac, who is going to climb Mt. Rainier. David Simmons seconded the motion and it was carried on a voice vote.*
- Ken Ballinger – It was noted that Ken Ballinger, an interviewee on the “Miracles Among Us” video from two years ago, passed away in July. *Shelley Embry made a motion to make a \$240 donation to Save One Life in memory of Ken. The amount of the donation will provide support for one member of the Save One Life family for one year. The motion was seconded by Jacob Benker and passed on a voice vote.*
- It was noted that Shanna Garcia will be responding to the complaint registered by Cook Children’s Home Health after the Annual Meeting. A copy of the response letter will be included in the July minute attachments.

- It was noted that, since the Texas Bleeding Disorders Advisory Council was not approved by the Texas Congress for continuance, we should recognize their efforts and make a presentation to them at the Gala on October 3rd. Shanna Garcia will contact each of the members to ascertain if they will be attending the Gala.

Meeting Adjourned 9:52 p.m.

Shelley Embry, Secretary

Date Approved: _____