

**Texas Central Hemophilia Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Tuesday, August 18, 2009**

**Type of Meeting:** Board Conference Call

**Members Participating:** Jacob Benker, Ryan Crowe, Shanna Garcia, Ester Flores, Shannon Brush, Brendan Hayes, Mike Farnell, Kristy McKenzie, Kevin Parker and Shelley Embry.

**I. Call to Order/Roll Call** - The meeting was called to order at 8:35 pm by Shanna Garcia, President.

**II. Approval of minutes from previous meeting** – Shelley Embry will distribute the minutes from the July board meeting tomorrow for review and approval.

**III. Treasurer’s Report – Shanna Garcia**

	<u>As of 7/31/09</u>	
Checking	\$ 1,488.38	
Savings	<u>65,548.50</u>	
	\$67,036.88	<i>*Unaudited</i>

Shanna noted that we are going to begin looking for a new bank and auditor in the next month. She will have a proposal for the board to review at our August meeting.

**IV. Election of Secretary and Treasurer – Shanna Garcia**

The board voted for Dan Brock to continue as Treasurer and David Simmons will begin serving as Secretary for the Association.

**V. Administrative Report - Shelley Embry**

A. Communications/Technology – Shelley Embry reported that she and Jacob Benker are going to look into the cost of having a server at the office in order to store all the associations’ documents. This will enable multiple users to have access to our information. We have installed new passwords for each computer, so our information is secure. Shelley also reported that the Summer Newsletter was mailed out and that we received over \$100 in donations from our solicitation envelopes.

B. Finance/Fundraising Report – Shelley Embry reported that she has been working with a grant writer and NHF to develop grants. The collaboration has resulted in the submission of 4 grants. She will let the board know when a grant has been awarded.

C. Office Hours – Shelley Embry reported that she will be in the office Monday-Friday between the hours of 9am and 2pm.

**VI. Community Outreach Action Plan Reports**

- First Steps – Shannon Brush reported that we had 4 families who showed interest in forming a First Step Support Group at the Annual Meeting held in June. Shannon proposed to have a First Step meeting twice a year, with a

Metroplex meeting and an East Texas meeting. She has created Welcome Kits for each HTC and will deliver 10 to each. She wants to find out from each HTC how many new families are diagnosed each year in order to begin tracking our effectiveness.

- Member Outreach – Jacob Benker and David Simmons had no activity to report.
- Hispanic Community – Ester Flores reported that the first Hispanic Support Group Meeting will be held August 29<sup>th</sup> in Arlington. She has had 32 adults and 26 children RSVP and is excited to see how many attend. They will decide at the meeting how many additional meetings they would like to have for the rest of the year.
- East Texas Group Outreach – Jacob Benker is going to contact the Mejia family to determine if they would like to serve as the liaison for the East Texas Group. He will report back at the next board meeting.
- HTC Relationships – Shelley Embry reported that things are going great with the respective staffs of each HTC and will create a document to define our scope of service/working arrangement with each HTC. She will have this document for the board to review at the November meeting.
- MOMS on a Mission – Brendan Hayes reported that she is planning an event for MOMS for September and will look to have it on a Sunday afternoon. She will forward the date to Shelley at the office once she has determined the location.

## **VII. Event Action Plan Reports**

- A. Camp Alilhpomeh - The board discussed the possibility of making changes to camp, i.e. increasing capacity, offering camping to siblings, etc. We also discussed meeting with the Lone Star Chapter to discuss ideas with them. It was decided that we would schedule a conference call with the Lone Star Chapter for October to discuss ideas and possible changes to the way that we run/fund camp each year.
- B. Richardson Women's Expo – Shelley Embry reported that she had not talked with Lew about the Expo, but would follow up with her in the next week.
- C. South Texas Bleeding Disorder Conference – Shelley Embry reported that the attendance at the event was wonderful. The event had over 500 attendees and was very well received. All the industry reps who attended spoke very highly of it and encouraged TexCen to collaborate with Lone Star in conducting the event. The board discussed it and decided that we would begin investigating possible locations for hotel sites for a meeting in June 2010.
- D. Hearts for Hemophilia Gala – Shelley Embry asked each board member to contribute 5 items for the Gala by September 25<sup>th</sup>. She plans on having 100 items to display at the Silent Auction and 4-5 items for the Live Auction.

**Adjournment**

The meeting was adjourned in due form by the president at 9:45 p.m.

Shelley Embry, Secretary

Date Approved: 9/22/09