

**Texas Central Hemophilia Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Tuesday, September 22, 2009**

**Type of Meeting:** In-Person Board Meeting

**Members Participating:** Steve Henson, Bonnie Flores, Brendan Hayes, Shannon Brush, Eric Schmidt, Jacob Benker, Dan Brock, Shelley Embry, Ryan Crowe, Kevin Parker, Chad Fredericksen, Andy Matthews, Tammy Davenport, David Simmons and Shanna Garcia.

**I. Call to Order/Roll Call** - The meeting was called to order at 7:05 pm by Shanna Garcia, President.

**II. Approval of minutes from previous meeting** – The minutes from the August 18, 2009 board meeting were distributed prior to the meeting for approval.

*Hearing no changes, Shelley Embry made a motion to accept the minutes as written and a second was given by Jacob Benker. The motion passed on a voice vote.*

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

	<u>As of 8/31/09</u>	
Checking	\$ 3,369.51	
Savings	<u>64,507.48</u>	
	\$67,876.99	<i>*Unaudited</i>

Dan Brock will come into the office next week to audit entries for July and August. It was noted that because Guaranty Bank has gone into receivership, we are looking for a new bank. Shanna Garcia has contacted Bank of Texas – they will give us a bid for banking services and merchant services. Shanna Garcia and Brendan Hayes will continue as signers on the checking and MMA accounts.

*A motion was made by Shelley Embry to move forward with Bank of Texas and Dan Brock seconded. The motion passed on a voice vote.*

Dan Brock is still taking names for a new auditor, but will give our 2008 financial information to Frank Conroy so that our 2008 990-form can be filled out and sent in. It was noted that we are looking for help with developing new general ledger accounting codes so that we can better categorize our expenses. Dan Brock will chair this effort.

**IV. Administrative Report - Shelley Embry**

A. Shanna Garcia noted that we are going to develop a standardized document for reporting information back to the board in writing to save time. This document will include such monthly information as number of new members, donations received, emergency assistance grants, etc. Shelley Embry asked each board member to send their suggestions for the type of information they would like to see included in the report to the office by Friday, October 9<sup>th</sup>.

- B. Finance/Fundraising Report – Shelley Embry reported that TexCen was awarded a \$5,000 grant from The Hemophilia Alliance that will go to purchase our new software, Donor Perfect, and a new laptop and sound system for chapter events. Shanna reviewed TexCen's financial status YTD and explained differences compared to 2008. She also noted that all sponsorship money for 2009 events that have already taken place has been collected except for CVS Caremark.
- C. Fall 2009 Newsletter – Shelley Embry reported that we are currently working on the newsletter and should have it ready to be sent out the week of October 5<sup>th</sup>. It will include a recap of the Gala and many new items.

## **V. Community Outreach Action Plan Reports**

- Women with Bleeding Disorders – No new information was given, but it was noted that Lew Collins has requested new copies of documents that we give out to the public and is still in need of additional volunteers.
- Member Outreach – Jacob Benker and David Simmons are going to contact the Mejia family to get their input on a location for the East Texas Holiday Party. The Mejia family will be attending the event on Sunday, so they will talk to them at the game.
- Hispanic Community – Shelley Embry reported for Ester Flores that the first Hispanic Support Group Meeting held August 29<sup>th</sup> was a great success with over 80 people attending. An additional meeting will be held in October in the Mid-Cities area.
- Patient Services – Shelley Embry reported that emergency assistance grant funding has risen in 2009. The chapter has funded almost \$5,000 this year, including help with 2 funeral expense requests for hemophiliacs. Infusion Supplies are still needed at Parkland, especially 20 and 30 cc syringes. Any family who has additional supplies is asked to donate them to the chapter.
- MOMS on a Mission – Brendan Hayes reported that we will have an event for Moms on Sunday afternoon, October 11 at La Madeleine in Plano. We will have an opportunity to scrapbook and fellowship. Invitations will be sent out via e-mail and on the web-site posting.

## **VI. Event Action Plan Reports**

- A. Specialty Therapeutic Care/Manufacturers' Event – Shelley Embry reported that over 180 people are expected to attend the event on Sunday, September 27<sup>th</sup>. The manufacturers will have the opportunity to talk about their products and Specialty Therapeutic Care will conduct a self-infusion training session.
- B. 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. She

asked board members to help with set-up and tear-down on Saturday. She will let them know the times next week.

**VII. Other Discussion Items**

- A. Manufacturer's Report – Steven Henson reported that the guidelines for contributions are changing almost weekly for every company. He has noticed that the regulations will not allow them to entertain healthcare professionals outside of their office. They are not allowed to purchase event tickets or provide give-aways at events that are not medically necessary. He expects the pendulum to swing more to the center so that some of the restrictions will be relaxed in the coming future.
  
- B. Committee Appointments – Shanna Garcia proposed the following committee appointments, in accordance with our by-laws (see attached documentation for specific appointments). All members present agreed and a document listing each committee name and contact information was sent out to each committee chair. Shanna asked each chair to meet with their committee members to develop an action plan that answers the following question: What do we want to accomplish as a minimum goal for the next year and what is my stretch goal? This question, along with an action plan document, is due to the office by October 13<sup>th</sup>.
  
- C. Texas Film Archives – Ryan Crowe noted that he contacted the Texas Film Archives about digitizing the films and VCR tapes that the chapter has collected over the years for our use. This is going to be done at no expense to the chapter. He is also going to archive our scrapbook information on acid-free paper, so that our chapter history can be saved for generations to come.
  
- D. Next Board Meeting – It was decided that our next board meeting will be a conference call that will be held on Tuesday, October 20<sup>th</sup> at 8:30 p.m.

**Adjournment**

The meeting was adjourned in due form by the president at 8:19 p.m.

Shelley Embry, Secretary

Date Approved: