

**Texas Central Hemophilia Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Tuesday, November 3, 2009**

**Type of Meeting:** Conference Call

**Members Participating:** Shanna Garcia, Dan Brock, Jacob Benker, Kristy McKenzie, Shannon Brush, Bonnie Flores, Ryan Crowe, Kevin Parker, Shelley Embry, Kendra Mell, Brendan Hayes, Kristie Cimino and Kristen Henry.

**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** – The minutes from the September 22, 2009 board meeting were distributed prior to the meeting for approval.

*Hearing no changes, Shanna Garcia made a motion to accept the minutes as written and a second was given by Brendan Hayes. The motion passed on a voice vote.*

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

	<u>As of 10/31/09</u>	
Checking	\$ 544	
Savings	<u>80,012</u>	
	\$80,556*	<i>*Unaudited</i>

Dan Brock came into the office last week and audited entries for September and October. He also paid the payroll taxes for the quarter. Shanna Garcia reported that we have opened accounts with Bank of Texas. Shanna Garcia and Brendan Hayes will continue as signers on the checking and MMA accounts. According to the attached Statement of Financial Position, we have \$15 - \$20K more in the bank this year.

**IV. Management Report - Shelley Embry**

Shanna Garcia stated that a Management Report will be created by Shelley Embry prior to each board meeting that will include the items listed below:

- A. Financial/Budget Report
  - 1. Explanation of Receipts & Expenditures for the Month
  - 2. YTD Sponsorship Commitments vs. Receipts
- B. Changes in Membership
- C. Patient Services Report
  - 1. Assistance Grants - \$4,988 spent YTD – *Shelley Embry recommended that the TexCen Board accept the 2010 Emergency Assistance Grant Procedures (carry over 2009 procedures). Shanna Garcia moved to accept the proposal and Brendan Hayes seconded.*

Shanna Garcia moved that

- D. Chapter Operations / Staffing
- E. Post Event Summaries
  - 1. Example Event
- F. YTD Outreach Activities Summary
- G. 2010 Calendar of Events
- H. Decisions/Recommendations from the Management Report –
- V. Committee/Action Plan Reports**
  - A. 2009-2010 Committee Appointments – Attached is the 2009-2010 Committee Appointments document. Shanna Garcia will distribute it after the board call. It was recommended that we break-out Fundraising and have a separate Golf Committee. It was also recommended
- VI. Other Discussion Items**
  - A. Next Board Meeting – It was decided that our next board meeting will be a conference call that will be held on Tuesday, December 15<sup>th</sup> at 8:30 p.m.

**Adjournment**

The meeting was adjourned in due form by the president at 10:02 p.m.

Shelley Embry, Secretary

Date Approved: