

Texas Central Hemophilia Association, Inc.
Board of Directors Meeting Minutes
Tuesday, December 16, 2009

Type of Meeting: Conference Call

Members Participating: Dan Brock, Shannon Brush, Ryan Crowe, Shelley Embry, Ester Flores, Brendan Hayes, Shanna Garcia, Kristy McKenzie, and David Simmons. The following representatives from industry also participated: Billy Davis, Shane Melton and Seth Price.

- 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 November 3, 2009 board meeting were distributed prior to the meeting for approval.

Hearing no changes, Kristy McKenzie made a motion to accept the minutes as written and a second was given by Ryan Crowe. The motion passed on a voice vote.

III. Treasurer's Report – Dan Brock

As of 12/14/09

\$ 4150 Checking

\$ 54,731 Savings

\$ 58,881*

**Unaudited*

IV. Management Report - Shelley Embry / Shanna Garcia

- A. Financial/Budget Report - Shanna Garcia noted that, at this same time last year, we had approximately \$64,000 in the bank.
1. Explanation of Receipts & Expenditures – Our large expenses for the previous month consisted of Gala expenses of approximately \$13,000 and travel expenses for Shelley Embry and Shanna Garcia to attend the NHF Annual Meeting in San Francisco.
 2. Outstanding 2009 Grant Funding/Reimbursement - We are anticipating pending receivables from the Lone Star Chapter for reimbursement of Austin Day expenses and Project Red Flag money from the 2008-2009 grant cycle.
 3. YTD Sponsorship Commitments vs. Receipts - We are anticipating pending receivables from Acreedo HHS of \$1,250 for the Gala.
 4. CSL Behring \$10,000 Grant Approved!!! – We are anticipating receiving the check from the foundation in January of 2010.
 5. Presentation of 2010 Sponsor Packet – We will be focusing on 9 Outreach Areas this year: Hispanic Community, West Texas, East Texas, Fort Worth, Dallas, New Families, Young Men, WWBD, and Moms. Each of the Outreach areas will have 3 events this year. The events will be underwritten & sponsored by the partnering manufacturer and home healthcare companies. The participating industry liaisons all agreed that this plan affords their companies many opportunities to share their stories and plans for service. The 2010 Corporate Giving packets are due January 20, 2010.
 6. Presentation of Draft 2010 Budget – We are going to defer going over the budget until our January Board Planning Meeting on January 9th.

- B. Changes in Membership – Shelley Embry will begin tracking specific additions in membership in 2010 and will report back on a monthly basis.
- C. Patient Services Report
 - 1. Assistance Grants - We approved and disbursed more than \$7,000 in Emergency Assistance Grants in 2009, including assistance for two funerals.
 - 2. Approval of 2009 Holiday Adopt-a-Family HTC Grants – Shanna Garcia distributed \$500 in Wal-Mart gift cards to each of the three HTC's for them to give to families affected by a bleeding disorder who are in need.
- D. Pending Scholarship Request – Shanna Garcia asked the board to approve an Emergency Assistance Scholarship Request for Aaron Craig. This \$500 grant will be paid directly to King's College to assist with Aaron's last semester of college.

Mike Farnell made a motion to approve the distribution of the money to King's College and Ryan Crowe seconded. The motion passed on a voice vote.

- E. Chapter Operations / Staffing – Shelley Embry reported that she has hired Tara Benker to take all RSVP's for our events. David Simmons set up a new e-mail address: rsvp@texcen.org. Tara checks this daily while invitations are pending and checks the office voice mail for responses as well. Shelley reported that this has been a tremendous addition and time-saving step for her. David Simmons is going to work on developing an on-line registration form for members to use. He hopes to have this working in the spring.
- F. Post Event Summaries
 - 1. Hispanic Education Event – This event, held a Splitsville in Arlington, was not as successful as before. Ester Flores felt that many people got lost because they could not locate it on their GPS. She also had a concern that we did not have a closed room to conduct the education portion of the event. Her recommendation was to not have another event at that location.
 - 2. East TX Dinner – Shelley Embry reported that the event was well attended; we had 7 families attend. She met 3 families who were new to TexCen and want to become involved.
 - 3. DFW Holiday Party – Shelley Embry reported that we had 240 people in attendance – the most people at a TexCen event ever! The location site, Dave & Buster's in Arlington, will need to be changed. The rooms were too small to accommodate all the people, but a great time was had by everyone and the food was good. This venue would work well for a smaller education event.
 - 4. West Texas Holiday Party – Shelley Embry reported that this event was not well attended; we only had 3 families attend. She felt like this was a good location, but might need to be changed to a Friday night event instead of late Sunday afternoon.
- G. 2010 Calendar of Events – Shelley Embry reported that the calendar is being developed and should be ready for distribution by the end of January.

V. Committee / Action Plan Reports

- A. 2010 Committee Appointments – See attached document outlining the committee appointment.
- B. 2010 Action Plan Development – Shanna Garcia encouraged every committee member to spend no more than 30 minutes developing objectives for their specific outreach focus group. It is important that each group develop measurable outcomes for their specific events.

C. Committee Reports

1. Legislative Advocacy / Community Affairs – There is concern that the current Senate Bill does not address life time caps. We must solicit our congressmen and women to address this issue that is vital to our community. Shelley Embry will distribute e-mails that she receives from NHF and HFA to the board on an as-needed basis.
2. Communications/Technology – Shelley Embry reported that she will begin using Donor Perfect in January. She hopes to have the conversion completed by the end of the month.
3. Education / Outreach - Major Events
 - a. Children's HTC Education Day – January 30, 2010
 - b. 2010 Statewide Family Weekend – June 18-20, 2010 / San Antonio
4. Education / Outreach Programs
 - a. Hispanic Community
 - b. West Texas
 - c. East Texas
 - d. DFW Metroplex
 - e. New Families
 - f. Young Adults
 - g. WWBD
 - h. MOMS
 - i. HTC Liaison / HTC Education Events
 - j. Camp Ailihpomeh

VI. Next Meeting

- A. **January Board Planning Meeting** – The board decided to hold its' next meeting at the TexCen office on Saturday, January 9th from 9am to 12pm. This meeting will be open to all members.

- VII. **Adjourn** – The meeting was adjourned in due form by the president at 9:34 pm.

Shelley Embry, Secretary

Date Approved