

Northwest Infant Survival & SIDS Alliance (NISSA)

Board Meeting Minutes
June 5, 2010, 10am – 2pm
Room 223 Good Shepherd Center

Board Members Present: Melissa Allen, Aileen Carrell, Jennifer Wooddell, Nora Davis, Penny Gay, Stephanie Hoel, Sue Mickey Krinbring, Andrea Berndt, Roger Pardo (David Jardine & Hallie Johnson absent)

Staff Present: Inga Paige, Laura Martini, Lindsey Hulet

Guests Present: Liz Montgomery, Caroline Law, Jeff Norman, Kandy Paulson

- Call to order – 10:15am
- Agenda – no changes, stands approved
- Introductions
- Acknowledgement of outgoing board members
- Minutes of 5/4/10 – no changes, stands approved

New Business:

Treasurer's Report: (Stephanie)

Doing well. Revenues exceed expenses for 1st time in 3-4 years. Revenues are \$20,000 lower than expected (\$186,000 instead of \$206,000), mostly due to grants that did not come in, but special events did better than expected. Additionally, expenses are lower by \$54,000 this year.

Cash position, or cash in bank is similar to past years. We're financially strong.

Inga: Projections are that we'll end fiscal year with \$224,000 in revenues and \$200,000 in expenses. Budget draft will be done this week and will later be reviewed by Inga and Stephanie. Budget approval should be on agenda for July meeting.

Motion to approve Treasurer's report with Sue's suggestion about clearer definitions of financial terms (Aileen), seconded (Jennifer), approved unanimously

ED Report: (Inga)

- Annual Campaign: Electronic ask is out, physical mailing will go out this week with goal of \$10,000 for cribs program. Campaign ends June 30, 2010. Aileen clarified expectation that all board members give something, even if only \$5.

- EW Position: Liz Montgomery visiting as potential candidate for this position, which is anticipated to be bumped to 20 hours a week.
- Grants:
 - Dore Foundation: Received \$40,000 contribution, mostly for funding of Lindsey's position.
 - Raynier Institute & Foundation: Receive \$7,500 for general expenses
 - Walmart: Waiting to hear back
 - Empire Foundation: Applied for \$20,000 for safe sleep
- Auction: Board previously approved auction coordinator position for up to \$5,000. Inga interviewed 4 candidates, and offered position to Amanda Gomes. Procurement letters have gone out and office is getting a good response so far.
- Vancouver Training: June 1st presentation to Department of Early Learning daycare licensors for the Southwest region. Will be traveling to rest of state regions in future.
- Melissa emphasized usefulness of weekly updates the ED has been providing to board.
- Office Manager Vacancy: Lindsey will be leaving at the end of the month, has offered to come up 1-2 days a week through July to ensure training of replacement and smooth transition.

Auction update: (Inga)

Fund-a-need: Need to look at budget, identify programs with potential revenue shortfalls where fund-a-need ask at the auction could help out.

Laura proposed that bereavement support be considered as fund-a-need request. Pointed out need to provide better support to families, including updated materials, more grief books, more robust peer companion program, brochures in funeral homes, consistent office processes for responding to deaths, etc. → Aileen/Melissa emphasized that working on these issues is something that the program committee could take on.

[1/2 hour break for lunch, after which guests tour upstairs offices with Inga]

- Voting on new board members (Melissa)

Motion to appoint the following: (Aileen), seconded (Andrea), approved unanimously

1. Stacey Branom
2. Caroline Law
3. Laura Martini
4. Jeff Norman
5. Kandy Paulson

Melissa brought up officer positions as omission from agenda.

Andrew Berndt volunteered to be Eastern Washington Representative on board, position approved unanimously. Board decided to table President-Elect and Secretary positions until July.

New board members welcomed back to the room and congratulated. Decisions about open officer positions explained.

Annual Meeting: (Planning Group – Inga/Aileen)

Doodle poll sent out, 18th had the most votes for a date. Inga's vision is that event will be at Good Shepherd center outside, families will be invited since Western Washington does not currently provide an opportunity for families to get together. Aileen mentioned meeting will have formal component (annual report, research update) and informal component (memorial for babies, casual interaction).

Proposal is to have official annual meeting in Western Washington, with families, donors, funders, board members and other constituents invited, with annual report provided to Eastern Washington office for use at their own event/venue of choice.

Motion to accept plan as discussed (Roger), seconded (Caroline), unanimously approved

Board Committee Updates:

- Fundraising Committee (Aileen): Explanation of committee's purpose and activities. Currently consists of Penny, Aileen, Jennifer. Kandy volunteered to chair committee as Aileen will be taking over presidency July 1st.
- Board Development Committee (Melissa): Explanation of committee's purpose and activities. Currently consists of Stephanie, Inga, and Melissa. Next activity will be a phone orientation for 5 new board members (Stephanie will schedule).
- Program Committee (Melissa): Explanation of committee's purpose and activities. Currently consists of Nora, David, and Andrea. Nora volunteered to chair committee until David Jardine returns. Committee's task is to begin meeting and mapping out current programs as well as short and long-term goals.

Next meeting: July 6, 2010, 7pm teleconference

Adjourned at 2:00pm