

Northwest Infant Survival & SIDS Alliance (NISSA)

Board Meeting Minutes
August 2, 2010, 7:00-8:30pm
Telemeeting

Board Members Present: Aileen Carrell, Melissa Allen, Stacey Branom, Nora Davis, Stephanie Hoel, Kandy Paulson, Laura Martini, Jeff Norman, Penny Gay, Andrea Berndt

Board Members Absent: Caroline Law (with notice), Melissa Allen (without notice)

Staff Present: Deborah Robinson (Interim Director)

- Call to order – 7:00pm
- Agenda – no changes, stands approved
- Minutes of 7/6/10 – no changes, stands approved
- 2010-2011 Budget approved – Jeff moved, Andrea 2nd
- Laura Martini – new Volunteer coordinator
- Still looking for President-elect. This can be an Eastern WA person. The President can be (and has been) from Eastern WA. We may need to vote to allow a new board member to take this role, as current by-laws don't allow for board members of less than 1 year to be an Executive.

Interim Director Report (Deborah)

1) Office details:

- Banking changes have been made with new signers.
- Liz Montgomery (East WA coordinator) helped with the inaugural White Rose Run and has been working on the Fallen Leaf Run. Coordinated w/ main office about an infant death in Spokane. We learned that this position is now an employee, not contracted so Liz's role is being managing differently than when Laura Martini worked as a contractor.
- Jessica Christensen (Office Manager) has been working with Lindsey Hulet (prior manager) and Deborah to learn the ropes and prioritize her work. She works 25 hours/week.
- Laurel Ashley (Auction Coordinator contracted for hire) is working with Wendell and Deborah to outline work load.

2) Community Activities:

- CA SIDS conference is October 4 & 5. Deborah suggested that Aileen and Liz attend.
- There is an International conference October 8 -10 in Sydney Australia. Dr. Nora Davis is attending and will be representing NISSA
- Deborah will be speak at UW Journal club on Friday, 8/6. 5 legislative bills being discussed. SIDS of WA helped draft and supported these bills. NISSA was sponsor of Federal Legislation. Protocol on infant death reporting being revisited and written between King County Med Examiner Office (KCMEO) and NISSA

- Aug 29/30/31 – CDC -SUIDI conference in Atlanta. SIDS Foundation of WA was part of the original national SUID workgroup which began in 2002
- Nov 1 & 2 – Redmond/Bothell SUIDI training for law enforcement, detectives only.
- January 2011 – Equal Start summit in conjunction with Seattle-King county Public Health – title “regional summit to eliminate racial disparities on perinatal health.”
- Bereavement support – Deborah has found that there is lack of clarity regarding NISSA’s bereavement support - peer companion program needs refining/clarity, support groups are hit and miss, we are not getting the info needed nor do we have a consistent approach to responding to infant deaths. This needs to be looked at by the Programs Committee.

3) Grants:

- Deborah and Lynn Roesch (contracted grant writer) are looking through the files of the grants that we have, what needs to be done with them, what reports need to be filed. Once we understand our grants situation, we may then begin applying for additional funds. Applying for others is also dependent on how well we track our finances and time allotted to programs, fundraising or administrative duties.
- We have grants 2008-2009 program funds that need to be spent. Deborah is trying to identify the restricted funding and program allocations.

4) Eastern WA updates:

- The Inaugural Sages White Rose Run was a good community event with about 100 attendees. We will need to assess this run and other events like it. We will not benefit from it financially, as hoped.
- Fallen Leaf Run in Spokane is set for Saturday, October 2. A few Western WA folks will be attending. Think about making a weekend of it, having a road trip and showing support for this year. Liz and the NISSA supporters of EWA are busy with this event.
- Deborah is trying to find time to bring Liz to Seattle for orientation and training, once her work is finished with her other employer.

Priority topics to discuss (Aileen)

- 1) Ad Hoc Personnel committee* – We need to get a group of board and advisory folks together to review ALL staff and contractors assoc w/ NISSA. The key roles to discuss:
 - Eastern WA coordinator – now an employee versus contract. Is this best for NISSA
 - Bookkeeper – this is a currently a contracted position. Deborah is suggesting it become an employee.
 - Executive Director: What are we trying to deliver as an organization? What do we want from an ED? Does it need to be full-time?
 - What do we expect from a Grant Writer, Support Group coordinator?

*Deborah, Aileen, Stacey and Melissa have offered to help with this. We will ask a former board member to join the committee, for historical perspective. Aileen to organize.

- 2) Program priorities & tracking volunteer hours:

- Deborah explained that she has been looking at the programs that NISSA delivers. She has shared some concerns with Aileen regarding what we are doing well, what needs work and new ideas. Aileen has requested that the Programs committee get together to outline the programs we deliver and review them all. Programs include: Bereavement support – includes initial family support and peer companion AND Education and

Prevention programs – includes Cribs for Kids, Community Outreach, Safe Sleep messaging.

- Deborah also explained that the law has changed (again) and all volunteers should account for their time. We will expect all board members and those support events for NISSA log their volunteer hours. Doing this will actually help our budget and finances so we don't use all our time on "administrative duties". It would be a good idea to have a volunteer coordinator to help us manage this. *Laura Martini has agreed to take this role.

Treasurer's Report: (Stephanie)

- We finished year-end (June 30) and Stephanie is still reconciling the year-end figures

- Moved a matured \$18,000+ Cert of Deposit into a savings account.

- Discussion of the proposed 2010-2011 Budget and revisions from the prior month. Adjustments to personnel due to:

- increased costs of EWA Coordinator role.

- Savings for ED position - Deborah at less hours/pay (we're getting a bargain, folks!)

- Savings for Office Mgr position – lesser per hr. rate for Jessica, at this time.

-surplus in Grants that need to be spent

- Stephanie recommended that we approve the budget. It is solid and looks good. We can make amendments to the budget during the year, as needed.

- Jeff motioned to approve the budget. Andrea motioned to second. Budget was approved unanimously.

Board Committee Updates:

- ◆ Fundraising Committee: Aileen:

Auction update, on behalf of Wendell (chair):

PROCUREMENT is a top priority. Board members are encouraged to procure items – ask family, ask friends. Big ticket items really wanted/needed.

Save the Date -Sat, Oct 30. Want to see as many board members hosting tables. This does not mean you need to pay for a \$700 table – but fill a table.

Invites being sent soon - \$75/pp or \$700 for a table of 10.

Public Relations – King 5 reporters Meg Coyle and Michael King will emcee. We will get to have time on the King 5 daytime show "A New Day, with Margaret Larson". We will let you know the date so we can fill the audience!!

Any questions, need procurement forms or letters? Email Laurel at auction@nwsids.org

Fallen Leaf Run

Saturday, Oct 2 in Spokane. This 28th annual fundraiser made its best \$\$ last year, netting about \$14,000. Let's beat it this year...bring family and friends on a road trip to Spokane. Our Eastern WA supporters are amazing. (Dress warm!)

Annual Poker Run

Saturday, August 29, Federal Way, WA. Former board member, Roger Pardo, says "Join us for a poker run at five stops, door prizes, raffle items, rodeo and drags. Contact Roger Pardo at 253-334-5494 with any questions."

- ◆ Board Development Committee: Melissa (chair) – no report
- ◆ Program Committee: Nora (chair)

As discussed liberally at this meeting, there is a need to review the programs that we deliver. Nora, along with Deborah's help, will arrange a meeting of the Programs Committee to discuss the current programs and make recommendations to the board for revising them.

- Cribs for Kids - content and quality of delivery. This program could use a facelift. Deborah is coordinating with the help of King County Council Member & Former Board Member, Kathy Lambert, and with Seattle PD to implement the Cops-n-Cribs program that King County Sheriff currently does. Would be a good win!
- Cradle board classes (Native American communities)
- Community involvement /health fairs/Education. Need to update the board & community with newest information. Need to keep our literature updated. Need to be part of community – join networks & attend meetings/conferences. We need to be better at PR for infant mortality and for NISSA.
- Bereavement – Deborah has reviewed the current process for handling the bereaved.
 - We have few attendees at support group meetings in both Eastern & Western WA. - Deborah would like to pilot an on-line support group monitored by Arlene Thomas, grief & family therapist and former board member, and Andrea Berndt.
 - We are not clear about the role and consistency of Peer Companions.
 - We do not have a standardized system for handling new SIDS/Infant deaths when we hear of them. (The state's counties are inconsistent re: reporting these deaths and family information is hard to obtain given the HIPA/privacy laws.)

Note: Every board member is asked to participate on one committee. The original vision was for committees to include board members and non-members. Recruitment work needed.

Next meeting: Tuesday, September 7, 2010. 7-8:30pm teleconference

Adjourned at 8:50pm