

International Vasa Previa Foundation, Inc.

Executive Committee Meeting Minutes for 28 June 2004

Executive Committee members present:

- Amy Brown Gaghagen, President
- Cindy Paris, Secretary / Membership, Nominating Committee Chairperson

Debi Pederson, Vice President was not in attendance

Victoria Goldstein, Treasurer / PR, and Research Committee Chairperson was not present due to vacation, but gave her proxy to Cindy Paris for purposes of voting on agenda items during this single Executive Committee meeting.

IVPF Committee chairpersons present:

- Marlou Van Dijck, Education Committee

Kathy Blades, Support Committee chairperson was not in attendance

Trina Perrone, Fundraising Committee co-chairperson was not in attendance

Sue Miller, Fundraising Committee co-chairperson was not in attendance

Others Present:

- Tracy Noseworthy, Assistant Secretary

Meeting began at 18:40 GMT (12:40 PM CST)

Executive Committee Minutes from 7 June 2004 were approved for archival and distribution.

Agenda:

- Officer Reports
- Treasury Reports
- Chapter Reports
- Membership Committee Report
- Public Relations Committee Report
- Research Committee Report
- Fundraising Committee Report
- Education Committee Report
- Support Committee Report
- Nominating Committee Report
- Budget
- Old Business
- New Business

Officer Reports:

- President
 - No report given.
- Vice President
 - No report given
- Secretary
 - Tracy Noseworthy has accepted an Assistant Secretarial position. Training has commenced. Tracy will be installed as a moderator for the Vasa_Previa email group, will assist with data entry when the database update is complete, and will be trained to respond to email requests for information.
- Treasurer
 - No report given. Previous totals:
 - UK:
Donations received: £ 0.00
In-kind donations: £ 0.00
Expenses: £ 0.00
Total cash on hand: £ 828.11
Thank-you notes sent to donors: 0
 - USA:
Donations and interest: \$0.00
In-kind donations: \$ 0.00
Expenses: \$0.00
Total cash on hand: \$27,654.87
Thank-you notes sent to donors: 0

Membership:

- No report given.

Public Relations:

- A summer 2004 newsletter is currently being drafted.
- Press release announcing research published in Green Journal was sent out 20 June 2004.
- IVPF attended the AIUM convention that took place 20-22 June 2004 in Phoenix, AZ. IVPF operated an informational booth and met with several key attending doctors. Yinka Oyelese MD, IVPF Medical Advisory Board member, presented the IVPF initiated paper entitled Vasa Previa: The Impact of Prenatal Diagnosis on Outcomes on the vasa previa study that was published in the May edition of Obstetrics & Gynecology. IVPF and the study were well received. The AIUM wants to feature the Foundation in their newsletter.
- A link to the 'What is Vasa Previa' page found at <http://www.NathanParis.com/vp.htm> was added to <http://www.internet-health-directory.com/> with the description 'Information about this unfortunate condition, and links to other resource pages.' This action was totally unsolicited by the IVPF.

- It was recommended that IVPF purchase a professional convention display set. Two suggestions were made ranging from using several preprinted vertical banners for a few hundred USdollars to a standard carpeted display wall using interchangeable graphics for about \$800-1000. More information regarding the suggestions will be provided at a later date. Tracy has associates in the digital printing industry and can assist with the convention displays. She will report back on this item.
- It was suggested that IVPF attend the Society of Medical Sonography's annual conference taking place 30 Sep - 3 Oct 2004 in New Orleans, Louisiana. <http://www.sdms.org/meetings/default.asp> Early registration discounts expire on 6 Aug. Space in the exhibitor hall is sold out and we would have to be put on a waiting list. Costs of an exhibitor booth are unknown at this time. PR will follow up on this to see if attending is feasible.
- It was suggested that IVPF attend the AIUM Ob/Gyn Ultrasound: How To Optimize Your Skills and Prepare For The Future taking place in Las Vegas, NV USA 11-13 Feb 2005. <http://aium.org> Costs of an exhibitor booth are unknown at this time. PR will follow up on this to see if it is feasible.

Research:

- This committee needs a new chairperson.

Fundraising:

- Training for new committee co-chairs will commence ASAP.

Education Committee Report:

- 5000 IVPF brochures have been printed.
- IVPF vasa previa recommendations documenting risk factors, diagnostic testing, and management has been created and approved by this Executive Committee. This document will be installed on the IVPF website in html and pdf versions.
- An informational CD-ROM has been created that contains a listing of medical journal papers (pdf and html), the IVPF powerpoint presentation (slide show), IVPF brochure, IVPF vasa previa recommendations document (pdf and html), IVPF press kit, and IVPF "In the News" documents (html and pdf). This CD cost IVPF \$2.40 each, not included a small set up charge for the menu, and included labels and paper sleeves, expense of which was approved for 100 CDs in advance via email communications with Executive Committee members. This CD-ROM was distributed at the AIUM convention.

Support Committee Report:

- No report given.

Nominating Committee Report:

- No report given.

Budget:

- No report given.

Tax Exempt Status:

- No report given.

Old Business:

- IVPF participation in the British Conference of OB/GYNAES (<http://www.bcog2004.co.uk>) July 7 - 9 in Glasgow. IVPF participation cancelled for this year.
- A Board meeting must be scheduled to appoint a replacement for the Director position vacated by Marlou van Dijck's resignation. Cindy will contact Board members about setting up a meeting.
- Official letters from the IVPF thanking the Medical Advisory Board for accepting their positions have been sent, awaiting responses.
- A Yahoo email group has been set up for the use of the IVPF Medical Advisory Board members and the IVPF Directors.
- IVPF in-service presentations: Tabled 24 May 2004.

New Business:

- Bryce Gerritsen was approved as IVPF participating member.
- Miriam Gerritsen was approved as IVPF participating member.
- Tracy Noseworthy was approved as IVPF participating member.
- It was agreed that Victoria Goldstein apply as a member of the American Institute of Ultrasound in Medicine at a cost of \$140 plus \$25 application fee. The AIUM does not accept organizational memberships.

The next regular IVPF Executive Committee meeting will take place on Monday, 12 July at 18:30 GMT (12:30 PM CST, 1:30 PM EST) in the Board room of the Vasa Previa Chat Café.

Meeting Adjourned at 19:25 GMT (1:25 PM CST)