

# International Vasa Previa Foundation, Inc.

## Executive Committee Meeting Minutes for 12 July 2004

### Executive Committee members present:

- Amy Brown Gaghagen, President
- Victoria Goldstein, Treasurer / PR, and Research Committee Chairperson
- Cindy Paris, Secretary / Membership, Nominating Committee Chairperson

Debi Pederson, Vice President was not in attendance

### IVPF Committee chairpersons present:

- None

Kathy Blades, Support Committee chairperson was not in attendance

Marlou Van Dijck, Education Committee

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

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

Meeting began at 18:51 GMT (12:51 PM CST)

Executive Committee Minutes from 28 June 2004 were approved for archival and distribution.

It was recommended that Executive Committee meetings be limited to once per month at least for the duration of the summer, due to time constraints of the committee members. Because of committee members' summer/vacation plans and Sophie's Walk, this would limit the meetings to less than once per month. The next few Executive Committee meetings were therefore scheduled for 26 July, 16 Aug, 30 Aug, 20 Sep and then every two weeks thereafter.

### **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
  - Cindy will be out of town from 31 July - 8 Aug. She will be available by cell phone and possibly have intermittent email access.
- Treasurer
  - Victoria will be out of town from 2 Aug - 6 Aug. She will be available by cell phone and possibly have intermittent email access.
  - 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: \$1,906.88  
In-kind donations: \$ 0.00  
Expenses: \$3,394.78  
Total cash on hand: \$26,544.39  
Thank-you notes sent to donors: 3 (5 pending)

### **Membership:**

- There are 67 participating IVPF members (+3), 2 pending.
- There are 271 subscribers in the IVPF newsletter email group (+2).
- There are 165 subscribers in the Vasa\_Previa email group (+1).
- There have been 2 additions to the Vasa\_Previa email group birthday calendar.
- This committee continues to provide routine maintenance and screen / welcome new subscribers to the email groups.
- This committee writes to people who contact the IVPF through its [info@vasaprevia.com](mailto:info@vasaprevia.com) email address.
- This committee maintains records of contacts and IVPF members.

### **Public Relations:**

- The summer 2004 newsletter has been sent out by email to [IVPF@yahoogroups.com](mailto:IVPF@yahoogroups.com) (newsletter group), [Vasa\\_Previa@yahoogroups.com](mailto:Vasa_Previa@yahoogroups.com), and the entire IVPF participating membership. It was done in this way because many so many members do not subscribe to the newsletter group.

**Research:**

- This committee needs a new chairperson.
- An IVPF member suggested that IVPF research into the causes of low-lying placenta. It was agreed to look into having someone in the Research Committee to look up available information on this condition.

**Fundraising:**

- Training for new committee co-chairs will commence ASAP.
- Materials for Tyler Smith's first birthday have been developed for his party. Parents are requesting IVPF donations from their guests in lieu of gifts. Donation cards were personalized and a poster created, approved by the majority of the Executive Committee members via email, and emailed off to Tonya Smith. Cindy will be sending her a few IVPF brochures too. This would be a nice idea to add to a fundraising page on the website, when one is created.
- Sophie's Walk is occurring in 36 cities. We would like to increase that to 50. Donations are beginning to come in for the walk. Brochures and T-shirts for the walk are ready and some have gone out to walk captains. Other materials and forms will be ready soon and distributed to the captains.

**Education Committee Report:**

- No report submitted.

**Support Committee Report:**

- No report submitted.

**Nominating Committee Report:**

- No report submitted.

**Budget:**

- No report submitted.

**Tax Exempt Status:**

- No report submitted.

**Old Business:**

- A Board meeting must be scheduled to appoint a replacement for the Director position vacated by Marlou van Dijck's resignation. Board meeting will be set up for 26 July 2004, directly following the Executive Committee meeting taking place on that day.
- Official letters from the IVPF thanking the Medical Advisory Board for accepting their positions have been sent, awaiting responses. Amy will resend postal communications via email.
- IVPF in-service presentations: Tabled 24 May 2004.
- IVPF purchase of a professional convention display set: A professional contact of an IVPF member contacted Cindy with an offer to help with this

task as well as possibly some others in Fundraising and PR. The contact will get back to us in a couple of weeks. Victoria mentioned a contact that her husband has used for trade show displays. His display consists of 3 banners with stand and lights for \$390. Victoria will send photos and prices.

- IVPF attendance at 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> Victoria reports that this event is booked but she is going to call anyway.

**New Business:**

- Sue Miller was approved as IVPF participating member.
- Jenna Steckler was approved as IVPF participating member.
- It was decided not to pursue IVPF attendance at 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> Victoria will see if someone can distribute our material at this event.

**The next regular IVPF Executive Committee meeting will take place on Monday, 26 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 19:50 GMT (1:50 PM CST)