

# International Vasa Previa Foundation, Inc.

## Executive Committee Meeting Minutes for 7 February 2005

### Executive Committee members present:

- Amy Brown Gaghagen, President
- Debi Pederson, Vice President
- Cindy Paris, Secretary / Membership, Nominating Committee Chairperson, Acting Education Committee Chairperson
- Victoria Goldstein, Treasurer / PR Committee Chairperson

### IVPF Committee chairpersons present:

- None

Kathy Blades, Support Committee chairperson was not in attendance

Trina Perrone, Fundraising Committee chairperson was not in attendance

Beth Farman-Farmaian, Research Committee chairperson was not in attendance

### Others present:

Phil Millard, IVPF Board of Directors Member

Meeting began at 16:11 GMT (10:11 AM CST)

Executive Committee Minutes from 10 January 2005 and Annual Members Meeting minutes from 24 January 2005 were unanimously 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
  - Amy Gaghagen, Debi Pederson, Cindy Paris, Victoria Goldstein, Karen Peters, Phil Millard, and Meredith Kirby have been elected to the IVPF Board of Directors for 2005

- by the IVPF participating members.
- Annual report to the Illinois Secretary of State was filed and mailed 24 Jan 2005. There is a \$5 fee to file this required report and a \$3 late fee. Fees were submitted by Dawn Haley as an in-kind donation. Report form goes to her as IVPF registered agent (legal counsel). It was filled in and mailed to the IL Sec of State by IVPF Secretary Cindy Paris.
- The IVPF Operations Manual has been updated and is online. Significant updates include changing the name of the organization as per IVPF Board decision in Jan 2004 to use only the name International Vasa Previa Foundation rather than the DBA (doing business as) name "Vasa Previa Foundation" which is no longer being used by the International Vasa Previa Foundation. Web Committee has been changed to "Webmasters". Chapter Formation Committee has been eliminated and Support Committee has been added. The Boca Raton mailing address has also been included.
- Updates have been made to IVPF Office Space to include IVPF Basic Training 101.
- Treasurer
  - Note: not all of the funds from Sophie's Walk are in yet.
  - It was requested that Victoria and Cindy receive credit cards to use when incurring IVPF expenses.
  - USA  
 Donations and interest: \$ 2,374.31  
 Expenses: \$ 375.53  
 Total cash on hand: \$ 46,048.78  
 In-kind donations: \$8  
 Thank-you notes sent to donors: 16
  - UK  
 Donations and interest: £0  
 Expenses: £0  
 Total cash on hand: £828.11  
 In-kind donations: £0  
 Thank-you notes sent to donors: 0

### **Membership:**

- There are 80 participating IVPF members (1 pending).
- There are 248 subscribers in the IVPF newsletter email group.
- There are 181 subscribers in the Vasa\_Previa email group.
- There were 3 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 and contact forms.
- This committee maintains records of contacts and IVPF members.
- IVPF monthly members' meeting took place on 2 February 2005. Teresa Spurgeon, Jennifer Munson, and Tiffany Naylor attended. Questions were posed and update given on the study published in May 2004. Interest was expressed about doing the Walk, and an Avon fundraiser. Teresa will research Avon suggestion and forward to Cindy, Victoria, and Trina.
- It was requested that Amy, Victoria, or Debi host the next 2-3 monthly members' meetings as these meetings need to be hosted by Executive Committee members and the regular host's availability will be unreliable during this time. Debi volunteered to host in March and Victoria volunteered to host in April. Amy's availability is good and also plans to attend in March.

**Public Relations:**

- Heather Miller's draft of the IVPF newsletter has been received and reviewed. A couple small changes will be suggested before it is submitted to Executive Committee for approval. It was noted that her work is very good and that she is anxious to get started on the upcoming newsletter.
- Jennifer Munson is putting a PR package together to send to local TV and newspapers. Victoria is working with her on it.
- An article about vasa previa was in the January 2005 edition of Prevention magazine. Dr. Oyelese was consulted for information about vasa previa for this article.
- Cindy wrote back to Laurinda Andrist of the Society of Diagnostic Medical Sonography to thank her regarding her help and advice with that organization's vp standards.

**Research:**

- USA hospital list has been purchased for \$285.
- There was a request to purchase Canadian hospital list for \$26 per 100 + \$55 processing fee. Best bargain for our purposes is 299 records for \$108.04 and would include hospitals that deliver 15 or more babies. A list for 150 or more births would cost the same as for 204 hospitals.
- Cindy will email Susan McFadden regarding obtaining lists for the UK, the Netherlands, and Australia.
- Research Committee meeting is scheduled for 8 February.
- Victoria will be meeting with Jason Birnholz, MD of the IVPF Medical Advisory Board this week as he will be in town and requested a meeting.

**Fundraising:**

- Jacqueline Mullikin has agreed to work on a new greeting card design.
- Sophie's Walk Manual is completed, submitted for approval, and will be uploaded to the IVPF Office space when approved. This manual is comprehensive and a great resource for Walk Coordinators and those Captains organizing large public walks. However, it is suggested that IVPF develop a small packet of information for smaller walks to send out as this manual may be overwhelming to those just desiring to organize small private walks.
- Artist Peter Max (Global Works, Inc.) has offered a work to the IVPF to be used at a fundraising auction. He requests date of the event, contact person, phone number, and fax number, and that we submit our request at least a month in advance.
- It was noted that IVPF Eduardo Macadar donated a Spanish guitar to be used in an auction and suggested that the IVPF denim shirts could also go into auction or on the IVPF website store. Shirts will be put on the site when sizes and totals are received. Victoria's pewter is also available (at cost) for auction or the IVPF store.
- Amy received a phone call from the car donation program regarding suggestions for getting more donations, namely making the car donation information bigger on the IVPF website, eliminating both the link to the car program as we aren't yet listed on their site and the PDF form, opting for a web form for submitting donation information directly to the IVPF who will then fax the information on to the car donation program. All will be implemented.
- Jennifer Munson and Terri Fretwell expressed interest in taking over as walk coordinators.

**Education Committee Report:**

- 30 bookmarks were sent to Teresa Spurgeon for her talk to the nursing staff at her local hospital about her vasa previa experience.
- At Jenna Steckler's request, Dr. Oyelese spoke on vasa previa at Holy Cross Hospital in Silver

Spring, MD during their grand rounds. It was very successful and well attended (50 attendees compared to this hospital's usual attendance count of 25).

- IVPF in-service presentations: Medical Advisory Board is working on this. CME criteria has been researched. Jenna Steckler has agreed to help with development of certain forms that are part of inservice programs.
- AIUM powerpoint presentation and other IVPF information was mailed to Jason Collins, MD for use in an educational presentation in Indiana that was requested by Kathy Blades. Dr. Collins will do his usual 45 minute presentation on umbilical cord anomalies which includes vasa previa briefly and then go on to do a 45 minute presentation on vasa previa itself using the AIUM powerpoint presentation. He is already familiar with the study published by ACOG in May 2004 that the powerpoint presentation is based on.
- AIUM (American Institute of Ultrasound in Medicine) annual conference is taking place in Orlando June 19-22. Victoria cannot make it as she will be traveling during that time. It was decided IVPF attendance at AIUM is important since they haven't changed their guidelines on vci/vp, pending approval of costs involved. IVPF Medical Advisory Board believes this would be a beneficial conference to attend and at least one member will attend. We need to register before March 15. Amy and Cindy can attend and will seek one other person to man the booth.
- ISUOG (International Society of Ultrasound in Obstetrics and Gynecology) annual convention will be taking place in Vancouver, Canada Sept 25-29. Amy, Cindy, and Debi will attend pending approval of costs involved. IVPF has attended ISUOG in the past and was specifically invited to attend again.

**Support Committee Report:**

- No report given.

**Nominating Committee Report:**

- No report given.

**Budget:**

- No report submitted.

**Tax Exempt Status:**

- No report submitted.

**Old Business:**

- None.

**New Business:**

- Stacy Day was approved as IVPF participating member.
- Approval was granted to purchase a list of 299 Canadian hospitals for \$108.04.
- Sophie's Walk Manual was approved.

**The next regular IVPF Executive Committee meeting will take place on Monday, 21 February 2005 at 16:00 GMT (10:00 AM CST, 11:00 AM EST) in the Board room of the Vasa Previa Chat Café.**

Meeting Adjourned at 17:07 GMT (11:07 AM CST)