

International Vasa Previa Foundation, Inc.

Executive Committee Meeting Minutes for 31 October 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 was not in attendance due to Hurricane Wilma knocking out their power but gave Cindy Paris her proxy in advance via cell phone for items on the agenda.

Meeting was moved from the IVPF Board room to a Yahoo Chat room due to Amy having technical difficulties with her internet connection due to local construction work.

IVPF Committee chairpersons present:

- None

Kathy Blades, Support Committee chairperson was not in attendance

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

Jacqueline Mullikin, Fundraising Committee chairperson was not in attendance

Others present:

- Phil Millard

Meeting began at 16:09 GMT (10:09 AM CST)

Executive Committee Minutes from 17 October 2005 were unanimously approved for archival and distribution.

The next IVPF Monthly Members Meeting will take place at 1pm CST on Wednesday, 2 Nov 2005.

Agenda:

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

Officer Reports:

- President

- No report given.
- Vice President
 - No report given.
- Secretary
 - Annual report to the Illinois Secretary of State has been filed. Fee paid and report submitted through in-kind donation by IVPF legal counsel.
 - Information on insurance for Directors from one agent was submitted by Jeannette Schwartz. This one, from a company Jeannette used in the past, Schmale Insurance in Belleville, IL, is \$1000 annually. She was told that all the insurance companies are going to have a minimum premium even though our organization is so small. This particular policy is pretty comprehensive, covering not only officers and directors, but also members, volunteers, employees, and committee members, among other things, so it is definitely worth considering. During discussion it was agreed that this policy is expensive, but coverage is probably necessary, and that IVPF will continue seeking other bids before the Board of Directors makes a decision on this. There was some discussion on the actual need for a policy of this type and noted that while the email groups and website pose a low risk, events such as Sophie's Walk for Vasa Previa are higher risk, even with the liability coverage for injuries the IVPF purchases for the larger USA walks (required by many USA municipalities). Item was tabled due to need for further estimates. It was also suggested that IVPF add to its materials that we are not health care professionals and that people reading them or visiting our sites should seek out qualified medical advice.
- Treasurer
 - In regards to previous suggestion that IVPF put the bulk of its money in an interest bearing account: It was noted that PayPal has a money market account. Item was tabled due to need for further research.
 - IVPF may be required to file IRS form 990 due to total gross receipts. Amy will call the IRS to see if IVPF needs to file as it is now likely that we may need to do so.
 - USA
 Donations and interest: \$ 0.00 (no report given)
 Expenses: \$ 0.00 (no report given)
 Total cash on hand: \$ 66,733.15
 In-kind donations: \$ 0.00 (no report given)
 Thank-you notes sent to donors: 0 (no report given)
 - UK
 Donations and interest: £ 0.00 (no report given)
 Expenses: £ 0 (no report given)
 Total cash on hand: £ 839.64
 In-kind donations: £ 0 (no report given)
 Thank-you notes sent to donors: 0 (no report given)

Membership:

- Ron Benzie requests IVPF participating membership.

Public Relations:

- No report given.

Research:

- No report given.

Fundraising:

- Cindy and Jeannette Schwartz are met on 4 Oct regarding information needed by Lehmann Brothers regarding a grant request that was submitted by Darin Spurgeon for the IVPF. Jeannette has the information she needs and is in the process of writing the request. She will contact us if she needs more information.
- Bracelets are available in the IVPF store in lots of 5. Prices are \$12 per 5 for USA/Canada and \$14 per 5 elsewhere. A photo link of the bracelets to the store has been placed on the main IVPF page.
- IVPF denim shirts are available in the IVPF store. Prices are \$36 for USA/Canada and \$40 elsewhere.
- There are still a few of the 2003 cards available in the store. Cost is \$20 for USA/Canada and \$24 elsewhere.
- The shipping table has been eliminated from the IVPF store. Shipping costs are now included in the price of each item.
- Email to the email groups has gone out regarding the IVPF store updates.
- In the past week 15 bracelets and 2 packages of holiday cards have been shipped to 3 different buyers.
- Printing of shipping labels with postage included for shopping cart purchases is available from PayPal. Delivery confirmation, tracking service, and automatic email shipping confirmation to the buyer is included free (previously shipping confirmation emails were sent manually by the storekeeper). Cost of label printing and postage feature is .20 USD (+ actual shipping costs). PayPal deducts this automatically from our account. Cool feature that is wonderfully efficient and time saving, not to mention professional! Packing slips may be also be printed free from PayPal for each shopping cart purchase (this feature is already being used). Since the cost is nominal (.20 USD) and does not require reimbursements from the Treasurer to the storekeeper for shipping charges (postage for reimbursements cost more); the postage, label, and delivery confirmation features will be used in the future for each package where the weight is known in order to eliminate extra trips to the post office and increase professionalism of the IVPF store.
- Storekeeper requests that IVPF purchase a digital postal scale. Estimated costs to run between \$20 and \$90 USD.
- The Community Health Charities of Kansas and Missouri, Inc., www.chcksmo.org raises funds on behalf of its member charities for medical research, public education and patient support services through workplace payroll deduction campaigns such as United Way and Combined Federal Campaign. CHC is registered as a not-for-profit 501(c)(3) corporation with the Internal Revenue Service and is active across the states of Kansas and Missouri. This may be something IVPF may want to pursue. It was agreed that this is valuable information for future use (the inservice/grand rounds program comes to mind). Item was tabled until further information is obtained.

Education Committee Report:

- This committee needs a chairperson because performing this function presents a hardship on the current acting chairperson.
- Canadian hospital list for mailing still to be purchased. Susan is working on compiling addresses for Excel list of 95 UK hospitals representing 150 or more births per year. Info packet will be sent out to USA, UK, and Canadian hospitals as soon as list is complete and printing bids for materials is approved. Requests for bids have been sent to 2 printers. Bids should start coming in early next week. IVPF will be pursuing other bids as well.
- A member in Australia with an undiagnosed surviving daughter wrote in to say that she's spoken

with her ultrasound tech and was told that her tech had never heard about vp. Our member encouraged the ultrasound tech to visit IVPF.org; she did, and has informed all the ultrasound staff at her hospital about vasa previa.

- IVPF attended the Friends of Missouri Midwives Women's Vender Fair in St. Louis, MO on 29 October. This was a small event. IVPF booth had brochures, CDs, bookmarks, wristbands, and copies of the study available. A package of IVPF holiday cards was donated as a door prize. Good opportunities that came out of this: information to midwives and a labor and delivery nurse and LaLeche League, all of whom had lots of questions or were interested in IVPF presenting vasa previa information at other venues. It was noted that with the minimal cost of these smaller events, IVPF should look into doing more of them, staffed by local IVPF members.

Support Committee Report:

- Support material outline was resent to chairperson who didn't receive the materials last month when she requested them due to email failure. Chairperson had initially requested these materials be sent to her after a computer failure. Cindy will double-check to make sure the Support Chairperson has received them.

Nominating Committee Report:

- Nominating Committee nominated Amy Brown Gaghagen, Cynthia Balota Paris, Victoria Goldstein Macadar, Debi Pederson, Phil Millard, Karen Peters, and Meredith Kirby for IVPF Directors for calendar year 2006. Letters have gone out to nominees. All have accepted.
- The IVPF Secretary will produce and mail ballots by the end of November based on these nominations.
- Committee chairperson will recruit additional members for this committee sometime next year, before it meets again.
- The Nominating Committee chairperson brought up an issue encountered in the most recent Nominating Committee meeting. Members of this committee were reluctant to nominate more than the 7 required IVPF Board of Directors. The concern of the committee members was possible campaigning by nominees if more than 7 are nominated. After some discussion that resulted in no objections, it was decided 1) to encourage more nominations than the required 7 from the Nominating Committee each year; and 2) that each nominee would produce a short 1-2 paragraphs on who they are, what they do, and why they should be voted for. Note: In previous years item #2 has been included in member emails each participating member receives after the ballot mailing goes out. It will also now be included in the cover letter that accompanies each ballot in the postal mailing. Additional note: Every ballot always includes a space for write-in candidates for the IVPF Board of Directors.

Old Business:

- None.

New Business:

- A motion was made to approve Ron Benzie as IVPF participating member. Said motion was seconded and unanimously passed.
- A motion was made that IVPF storekeepers utilize PayPal shipping as outlined in the Fundraising Committee report. The motion was seconded and unanimously passed.
- A motion was made for IVPF to purchase a digital postage scale at the cost of \$20-\$90 USD. The motion was seconded and unanimously passed.

The next regular IVPF Executive Committee meeting will take place on Monday 14 November 2005 at 16:00 GMT (10:00 AM CST, 11:00 AM EST) in the IVPF Board Room.

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