

International Vasa Previa Foundation, Inc.

Executive Committee Meeting Minutes for 14 November 2005

Executive Committee members present:

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

Debi Pederson, Vice President was not in attendance due to an unexpected conflict with 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, Director
- Jeannette Schwartz, Assistant Secretary

Meeting began at 16:00 GMT (10:00 AM CST)

Executive Committee Minutes from 31 October 2005 were unanimously approved for archival and distribution.

The last IVPF Monthly Members Meeting took place at 1pm CST on Wednesday, 2 Nov 2005. Amy hosted. No one attended.

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
 - Online Executive Committee minutes have been updated through 13 Oct 2005 and can be found at <http://IVPF.org/minutes>. Old minutes from years prior to 2004 have not been converted to PDF and uploaded yet.
 - Jeannette is putting a packet together for the IL sales tax exemption application and will forward it to Cindy. When this is completed, IVPF will apply for sales tax exemption in MO and in FL.
- Treasurer
 - Amy will be sending in her expense report from the Vancouver ISUOG event by Wednesday.
 - USA
Donations and interest: \$ 1590.20
Expenses: \$ 43.90
Total cash on hand: \$ 68,279.46
In-kind donations: \$ 0.00
Thank-you notes sent to donors: 0
 - 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:

- Darcie Frederick requests IVPF participating membership.
- There are 91 participating IVPF members, and 1 pending. Permission is requested to add new participating members as they request membership throughout the rest of 2005 (instead of voting on each during Executive meetings). This will facilitate production of ballots and the membership mailing packet.
- 237 subscribers in the IVPF newsletter email group.
- 188 subscribers in the Vasa_Previa email group.
- This committee continues to respond to emails sent to info@vasaprevia.com and maintain the email groups.
- Data entry for the new database is proceeding at a slow pace.
- Secretary has made a small start on the membership mailing. Jeannette offered to help with this mailing and the production of IVPF Membership Certificates to new IVPF participating members.
- It was mentioned that if nominees for IVPF Director 2006 make no changes to their short bio information for the ballots, info that was used last year will be used again this year for this purpose.

Public Relations:

- No report given.

Research:

- No report given.

Fundraising:

- Sophie's Walk 2005 has generated \$18,338 so far. Most of the known donations are now in.
- One denim shirt and 5 wristbands have been ordered from the store and shipped out in the past 2 weeks. We have about a dozen shirts left.
- Received package of Walk shirts from Aimee Rye - left over from 2003. Cindy sent her a thank you email.
- Funds from Store have been moved to the IVPF account.

Education Committee Report:

- This committee needs a chairperson because performing this function presents a hardship on the current acting chairperson. It was suggested and agreed to send out an email to members and email group subscribers to see if someone might be interested.
- Canadian hospital list for mailing still to be purchased. Requests for bids have been sent to 2 printers. Bids should start coming in early next week (according to Sue Abkemeier). Bid from Jerome Group has been delayed due a death in the family of Cindy Paris and Sue Abkemeier. Jennette's bid could not be processed by the company the request was sent to.
- There have been requests for data from subscribers in the Vasa_Previa email group. Secretary has spoken with them, explaining that perhaps some data can be mined relatively quickly from existing records. Data requested (by one of their doctors for educational purposes): # of IVPF members/email subscribers; number of angels, number of miracles; how many prenatally diagnosed; and number of diagnosed that still died. Can't wait for the data entry to be completed! That would make this task so much easier.
- Due to requests for stats on the Vasa_Previa email list, it was agreed that a meeting of this committee should be called.

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 double-checked to make sure the Support Chairperson received them. She did receive 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 2005. Letters have gone out to nominees. All have accepted.

Old Business:

- IVPF may be required to file IRS form 990 due to total gross receipts. Amy called the IRS to see if IVPF needs to file and spoke with IRS agent with ID #3107426 on 14 Nov 2005 at approximately 11:00 am CST. According to the IRS, IVPF will not need to file until it has an average of \$25,000 gross income for the current year and previous 2 years. Amy will continue looking into this and double-check the information. To date IVPF gross receipts have been \$29,560 for 2005. Previous years have been less than \$25,000. This formula will need to be applied each year for IVPF IRS income tax return reporting.
- Directors Insurance: One bid has been received and one is pending. Jeannette will continue getting bids.

- Interest bearing account: It was noted that some money market accounts are not insured; however some committee members mentioned that they do have insured money market accounts and CDs. It was mentioned in the meantime that IVPF should utilize its existing savings account for the bulk of IPVFF funds, rather than the checking account. Amy has an appointment at the bank this week to look into interest bearing accounts such as money market and short term certificates of deposit.
- IVPF hospital mailing: In the process of getting bids.
- Postal scale for IVPF store: Has been ordered from US Postal Service at a cost of \$43.90, including shipping.

New Business:

- A motion was made to approve Darcie Frederick as IVPF participating member. Said motion was seconded and unanimously passed.
- A motion was made to automatically approve IVPF participating membership requests throughout the rest of 2005. This action is being taken in consideration of the upcoming Executive Committee holiday break and to more promptly facilitate sending the ballot mailing to new participating members in advance of the January Members' Meeting. The motion was seconded and unanimously passed.

The next regular IVPF Executive Committee meeting will take place on Monday 28 November 2005 at 16:00 GMT (10:00 AM CST, 11:00 AM EST) in the IVPF Board Room.

Meeting Adjourned at 18:12 GMT (12:12 AM CST)