

# International Vasa Previa Foundation, Inc.

## Executive Committee Meeting Minutes for 28 November 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 but gave her proxy to Cindy Paris.

### 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:

- None

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

Executive Committee Minutes from 14 November 2005 were unanimously approved for archival and distribution.

The next IVPF Monthly Members Meeting took place at 7pm CST on Wednesday, 7 Nov 2005. Debi will host.

### **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
  - A new email address has been created for [Jeannette.Schwartz@vasaprevia.com](mailto:Jeannette.Schwartz@vasaprevia.com)
  - IVPF members mailing has been completed and was mailed to members on Wednesday 23 Nov 2005. Mailing consisted of personalized cover letter, personalized ballot, list of Director Nominees, updated Overview of Income and Expenses, appropriate personalized certificates if not sent during the year, one IVPF brochure, and one IVPF bookmark. Email notification was sent to IVPF participating members on 25 November 2005.
  - Illinois sales tax exemption application was mailed on 23 November 2005.
- Treasurer
  - USA  
Donations and interest: \$ 1075.41  
Expenses: \$ 748.28  
Total cash on hand: \$ 68,606.59  
In-kind donations: \$ 0.00  
Thank-you notes sent to donors: 29
  - 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:**

- No report given.

### **Public Relations:**

- No report given.

### **Research:**

- No report given.

### **Fundraising:**

- 2 orders for 3 sets of wristbands and one order of cards has been processed in the last 2 weeks. We have lots of wristbands in stock.

### **Education Committee Report:**

- This committee needs a chairperson because performing this function presents a hardship on the current acting chairperson.
- Phillips sponsored conference in Ft. Lauderdale: IVPF is paid. Materials needed for this event have been sent to Victoria on 26 Nov, who is doing set up / take down / and manning the IVPF booth. Victoria will ask organizers about supplying IVPF materials for unmanned booths for future events as this is a smallish event consisting of less than 200 participants and won't be requiring large amounts of time. They do events all over the USA.

- Anngye Chapman has volunteered to work in this committee. She is well qualified and has offered to do internet postings while hospitalized for her vasa previa pregnancy. She would be more than happy to draft and/or edit educational materials, prepare PowerPoint presentations or whatever else her situation will allow for. Cindy has been in contact with her.
- Canadian hospital list for mailing still to be purchased. Jerome bid is \$4581 or \$4849 depending on the options chosen. This bid does not include the costs of postage or the costs of reprints of the study, which will be purchased and supplied by IVPF. Brochure and bookmark to be printed on digital printers, which is not the cheapest, but produces far more consistent product. This bid is at cost. Postage costs will have to be supplied up front and will be unknown until the job is in process. Postage will be at the printer's bulk rate, since it would be more expensive for IVPF to purchase bulk rate non-profit permits for occasional mailings. Rest of job will be billed. Victoria has begun ordering reprints of the study at an additional cost of \$679 for each set of 500 ordered, because IVPF must supply these for the mailing. Four thousand will be ordered for this project and upcoming conferences. For some reason it is less expensive to purchase in lots of 500 than to purchase the entire lot at once. Job was bid for 3200 addresses. Bea Saver will be approached for a quote after the first of the year, as the holiday season is a very busy time for printers (Jerome included). Would still like at least one more quote. And hospital mailing lists from additional countries!
- Due to requests for stats on the Vasa\_Previa email list, a meeting of this committee should be called. This has not been accomplished due to members' mailing going out.
- Email to IVPF members and IVPF email groups has gone out requesting help (and a chairperson) for the Education Committee. There have been 2 responses. Acting chairperson has responded.
- Debi offered to handle printing and mailing for the Canadian hospitals. However, it was noted that the marketing firm used would be shipping the Canadian portion of the project to international mailers who would put the mailing into the Canadian postal system.
- A deadline was discussed for completion of the mailing. Due to the hardship this would impose on the acting chair person, none was set. It was agreed that it would be likely to be finished before April 2006.

#### **Support Committee Report:**

- No report given.

#### **Nominating Committee Report:**

- No report given.

#### **Old Business:**

- IVPF requirement 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. This formula will need to be applied each year for IVPF IRS income tax return reporting. Amy double-checked and we do not need to file. Information has been forwarded to Executive Committee members.
- Directors Insurance: One bid has been received and one is pending. Jeannette will continue getting bids.
- Interest bearing account: Amy looked into interest bearing accounts. It was agreed to keep the bulk of IVPF money (less about \$20,000 for short term expenses) in short term insured 3-5 month certificates of deposit at the rate of 2.35% which may vary depending on the day it is

purchased. This item is tabled pending Victoria's input as Cindy felt she could not in good conscience give Victoria's proxy on this item.

- IVPF hospital mailing: Jerome bid is in. Would still like at least one more quote. And hospital mailing lists from additional countries!
- Postal scale for IVPF store has been ordered from US Postal Service at a cost of \$43.90, including shipping. Postal Scale was received 25 November 2005.
- There have been requests for data from subscribers in the Vasa\_Previa email group. 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. Very little accomplished on this due to members' mailing going out.

**New Business:**

- None.

**The next regular IVPF Executive Committee meeting will take place on Monday 12 December 2005 at 16:00 GMT (10:00 AM CST, 11:00 AM EST) in the IVPF Board Room.**

Meeting Adjourned at 17:02 GMT (11:02 AM CST)