

**JERSEY COMMUNITY HOSPITAL DISTRICT**  
**FOUNDATION BOARD**  
**MINUTES OF MEETING MAY 18, 2023**

The monthly meeting of the Jersey Community Hospital Foundation was held on Thursday, May 18, 2023 with the following in attendance: Susan Hamilton, Mark Schaefer, Randy Newberry, JD Dwyer, Jessica Dean, Pat Schell, Chris Simon, Jerrod Capps, Ashley Wilson, VP of Finance Michelle Hopper, VP of Operations Kevin Goss, CEO Beth King, and Foundation Director Charity Roth.

Susan Hamilton called the meeting to order at 12:08 p.m.

**REVIEW OF MINUTES:**

The minutes from the last meeting on March 16, 2023, were reviewed. On a motion made Jessica Dean and a second by Randy Newberry, all were in favor, the minutes were approved.

**NEW BOARD MEMBER INTRODUCTION:**

Susan Hamilton introduced Foundation Board member, Chris Simon.

**HOSPITAL UPDATE:**

- Beth King presented hospital update.
  - Discussed recent events at JCH including Nurses Week, Hospital Week, Groundbreaking event, and Golf Tournament.
  - Discussed the Daisy Award Program, which is a recognition program for nurses.
  - Discussed Cerner implementation and timeline.
  - Dr. Skow has begun as ED physician.

**FINANCIAL REPORT:**

Financial Statements April 30, 2023

- Charity Roth reviewed the cash balances and restricted funds through April 2023. Current total assets are \$606,823.
- Charity Roth reported Restricted for Scholarship fund is \$104,917. Donor Restricted Funds are \$265,228. Funds restricted for the Ambulance Association are \$25,514. Total available to donate is \$341,595.
- Michelle Hopper presented handouts on Operating Reports. Total assets are currently \$703,873.
- Board designated projects include the 2nd installment of Donor Wall and Resale sign shop project.

Budget Proposal

Charity Roth presented the 2024 Budget Proposal. On a motion by Mark Schaefer with a second by Pat Schell, the 2024 Budget was approved; all were in favor.

**PROGRAM REPORTS:**

**GENERAL FOUNDATION:**

Community Relations/ Foundation Assistant

Brooklyn Winters has been hired as Community Relations/ Foundation Assistant.

Officer Nominations

On a motion made by Mark Schaeffer with a second by Jerrod Capps; all were in favor for the appointment of officers, including the following: Susan Hamilton, President; Jessica Dean, Vice President; Pat Schell, Secretary; Beth King, Treasurer.

Gladys Brooks Grant

JCH has submitted an application for \$150,000 to assist with funding for Helicopter Hanger.

Bylaw Review Update

Foundation by-laws currently being reviewed Katie Anderson, Attorney. Beth King will send to Foundation Governance Committee to begin review.

Conflict of Interest Statements

Conflict-of-Interest Statements have been received. No follow-up needed.

**CAPITAL CAMPAIGN:****Campaign Update**

Continued meetings with Xan Blake, Campaign Pro. The first Steering Committee meeting was held on May 11, 2023. Meetings will continue to guide the Capital Campaign process.

**Cash Policy/ Bank Account**

Michelle Hopper presented on the establishment of Capital Campaign Bank account and disbursement of funds from account. Handout given and reviewed. The Foundation Board will receive updated reports at each regularly scheduled Foundation Board meeting. On a motion made by Pat Schell with a second by Jessica Dean, it was approved to establish Capital Campaign Bank account and the protocol for disbursement of funds; all were in favor. On a motion made by Chris Simon with a second by Randy Newberry; it was approved to establish Capital Campaign bank account with Jersey State Bank; all were in favor.

**MEDICAL EDUCATION FUND:****Scholarship Committee Report**

Brian Hamm and Chris Simon are new members of the Scholarship Committee. Have received 5 applications for medical education scholarships. The due date was May 1<sup>st</sup>, 2023.

**Golf Tournament Committee Report**

Golf Tournament was held on Friday, May 5, 2023 at Lockhaven Golf Club. Great attendance with participation from 36 teams. Total proceeds near \$30,000.

**JCH HOPE CHEST RESALE SHOP:****Renovation Grant Update**

Kevin Goss presented on Resale Shop renovations; handout given with updated budget. Total project estimated at cost of \$46,680 with grant expected to pay \$23,340 and Foundation approved to cover the remaining balance.

**FALL FLING / DUCK RACE:**

Charity Roth and Kevin Goss gave an update on Duck Derby. Sub-committee meetings are being held to discuss best practices. Will have General Admission tickets for small fee along with VID tickets available. Duck Derby is planned for Thursday, September 7, 2023 starting at 4:30pm. Donated funds will be used for Emergency Medical Services.

**NOMINATING COMMITTEE:****AMBULANCE ASSOCIATION:**

Ambulance Association meetings were held on March 13, 2023 and May 8, 2023. The Spring Fish Fry's were very successful with net proceeds from all 3 events totaling \$7,682.90. Ambulance Association welcomed Dr. James Adams as new member.

**NEW BUSINESS****Strategic Planning/ Sub-Committee Review**

A Strategic Planning meeting was held on April 20, 2023. Discussed by-laws, structure of meeting, and future strategic planning Meetings.

**Marketing Plan Review**

Will be presented by Brian Hamm at next Foundation Board meeting.

**ADJOURNMENT:**

On a motion made by Chris Simon and a second by JD Dwyer, all were in favor; the meeting was adjourned at 1:01 pm.

Next Foundation meeting date: Thursday, July 20, 2023, at 12:00pm in the Community Room at the JCH East Annex.

Respectfully Submitted,  
Ashley Wilson

