

Minutes – 14 June 2007

Minority Organ and Tissue Transplantation Education Program
Of Richmond (MOTTEP OF RICHMOND)
June 14, 2007 Board of Director's Retreat
1300 – 1700
Classroom B
Mary Washington Hospital, Fredericksburg, VA

Present: Baxter Harrington, Raymond Partridge, Cynthia Beadle, Joann Richardson, Renata Johnson, and Adelaide Smith-Buckner.

The meeting was called to order at 1345 by Mr. Baxter Harrington, President and CEO of MOTTEP of Richmond. After introductions, Mr. Harrington outlined the agenda and turned the meeting over to: Presiding Officer: Mr. Raymond Partridge, Chairman of the Board.

The meeting followed closely the agenda (attached). Copies of the Wednesday, June 20, 2007 presentations can be obtained from the MOTTEP of Richmond office.

Review of Minutes from the February 27, 2007 meeting:

The Board and approved the minutes without changes at this time. It is noted that the minutes may be subject to review at a later date, when all Board members have had time to review them more closely.

Budget/Expense Records:

The proposed budget/Expense records were reviewed at length with several questions and lengthily discussion.

Recommendation:

Revised the proposed budget/expenditure record as outlined:

- Change “current” to budgeted
- Calculations should be based on “Actual less Y.T.D. = Remaining Balance
- For fiduciary integrity, (and avoid appearance of commingling) documentation is needed to clarify that the Office Executives salary is being paid by a “LOAN” from FAIM Management that will be repaid once Grant is received from National MOTTEP
- Change column headings to more accurately reflect what they are
- Identify and separate cash flows/streams (Grant, contributions and other funding sources, as well as budget expenses
- Budget should reflect MOTTEP fiscal year as well as the Grant fiscal year

- Clarify Incentives; marketing expensed as separate categories with a list of what falls under each category.

Outcome:

Raymond Partridge volunteered to collaborate with the Office Executive to develop a template to reflect the above recommendations.

Discussion: Office Executive salary increase – Board asked for clarification for request:

Mr. Harrington shared the following:

- The job description funded by the Grant is for a Facilitator,
- The Facilitator pay does not go into effect, until the Kiosk are up and running, which is on hold from National MOTTEP
- She is currently doing MOTTEP business, with very little of her time being devoted to FAIM Management
- Her position has undergone a title change to Office Executive at a higher salary, because that is the position that was (is) needed by the MOTTEP of Richmond office
- She has not received a “Cost of Living Increase” since she arrived
- A comparison of salaries for Office Executives supports the increase
- She has attended or is scheduled to attend classes/training to obtain additional skills required for the position of Office Executive
- Include itemized cost of all training/educational programs attended by MOTTEP staff

Recommendation:

It was recommended (requested) that the Board review Office Executive job description, before action is taken.

Outcome:

The Office Executive Job Description will be emailed to the Board for review.

Board Position Review:

Board must be culturally and ethnical diverse. Grant opportunities have been and will continue to be missed, if we do not address this diversity issue.

Recommendation:

Board members were asked to make suggestions on potential members to reflect the community. Dr. Richardson stated that she had a potential member (Jesus Barillas: 804 – 874 – 0736) and asked if the Board wished her to contact him.

Outcome:

The Board authorized Dr. Richardson to contact Mr. Barillas and any other potential (she has 3 others) candidates she may have. This same authorization was granted to Mr. Partridge, who has 2 potential candidates as well as to all Board members.

Mr. Beadle, asked if there were brochures or Talking Points the Board could use when soliciting members. Mr. Harrington stated that brochures are available and he will make sure the Board members receive some.

Update of National MOTTEP Interaction: Mr. Harrington

Overview of origin of MOTTEP and Howard University (HU) Partnership

- Current status of TeleHealth Project:
 - No sites operating to date
 - No facilitators at any sites, excite Richmond)
- 2007 Howard University and MOTTEP of Richmond contract signed
- Per Patrice (HU) will process invoices for \$28,000.00 (Sept – May)
3 months left on Grant (8/31/07)

Stepping Up to a Healthier Lifestyle Grant: Mr. Harrington

- MOTTEP will be focusing on this grant opportunity if partnership with HU ends
- Grant has a multi-cultural focus
- MOTTEP of Richmond covers the state of VA, not just Richmond

Combined Cultural Grant: Mr. Harrington

- Project with Williamsburg Foundation
- Promising opportunity
- Mr. Harrington collaborating with Renee to submit grant application

ACS Partnership: Mr. Harrington

- Funding for Back to School Event November 11, 2007
- Citizen Action Group invites children and parents to the school for a Fun Day Event that has a health component.

Training:

Mr. Harrington provided an overview of the training opportunities that have been attended by either himself or the Office Executive

Other items:

- Board requested to receive a Calendar of upcoming events
- Itemized cost of all training to be added into the budget
- Mrs. Beadle announced that the website is being updated and that the OMHE Newsletter will be published quarterly
- Members were reminded that culturally sensitivity is key to avoid offending populations
- Discussion and consensus for dates and times for future meeting dates:
- Board requested that a meeting calendar be develop for 2008
- Agenda items for the next meetings
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Outcome:

- MOTTEP will provide calendar of update events
- Next meeting dates are: September 20th and December 13th, 2007 from 2 PM – 4 PM at the MOTTEP of Richmond Office.
- Mrs. Beadle will provide Cultural Sensitivity Fact Sheets and literature to the Board.
- 2008 meeting calendar will be developed and distributed in December
- Board to email agenda items to Ranata prior to our Sept. meeting.

There being no further business, the meeting was adjourned at 1715.

Minutes respectfully submitted Wednesday, June 20, 2007 by: Adelaide Smith-Buckner, RN, BSN