

**JESS PARRISH MEDICAL FOUNDATION
EXECUTIVE COMMITTEE MEETING
HELD AT PARRISH MEDICAL CENTER
MAY 22, 2007
MINUTES**

The meeting of the Jess Parrish Medical Foundation, Inc. Executive Committee was held on Tuesday, May 22, 2007, at Parrish Medical Center in conference room 3/5 at 8:00 a.m.

The following members were present:

Jerry Allender, Chairman
Richard Boggs, Vice Chairman
Christopher Broome, Treasurer
George Mikitarian, Ex-Officio
Gene Segó, Major Gifts Chairman
Jason Snodgrass, Chairman Elect
N. Christine Sylvester, Member-at-Large
Barbara Terhune, Member-at-Large

Others present:

Melissa Lugo, Development Officer
Laurie Smirl, Executive Director
Roxanne Woods, Foundation Assistant

CALL TO ORDER

Mr. Allender, Chairman, presided and called the meeting to order at 8:02 a.m.

REVIEW AND APPROVAL OF MINUTES

The following motion was made by Mr. Broome, seconded by Ms. Sylvester and approved (8 ayes, 0 nays and 0 abstentions).

MOTION: TO APPROVE THE MINUTES OF THE FEBRUARY 27, 2007, EXECUTIVE COMMITTEE MEETING AS PRESENTED.

REPORT OF OFFICERS

Chairman's Report – Mr. Allender welcomed the committee.

Treasurer's Report - Mr. Broome noted that the financials were included in the package, and stated he would be available for questions. It was noted that the updated Main Street PMC funds report was included in handouts. Mr. Broome shared the status of the RFP that included who received (9) the RFP, and who had responded (6, with 1 pending).

The following motion was made by Mr. Boggs, seconded by Mr. Snodgrass and approved (8 ayes, 0 nays, and 0 abstentions).

MOTION: TO APPROVE THE FINANCIALS FOR APRIL 2007.

Executive Director's Report – Ms. Smirl stated that her report was included in the package. Also in the handouts prior to the meeting, the memo of the Main Street PMC Update sent to the PMC board will now be included in the JPMF board package. This report had been given to the JPMF

verbally in the past. Ms. Smirl stated the next milestones for the Main Street PMC project will be development of a site/infrastructure plan and a project timetable, with schematics and elevations to follow.

Ms. Lugo, Development Office for the foundation, recently achieved her Certified Financial Planning license. In addition, Ms. Lugo was installed as President of the Junior League of Central and North Brevard and named Volunteer of the Year. The board extended their congratulations to Ms. Lugo for her accomplishments.

Ms. Smirl noted that we have not heard from the State of Florida Historical Bureau of Preservation as yet, however, it is felt that we will not receive the \$350,000 grant. Ms. Smirl noted it is very likely that we will receive the small matching grant for \$28,000. Funding is based on the legislative budget. It was reported that Ms. Lugo is currently working on resubmitting the grant for \$350,000 for next year. The deadline date is May 31, 2007.

DEVELOPMENT COUNCIL REPORT

Mr. Boggs shared that he recently spoke with an executor of a planned gift donor. The gift is thought to be \$140,000, and may be received in the near future.

As a process improvement, and to improve staff and volunteer efficiency and effectiveness, Mr. Boggs recommended the Planned, Major and Corporate gift committees meet together in the future. This will decrease overlapping of donor calls and streamline the operation. All were in agreement.

Mr. Boggs stated there are dates still available in June to book a Main Street update reception. One reception has currently been scheduled. All were encouraged to contact the foundation office to schedule a reception.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

On-Line Giving - Ms. Smirl noted that online giving will soon be available through the PMC website. This will allow donors to give utilizing a credit card, and create a one time or a recurring gift. The donor information will be automatically uploaded into the donor tracking system, eliminating a step in data entry into the donor database for the staff. It was noted that a 3.3% charge by the credit card company would be incurred, this only slightly higher than the current fee. Discussion ensued. All were in agreement.

Hearts On Main Street Serenade/Gala - Ms. Smirl shared that a subcommittee of the Community Awareness and Event Planning has been looking for a venue for the Hearts on Main Street Gala. This is planned for November 10, 2007. The November 9th event will be for recognition of the Circle of Life members only. It will be held at the home of Mr. and Mrs. Mikitarian or possibly another venue. The November 10th, event will be held at a venue for the \$1,000 and up donors. Mr. and Mrs. Allender and Mr. and Mrs. Sego will be co-chairing this event. The site will be large enough to accommodate both a recognition as well as fundraising event. Discussion

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ensued.

The following motion was made by Mr. Boggs, seconded by Ms. Terhune and approved (8 ayes, 0 nays and 0 abstentions).

MOTION: TO ENDORSE AND PROCEED WITH THE NOVEMBER 9TH & 10TH, 2007 EVENTS.

PARRISH MEDICAL CENTER UPDATE

Mr. Mikitarian noted that on May 23, 2007, Parrish Medical Center will receive the number one Healing Hospital Award in America by the Baptist Healing Trust for the second year in a row. This recognition continues to position Parrish Medical Center on the map both nationally and internationally. Sodexo will again be visiting from their home office in France next year.

The angioplasty program has applied and received special licensing to perform these procedures at Parrish Medical Center. This will be affiliated with the planned "Cardiac Village."

Port St. John has received its Certificate of Occupancy. The VIP event is planned for June 1, 2007, for the opening of the facility. It was further noted that the community grand opening would be held on June 9, 2007. Mr. Mikitarian shared that the Port St. John facility has been given the LEEDS certification, demonstrating the highest degree of "green materials," with everything environmentally friendly. Mr. Snodgrass shared that there is a big push for this type of building in the industry.

Mr. Mikitarian commented briefly on Blue Cross/Blue Shield and lack of willingness to contract with Parrish. Patient volumes are still very good with only a loss of approximately 1%.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:50 AM.

L. Lee Moore, Secretary