

**JESS PARRISH MEDICAL FOUNDATION
EXECUTIVE COMMITTEE MEETING
HELD AT PARRISH MEDICAL CENTER
February 29, 2008
MINUTES**

The meeting of the Jess Parrish Medical Foundation, Inc., Executive Committee was held on Friday, February 29, 2008, 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
Gene Segó, Corporate/Major Gifts Chair
Jason Snodgrass, Chairman-Elect
N. Christine Sylvester, Member-at-Large
Barbara Terhune, Member-at-Large

Others present:

Stephen Ellis, Davies, Houser & Secrest, CPA, P.A.
Melissa Lugo, Development Officer
Laurie Smirl, Executive Director
Roxanne Woods, Development Coordinator

CALL TO ORDER

Mr. Allender, Chairman, presided and called the meeting to order at 8:03 a.m.

REVIEW AND APPROVAL OF MINUTES

The following motion was made by Mr. Broome, seconded by Mr. Snodgrass and approved (7 ayes, 0 nays and 0 abstentions).

MOTION: TO APPROVE THE MINUTES OF AUGUST 28, 2007, OF THE EXECUTIVE COMMITTEE AS PRESENTED.

REPORT OF OFFICERS

Chairman's Report – Mr. Allender welcomed the committee. He noted the upcoming meetings, and stressed the importance for the Executive Committee to make every effort to attend.

Treasurer's Report - Mr. Broome stated that the financials were included in the meeting package, and he would be available for questions.

The following motion was made by Ms. Terhune, seconded by Ms. Sylvester and approved (7 ayes, 0 nays, and 0 abstentions).

MOTION: TO APPROVE THE FINANCIALS FOR JANUARY 2008

AUDIT REPORT FOR FISCAL YEAR 2007

Mr. Stephen Ellis, with Davies, Houser & Secrest, CPA, P.A., provided an audit presentation. Reviewed were the audit summary, significant audit adjustments, internal control observations and recommendations, and financial statement highlights. It was explained that the foundation is currently operating on cash basis accounting system. It was recommended, in the future, the financials be reported on an accrual basis to take in the value of the pledged dollars. This would be in accordance with generally accepted accounting practices. The audit was positive, and further recommendations of reporting were discussed.

The following motion was made by Mr. Broome, seconded by Mr. Snodgrass and approved (7 ayes, 0 nays, and 0 abstentions).

MOTION: TO APPROVE THE FISCAL YEAR 2007 AUDIT ON A CASH BASIS AND TRANSITION TO AN ACCRUAL BASIS ACCOUNTING SYSTEM FOR FISCAL YEAR 2008 AUDIT.

Executive Director's Report – Ms. Smirl reported that she and Ms. Lugo met with Congressman Feeney that included a tour of the hospital and update on the Health Village at Main Street PMC project. Further, Ms. Smirl and Ms. Lugo attended a hearing for the new state delegation, seeking support for the project on the next Department of State Bureau of Historic Preservation grant cycle.

It was shared that Mr. Mikitarian had recently received his doctorate in hospital administration from the University of South Carolina in Charleston.

Ms. Smirl reported that The Children Center would need to raise \$49,000 this year. Two fundraisers will be held. Currently planned is the Scavenger Hunt on March 22, 2008; the second event could be a drawing. Ms. Smirl gave the details of the drawing and requested the support of the committee to assist with ticket sales for the drawing. All were in agreement.

Ms. Lugo gave a brief overview of the planned Doctor's Day mailing. Goals are to increase donors/donations and build relationships with physicians. It was further shared that the Circle of Giving concluded their mini refresher campaign for new employees and employees who wished to increase their contribution. This tallied additional funds in the amount of approximately \$7,555 for the van project.

DEVELOPMENT COUNCIL REPORT

Tiger Team Report – Mr. Boggs reported the Tiger Team would meet on March 10, 2008, at noon. He stated that we are currently are at the \$1.92 million mark, and continue to seek our lead gift. Recently a reception was held with a possible lead donor, it is hoped that a commitment will be forthcoming soon.

Champagne, Chocolates & Celebration - Mr. Snodgrass reported the recent Champagne, Chocolates and Celebration was a great success with the unveiling of the new donor wall. He thanked his committee and staff for a job well done.

NEW BUSINESS:

Scholarship Program – Ms. Lugo requested a motion to move \$15,000, from NBMS funds to the Scholarship Fund for 2008.

The following motion was made by Mr. Broome, seconded by Ms. Terhune and approved (7 ayes, 0 nay, and 0 abstentions).

MOTION: TO MOVE \$15,000 FROM NBMS FUNDS TO THE 2008 SCHOLARSHIP FUND.

Resolution for Restriction of Cash for Small Matching Grant - Ms. Lugo shared that a motion was needed to approve a resolution designating funds for the cash portion of local cost share for restoration of the Taylor-Dunn House. This is requested to strengthen our Florida Bureau of Historic Preservation grant application for 2008-2009. Requested funds in the amount of \$48,825, represents our cash match portion. Hearings will be held for ranking purposes for this small matching grant in late March 2008, in Tallahassee, and will be attended by Ms. Smirl and Ms. Lugo.

The following motion was made by Mr. Broome, seconded by Mr. Boggs and approved (7 ayes, 0 nay and 0 abstentions).

MOTION: TO ACCEPT THE RESOLUTION TO RESTRICT THE SUM OF \$48,825 TO BE THE CASH MATCH PORTION OF THE LOCAL COST SHARE AS INDICATED IN THE 2008-2009 FLORIDA BUREAU OF HISTORIC PRESERVATION SMALL MATCHING GRANT APPLICATION FOR THE RESTORATION OF THE TAYLOR-DUNN HOUSE.

Request to Move Funds to The Children Center, Women and Children Services – Mr. Allender requested that a motion be made to transfer the proceeds from the Red Shoe Reception to The Children Center for Special Programs.

The following motion was made by Mr. Snodgrass, seconded by Mr. Broome and approved (7 ayes, 0 nay and 0 abstentions).

MOTION: TO APPROVE TRANSFER OF PROCEEDS FROM THE RED SHOE RECEPTION TO THE CHILDREN CENTER FOR SPECIAL PROGRAMS.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 9:02 AM.