

**Tennessee Pediatric Society Foundation (TPSF)
Board Meeting Minutes
January 24, 2009**

Board Members Present: Quentin Humberd, MD, Patsy Powers, JD, Bob Riikola, MD, David Thombs, MD

Not Present: Eric Chazen, MD

TPSF Staff: Catherine M. Fenner, Executive Director, and Knox Brewer, Program Director

AGENDA ITEM	DISCUSSION	ACTION
Call to order and Transition in Presidency	Dr. Thombs called the meeting to order at 1:45pm CT, and handed off the Presidency to Dr. Humberd. Dr. Humberd thanked him for his good service leading the Board and talked about his next steps for the Foundation, specifically how the Foundation and TNAAP can overlap and compliment one another more by making our programs more sustainable.	ACTION: Dr. Humberd assumes the role of President.
Approval of Minutes	The Minutes from the October 29, 2008 Board meeting were reviewed.	MOTION: Approved.
Discussion of Web site	Ms. Fenner called for feedback from the Board on the new and improved website, which has been completed. Mr. Brewer discussed the redesign of the TN Pediatrician and the Prevention & Intervention News and received positive comments on both. There was also discussion around the fact that the remit included in the TN Pediatrician only yielded two gifts, so a stand-alone appeal letter will be sent this holiday season instead. However, we should continue to include an appeal in the coming issues of the TN Pediatrician.	ACTION: Mr. Brewer will make sure the remit envelopes are stapled rather than folded in future issues of the TN Pediatrician.
Discussion of Golf Tournament	Mr. Brewer provided an update on results from the golf tournament. There was concern that too much staff time was spent on planning the event and that it ultimately broke even, not providing the revenue anticipated. However, Dr. Hamilton plans to make a \$5000 donation to the Foundation to make up for the lack of anticipated income generated by the tournament. It was agreed that the turnout of 49 golfers for a first-time tournament was exceptional and we should see improvement from the 2009 event with better marketing, more time to plan, and changes in the month and day.	ACTION: Mr. Brewer to spend less staff hours planning the tournament in October 2009.
Review of Financials	Ms. Jolley will provide a Form 990 to Board members desiring a copy and will report on the Fdtn and TNAAP financials at the January 31 TNAAP Board meeting. Ms. Fenner stated that we have raised more money so far this fiscal year than we had in all of FY08. However, TNAAP continues to absorb staff time spent on Foundation projects, which is a concern the Board needs to address in a future Board meeting.	ACTION: Ms. Jolley to report on financials at 1/31/09 TNAAP Board meeting.
Needs Assessment	A discussion took place on what the Foundation has and what we do not have. Some items recognized as strengths included: experience and lessons learned, consistent leadership, more recognition, and a new logo, website, branding and collateral materials. Lacking were: enough funding from both individuals and corporations for operational expenses, enough projects and champions, and an expanded Board (community integrating). Dr. Humberd suggested considering the establishment of a listserv all chapter foundation staff and leaders.	ACTION: Staff will discuss the idea of a Foundation listserv while at the ALF in March.

Healthy People 2010 Grant	Mr. Brewer is working with Dr. Shelley Fiscus as the champion on the Healthy People 2010 immunization grant due in March at the AAP office. Five Chapters will be selected in April to receive up to \$20,000 each.	ACTION: Mr. Brewer to work with Dr. Fiscus to draft the grant.
Team Competency Exercise and Discussion of Board Recruitment	<p>Ms. Fenner encouraged conversation around building the Board and what direction the Foundation can take with regards to identifying strengths that the Board is now missing. It was agreed that there gaps in core skills on the current Board and a need to expand the Board with leaders in Marketing/PR, celebrity involvement, and community fund raising. Ms. Powers suggested that we could perhaps solicit grant funding in order to pursue establishing protocols. Ms. Fenner stated that TNAAP often sends members to attend AAP conferences and that we should recruit them to be champions of future Foundation grant projects. The possibility was discussed to pursue funding for protocols to assist practices as well, such as the medical home project with Mercy Children’s Clinic.</p> <p>It was agreed that we should first make the Board stronger by adding more pediatricians with skills that can take the Foundation and its Board to new levels, whereby attracting more members from the non-medical community. Possible new Board members mentioned for the future were: a pediatrician from Mercy Children’s Clinic, Dr. Joel Bradley and Dr. Dave Moroney from the payor area, Dr. Joan Chesney as an infectious disease expert, Dr. Shelley Fiscus as a rep from the TNAAP Board, and Dr. Mark Gaylord as a neonatologist.</p>	<p>ACTION: Dr. Thombs will send a thank you letter to Dr. Riley for his service on the Board.</p> <p>ACTION: Dr. Humberd will contact Dr. Gaylord and Dr. Bradley; Dr. Thombs will contact Dr. Moroney; Dr. Riikola will contact Dr. Chesney.</p> <p>ACTION: Staff will distribute list of candidates that accept for approval by the TNAAP Board.</p>
Discussion of Partners	Ms. Fenner stressed the need to obtain more Partners for the Foundation as a revenue stream and that we should be able to accept funds from any pharmaceutical companies and other corporations such as EHR/EMR companies, since the Partner paper the Board approved last year clearly defines their role with the Foundation. A letter will be sent to Partners and TNAAP’s past and potential corporate sponsors soliciting funding. Ms. Fenner suggested that if the Foundation is not chosen for this year’s Healthy People 2010 grant, we should find more Partners to fund the proposal.	ACTION: A letter to Partners and other sponsors to be mailed in January 2009.
Discussion of Bylaws	Ms. Fenner provided copies of the current Bylaws and indicated recommended changes. It was resolved that any of our meetings can serve as the “annual meeting” referred to in the Bylaws. The issue of Board members’ attendance at meetings was raised. It was decided that an article shall be added to the Bylaws regarding Board members being required to attend 50% of Board meetings and suggesting at least one annual donation to the Foundation, either a financial contribution or in-kind donation. Ms. Powers drafted the new language and offered it.	<p>MOTION: New Article II, Section 9 was approved.</p> <p>ACTION: Staff will revise Bylaws and circulate to TNAAP Board for approval.</p>
Next Meeting	The next meeting will be held via conference call on Thursday, April 9, 2009 at 7pm CT.	

The meeting adjourned at 3:30pm CT.

Respectfully submitted,

Knox C. Brewer, Program Director
February 7, 2009

Catherine M. Fenner, Executive Director
February 15, 2009