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| Board Members:  Lisa O’Brien *President*  Jennifer Murphy  Julie McFarland  Sarah McDougald *Secretary* | Voting Members:  Lisa O’Brien *President*  Julie McFarland  Sarah McDougald *Secretary*  Elizabeth Carrus | Voting Members Absent: | Date: 12/31/2021  Time: 11:00am  Location: 414 Towne Ct. Alvin, TX 77511 |

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| **ITEM** | **DISCUSSION** | **RECOMMENDATION** |
| Call to order: 11:05am |  | None |
| Prayer |  | None |
| Review of minutes | Reviewed by Sarah | Lisa motioned to pass the minutes. Elizabeth seconded. |
| OLD BUSINESS: |  |  |
| Financials | Bank balance: WTH bank balance is $32,056.33. Most items from the Nov canceled trip have been refunded except for the guest house expenses, as those will be used for the next trip.  Profit & Loss 2021: Lisa has previously worked with Tina Pera on expanding the missionary expenses bucket in QuickBooks into more detailed categories. Lisa showed the Board that, without the November mission trip expenses, 93.6% of donations went directly to the patient.  Guidelines to donors: Sarah and Julie got together in September to discuss donor guidelines. They presented to the Board that a new addition be added to the bylaws in either article 7 or 8 that’s states “There is not a sponsorship program of people or projects”. Elizabeth is worried that including this policy in our Bylaws might have some issues in the future as we grow and have a need for larger projects. Elizabeth sees the necessity because of the previous issue with Michelle Jones, but she just wants to be sure it does not stop WTH from receiving needed donations. Julie and Sarah believe this policy is necessary because we should be able to tell donors that we cannot earmark funds, but the Board will decide how and where the money is best spent. Lisa explained WTH has a Board of Directors so decisions can be made according to our mission with available funds. Board agreed this policy is necessary and has decided to add section 8.04 “Donor Allocation Policy” to the Bylaws. | Reviewed.  Reviewed.  Sarah and Julie to regroup to draft the addition of section 8.04 “Donor Allocation Policy” to the Bylaws. Julie and Sarah will present this addition to the Board next meeting for a vote. |
| Director insurance | Julie was tasked last meeting with reviewing the director insurance Elizabeth and Ryna Carrus presented. Julie presented details she was concerned with to the Board. Julie stated that to her understanding, this policy will not cover the directors but the organization, which is not what the Board is looking for. Julie also stated that this policy would only cover events in the U.S., not Haiti. Lisa stated that this policy might only protect the assets of each director and Julie voiced that WTH should have both, a policy to protect the individual directors and the organization. Julie believes it would be helpful if each director reviewed the policy and tasked Board to do so. Lisa and Sarah asked if the policy would be needed because of WTH’s 501c3 status, as this federal filing does offer many protections. While the Board is confident the federal government would assist/protect WTH in some ways, the Board agreed more clarification was needed. Sarah stated that we should use WTH’s connections and resources to reach out to other organizations to model after them. Elizabeth tasked herself with discussing our concerns and 501c3 status to a lawyer who specializes in nonprofit matters. Julie tasked herself with reaching out to Hope for Haiti’s Children and Lisa is tasked with reaching out to Healing Haiti. | Julie tasked remaining Board members to review the policy. Elizabeth is tasked with discussing the concerns and questions with a nonprofit lawyer. Julie is tasked with reaching out to Hope for Haiti’s Children to find what insurance policies they carry. Lisa is tasked with reaching out to Healing Haiti to find out what insurance policies they carry. |
| Satellite Communicators | Lisa presented to the Board her thoughts on returning the five Rtech satellite communicators that were purchased on a vote per the last meeting. Lisa explained that 8.5% of the expenses from these Rtech satellite communicators are taken away from our mission. Sarah stated that she believes this should be an expense on the missionaries separately. Sarah also explained that although the Rtech satellite communicators are financially the best option, they might not be as appropriate for the situations missionaries could face in Haiti. Board also discussed the Garmin, but that has a monthly fee which the Board agreed should not purchase. Elizabeth votes to send back all 5 satellite communicators that were purchased. | Elizabeth votes to send back all 5 satellite communicators that were purchased. Julie seconded. |
| Baptist Prep | Elizabeth found a donor, Baptist Prep, who is willing to donate glasses. | Elizabeth to update Board on glasses donation status from Baptist Prep. |
| Marketing | Website: Sarah updated the Board. Britt Llyod has a draft of the new website built. Britt and Sarah will meet early into the new year to make an necessary changes and then they will both present to the Board.  Newsletter: sent out 12/29/21. Sarah reviewed stats with Board from Mailchimp, the program used to distribute the emailed newsletter. Board also discussed the possibility of texting updates to our donors.  T-shirts: Lisa presented to the Board her idea for patients in Haiti and personnel to be given WTH t-shirts. Board agreed with the idea and budgeted $250 to begin. | Sarah to continue to work with Britt on developing the WTH website. Sarah to set date and time with Board when website is ready to be presented.  Reviewed.  Lisa motioned to spend up to $250 on t-shirts. Elizabeth seconded. Sarah to order t-shirts for WTH patients and staff with the $250 budget voted on. |
| Michelle Jones | Michelle Jones has been traveling and has asked Lis for assistance sending money to Paydes. Lisa has assisted and sent $1200 on 12/6/21 and $350 on 10/25/21. Lisa explained she takes all bank expenses out, so Paydes does not receive all the funds. | Reviewed. |
| Shell Oil Foundation HOPE | Lisa presented to the Board that all Shell Oil Foundation HOPE matches all foundations. Lisa is having difficulties making WTH an official organization to utilize the matched donations. Lisa suggested a presentation to Shell Oil because this is such a great program for WTH to be part of. | Reviewed. |
| Missionary Cards | Lisa presented map and cards Julie created for each missionary per decision from last meeting. Julie will make each missionary a card to carry on each trip. | Julie to make cards for each missionary. |
| NEW BUSINESS: |  |  |
| Medical Clinic | J Lee Pharma: WTH has a credit of $290.98 from J Lee Pharma.  Next trip: Lisa is working on taking a small team the third week in January with Elizabeth, Wendy, and another medical professional if found.  Algorithm for Unseen Patients: Lisa presented the algorithm she uses in order to determine if WTH will assist in providing medical care to a patient while following WTH’s mission statement. Lisa explained does not need to be adopted or voted on, but this will be used by the medical staff, Lisa and Teah, to determine next steps of care. Lisa presented steps. Elizabeth confirmed that all patients and decisions go through Lisa for care. Lisa confirmed. | Reviewed.  Lisa to work out details with small team and to keep the Board updated.  Lisa to send out algorithm to Board with Sarah’s assistance. |
| Telehealth Patients | Achelene: Achelene received her B-complex injections and 2 units of blood from Dr. Richards. Lisa explained the Achelene has a congenital back problem and has had typhoid so bad that it left her anemic. Lisa and Teah, who is assisting Lisa medically, want blood work done on Achelene but Lisa believes because they are working through Fedelin instead of directly through the doctor, the blood work has not been done. WTH is paying a nurse to give Achelene the scheduled B-complex injection. Lisa reports Achelene has already shown great improvement from these injections. Next issue to address is her back, which a previous vote was taken to send $250 to send Achelene to an orthopedic physician from Julie; Lisa seconded. Lisa and Teah are trying to get Achelene a walker.  Choudelor: new patient for WTH. Mother of Peterson, a translator with WTH. Lisa presented Choudelor’s patient card to the Board: Choudelor has congestive heart failure, has had a heart attack in the past, has lung issues, is anemic, has acid reflux, and a head injury from her husband beating her. Lisa and Teah believe Choudelor might also have sickle cell disease, but Lisa will investigate that issue when she can physically asses. Previous motion to financially assist Choudelor- Julie motioned to spend $150 on medical expenses and Lisa seconded. Medications were taken from WTH supply at the Eucalyptus Guest House. Paydes and Fedelin are working together to assist. Choudelor recently got a bite on her ankle, causing more health issues, but Lisa is confident the medications she is on now will assist in that recovery. Choudelor is also receiving B-complex injections. Elizabeth asked if these are long term conditions and what WTH’s approach is to the long-term care; is there a limit? Lisa stated that yes, these are conditions that will need medications to treat for the long-term. Lisa explained that Choudelor will have enough medications for 80 days until she can get to Haiti to assess the situation in person. Lisa explained this situation, and all long-term patient’s continuation of care through WTH, are determined by the Board as each situation evolves and it should be the goal of the Board to avoid the welfare mentality.  Lovely: no complaints medically. She assisted Fedelin with packing medications.  Vaui’s friend: individual with chicken pox is now all better.  Rose’s sister. Rose sent Lisa an urgent request for money to assist her sister who may have had a stroke. Lisa reviewed the algorithm and determined she does not meet the criteria and politely declined the financial assistance. | Lisa to continue to work with and monitor Dr. Richards and Fedelin to provide care for Achelene.  Lisa to continue to work with and monitor Choudelor’s care.  Reviewed.  Reviewed.  Reviewed. |
| ANNOUNCMENTS |  |  |
| None. |  |  |
| NEXT MEETING |  |  |
| TBD |  |  |
| AJOURNMENT |  |  |
| Closed at 12:44pm | Closing prayer by Elizabeth |  |

Minutes recorded by Sarah McDougald