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| Board Members:  Lisa O’Brien *President*  Jennifer Murphy  Alejandra Hironymous  Julie McFarland  Sarah Keller *Secretary*  Tina Perea *Treasurer* | Voting Members:  Lisa O’Brien *President*  Jennifer Murphy  Alejandra Hironymous  Julie McFarland  Sarah Keller *Secretary* | Voting Members Absent: | Date: March 22, 2018  Time: 6:30pm  Location: 414 Towne Ct. Alvin, TX 77511 |

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| **ITEM** | **DISCUSSION** | **RECOMMENDATION** |
| Call to order: 7:01 |  | None |
| Prayer by Julie |  | None |
| Review of minutes | Reviewed by Sarah Keller | Lisa motioned to pass minutes. Jenny seconded. |
| OLD BUSINESS: |  |  |
| Review and vote previous meeting minutes | Motion from 1/20/18: send Chedasapa $250 for groundwork, moving and storing cement, and transportation for Tax Exempt Permit. Julie McFarland made motion, Jennifer Murphy seconded.  1/2/2018 Lisa Obrien made motion to spend $500 on marketing expenses, Jennifer Murphy | Reviewed  Reviewed |
| NEW BUSINESS: |  |  |
| Financials of WTH | Profit & Loss 2018: Reviewed by Lisa to board. Lisa asked Sarah and Julie to look at where the clinic’s equity was listed with Tina during the audit 3/24/18. Lisa also reviewed James’ financial operations, including work at the Minister of Interior and wall construction.  Balance Sheet & Operating Account: Reviewed by Lisa. Currently $7095.43 in operating account.  Sales by Customer Detail 2018: Reviewed by Lisa.  Audit 3/24/18: Sarah and Julie will accompany Tina Pera, WTH accountant, in the audit this weekend 3/24.  James & Chedesapa financials: James is getting better at reporting money spent and showing receipts.  Clinic Expenses Receipts: Jenny stated Rick (clinic painter volunteer) has been there approximately 10 days and is there about 6 hours a day. Usually charges $10/hr but said it would be for volunteer work. | Reviewed  Reviewed  Reviewed  Reviewed  Reviewed.  Lisa motioned when Rick is completely finished with the container, we donate $400 to Rick. Jenny seconded |
| Corporate Policy review | Employee/Missionary Code of Conduct: Julie tasked with reviewing.  Medial Director Description: Lisa reviewed. “Reports to and advises” to the board.  Dr. Poindexter for Medical Director: | Julie is tasked to review.  Lisa motioned to put the Medical Director guidelines and description in the bylaws. Jenny seconded.  Jenny motions to appoint Dr. Poindexter as Medical Director for WTH. Sarah seconded. |
| Intern Education | Lovely & Paydes Jean: brother and sister Lovely and Paydes Jean’s school is paid for by private donors. Paydes reported making below an 80% on his computer class test. Julie states that her church supports “Hope for Haiti’s Children” and has volunteered to support Lovely’s schooling; also includes food and medical care a few times a year. Alejandra proposed using Hope for Haiti’s Children’s sponsorship model for WTH to get more donors. Julie explained how her church partners with Hopes for Haiti’s Children. | Julie volunteered to connect with someone at Hope for Haiti’s Children to get more info on their sponsorship model. |
| Chedesapa and James Alexandre | MSPP completion: MSPP is Haiti’s Health Department. No word on approval because they are waiting for the state ID and Medical Director. Once retained, James can file with MSPP. James is very slow on getting documents finished with the Ministry of Interior. Attestation form is now expired and WTH needs new one, paid for, to continue with clinic.  Wall construction: videos shown to board by Lisa. Lisa estimates another 9 months for completion when asked by the board.  Christian Alliance & Tax Exempt Permit: they are waiting for WTH to get their tax exempt permit. | Reviewed  Reviewed  Reviewed |
| Operations Committee, Nikhil Salunke and Houston Clinic work | Weekend of 3/24: Nikhil’s plans to come down and lead the shipping container’s organization have been changed and he can no longer oversea in Houston the weekend of 3/24 but has requested to come down the weekend after. Melinda will now be leader of this project if her schedule allows (update: Melinda did not get 3/24 off). Sarah will make it to begin sorting the shipping container on 3/24.  Foundation’s relationships:   * MEQ, no x-ray machine delivered. Syringes won, FedX’d * Direct Relief * CURE * Americares * MAP * Baylor Health System, Faith in Action Initiative.   Reviewed by Lisa. Many of these organizations are proposed by Dr. Poindexter and found after the M3 conference. | Reviewed  Julie motions to fund the syringe shipping for MEQ.  Melinda volunteered her time to register with Americares. |
| Medical Clinic | Clinic items: include 75+ full boxes, but is now only 1/3 full. Container address is 8243 Lockheed, Houston 77061. Team for 3/24 plans to sort and label everything currently in container.  Laura Mawhinney: LVN from Canada performed another clinic with her medical staff On 2/24/18. The team assessed and treated patients in Area 17 of Cite Soleil. Our previous patient Bellvue was reported to be in much less pain.  Next Mission Trip: Lisa meeting with Dr. Poindexter (not present) for the next mission trip. | Reviewed  Reviewed  Reviewed |
| Fundraising | Raffle: 4 day cruise raffle reviewed by Lisa ($1400 travel voucher) bought and paid for, presented by Lisa. Julie needs to order raffle tickets. July 4th is when we draw the name. | Reviewed |
| Marketing | M3 Conference:  Sarah review tax permit: Sarah stated the Haitian individuals she met: David, Dr. Sinal Bertrand, Rose with Haitian Light of Hope, Yvess, and Alvarro with Medical Bridges. Sarah explained her struggles, including finding an individual for WTH to trust, James and completing the minutes, and getting a tax permit (or something similar) in order to not be asked for a bribe when arriving in the ports of Haiti. Sarah asked the board for their advice on how to proceed.  Julie reviewed event in its entirety. Julie sent Dr. Osteen and Shannon a thank you note the day after the conference.  Melinda reviewed Backpack EMR: its benefits including no wifi needed, multiple users at one time, everything is customizable, organize meds by suitcase, etc. Gloria and Daisy (founders of Backpack EMR) would let WTH use this product for free on our first trip, but we would have to assist with at least their airfare. Pos first trip, it would cost WTH $250 a month.  Online orgs WTH is registered with:   * Guidstar-upgraded to Bronze status * Fidelity Charitable * Give.org * Givingcompass.org * Google Business * Development United- online recourse in Haiti   Newsletter: in progress. Per Lisa, year in review for donors will be the cover story. | Lisa motions for Julie to review the backpack EMR contract. Jenny seconds.  Lisa tabled the discussion regarding the financials of the Backpack EMR due to time.  Lisa tabled the discussion regarding the clinic due to time. |
| ANNOUNCMENTS |  |  |
|  | Alvin Chamber membership tabled.  Request for monthly set date meetings.  Haitian MD proposal from Wendy Robertson. | Reviewed and tabled due to time. |
| NEXT MEETING |  |  |
| April 26, 2018 at 7pm |  |  |
| AJOURNMENT |  |  |
| Closed at 8:41pm | Closing prayer by Jenny |  |

Minutes recorded by Sarah Keller