

HUMBOLDT GENERAL HOSPITAL  
**COMMUNITY GIVING COMMITTEE**

January 30, 2019 Meeting  
Sonoma Conference Room

**COMMITTEE PRESENT:**

Jennifer Hood, Co-Chairman  
Nicole Maher, Co-Chairman  
Mike Bell, Member  
Darlene Bryan, Member  
Bryn Echevarria, Member

**COMMITTEE ABSENT:**

Hannah Kohler, HGHEC President  
JoAnn Casalez, Trustee Representative

**GUESTS:**

No guests

**CALL TO ORDER:**

Co-chairman Nicole Maher called the January 30, 2019, meeting of the HGH Community Giving Committee to order at 1:02 p.m.

**PUBLIC COMMENT:**

There was no public comment.

**BOARD MINUTES:**

The committee approved board minutes as follows:

- August 1, 2018 – Mike Bell motioned; Jennifer Hood seconded; motion passed unanimously.
- August 15, 2018 – Jennifer Hood motioned; Mike Bell seconded; motion passed unanimously.
- September 7, 2018 – Darlene Bryan motioned; Bryn Echevarria seconded; motion passed unanimously.

**BUSINESS ITEMS-OTHER REPORTS:**

**2. Committee member review and recommendations on: (i) Committee organization, purpose, mission statement, goals; (ii) Committee governance, bylaws, policies, procedures; and, (iii) Committee funding.**

The committee reviewed the final draft of the by-laws and made two changes. First, the group corrected the mission of the organization in Section 1.3-b to “being helpful and caring for those in need.” Additionally, in Section 2.1, the group opted to remove the possibility of committee appointments from

the general public and instead appoint the President of the Humboldt Hospital Auxiliary, of the President's designee, as an ex-officio member of the committee. Committee member Bryn Echevarria will be retiring from HGH in June 2019, so the Auxiliary member can transition in at that time. Co-chairman Nicole Maher said she would speak with Auxiliary President Judy Adams regarding the proposed appointment. Committee member Echevarria made a motion to accept the by-laws with the noted changes; co-chairman Jennifer Hood seconded; the motion passed unanimously.

Co-chairman Maher also discussed publicity surrounding the committee. She suggested the group share traditional and social media news regarding possible funding, as well as news when organizations and/or projects are funded.

The group discussed three different letters that should be drafted for applicants: (1) A letter acknowledging receipt of an application, which sets a date for review; (2) A letter acknowledging receipt of an application and/or request for funding that does not fall within the committee's funding parameters; and, (3) A letter granting funding.

Committee member Darlene Bryan suggested the letter granting funding should include a suggestion that donor recipients write a thank-you note or "testimonial" of how the funding helped their organization or cause. The group agreed this same request should be included on the CGC application (with further encouragement for event/project photos) in place of the current request for recognition at organizations' programs or events. Committee member Mike Bell made a motion to approve the application for funding with the noted change; committee member Echevarria seconded; the motion passed unanimously.

Co-chairman Hood discussed whether the committee should establish a set funding limit. The group agreed it will fund projects "up to \$5,000," although committee members were not sure the amount should be publicly advertised.

The committee discussed HGH-funded events versus CGC-funded events. Co-chairman Maher said "Color the Mucc" and "LaRena's Race" are both HGH-funded events; however, it is not clear at this point if the "Turkey Trot" will continue to be funded through HGH. Conversely, it does not seem possible for that event to be funded through the CGC because it is not a 501(c)3 organization. The group also briefly discussed a past request from RSVP for funding; however, the group was concerned any donated funds would go to RSVP's Carson City headquarters and would not necessarily be used exclusively for Humboldt County.

The group decided to meet quarterly in 2019; the next meeting is tentatively scheduled for 1 p.m. Wednesday, April 24.

**COMMITTEE COMMENTS:**

There were no committee comments.

**PUBLIC COMMENT:**

There was no public comment.

Committee co-chairman Maher adjourned the January 30, 2019, meeting of the HGH Community Giving Committee at 2:11 p.m.

**APPROVED:**

**ATTEST:**

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Jennifer Hood, Committee Co-Chairman

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Nicole Maher, Committee Co-Chairman