



**New Mexico Hepatitis C Alliance  
Board Meeting Minutes  
November 05, 2008**



**Board / Ex-Officio Present:** Yolanda J. Herrera / President, Saroj Baxter / Secretary, Holly Taylor / Treasurer, Stephani Patten, Lucinda Yates, Karen Gonzales

**Board / Ex-Officio Excused:** Ben Corsey, III/ Vice President, Terry Holmes, Rachel Pacheco, Gavriela DeBoer

**Board / Ex-Officio Absent:** Korey Montoya,

**Guest Present:** None

**Business Items: 11/05/2008**

Topic	Discussion	Action / Person Responsible
1) Meeting called to order.	Yolanda – Called meeting to order @ 4:42 pm.	N/A
2) Welcome / Agenda Approved	Welcome by Yolanda. All present checked in, Lucy and Karen by telephone. Yolanda reviewed and all approved agenda with no changes. Yolanda will send out previous minutes with draft and dates. Stephani moved that Meeting minutes approval tabled until next meeting, Holly seconded, all approved.	N/A
<b>3) Updates/Reports from:</b> <ul style="list-style-type: none"> <li>• <b>Exec Committee</b></li> <li>• <b>Treasurer</b></li> </ul>	<ul style="list-style-type: none"> <li>• Yolanda requested that we clearly identify the date and status of our documents with a footer containing the date and title, then draft or final or approved and date. That will help us keep track of final documents in the future. All agreed.</li> <li>• Yolanda requested that we let her and everyone know if we're out of town or unavailable. All agreed. We'll put on shared calendar.               <ul style="list-style-type: none"> <li>○ Stephani is on vacation from Nov 9-21<sup>st</sup></li> <li>○ Saroj is out of town from Nov 8-11, 25-28, but can be reached by cell phone if necessary.</li> </ul> </li> <li>• Saroj will update Yolanda's template with Holly's records to create a current membership list. Then we can keep all members updated on activities and issues.</li> <li>• Yolanda confirmed all board and ex officio members.</li> <li>• We went through financial things in exec committee today. Next meeting we'll do secretarial duties.</li> <li>• Holly updated everyone on treasury.               <ul style="list-style-type: none"> <li>○ Holly's computer is back up and she has everything done through May of 2008. June was lost and she and Stephani will reconstruct that work. Holly will have the rest of the year's reports by next board meeting, except December, which is because the bank statement won't come in time..</li> <li>○ Lucy is willing to be the official point of contact for HCA until we file again in January of 2009./</li> <li>○ Holly will add cumulative information to monthly reports.</li> <li>○ All silent auction items given out and paid, archives sent to Stephani..</li> <li>○ Holly will do the annual meeting financial report for next meeting.</li> <li>○ Saroj, Ben , Yolanda will review evaluations and compile</li> </ul> </li> </ul>	<p>*All – clearly label all documents emailed or saved for archives with date and title and “Draft” or “Final” or “Approved” and the date.</p> <p>*Saroj and Lucy – Reformat 2 calendars sent by Yolanda for Board and general use.</p> <p>*Yolanda - find a place to store backup notebooks at Echo so we can update archives at each meeting..</p> <p>*Stephani suggests we get a book on nonprofits, like “Nonprofits for Dummies”.</p> <p>*Stephani will email binder templates for notebooks.</p> <p>* Holly to do reports and notebooks.</p> <p>*If Lucy has any archives she'll get them to someone on the Exec committee.</p>

<ul style="list-style-type: none"> <li>• <b>Secretary</b></li>   <li>• <b>Advocacy Chair</b></li>   <li>• <b>Announcements</b></li> </ul>	<p>them.</p> <ul style="list-style-type: none"> <li>○ /There are some registration forms missing but paid – Karen will get them from Teresa and Melissa.</li> <li>○ Does Ben or Rachel have early registration forms from annual meeting?</li> <li>○ \$19 from bracelets. Petty cash must be recorded in reports.</li> </ul> <ul style="list-style-type: none"> <li>• Saroj is getting together a secretary notebook. We also need to archive records in a central location. Yolanda will check with Echo staff. We can update archives at each meeting. <ul style="list-style-type: none"> <li>○ How to archive with Quicken for Holly? Agenda item for Exec board meeting.</li> <li>○ Part of agenda will be to check if records have been updated in archives.</li> <li>○ Yolanda will email minutes template to Saroj.</li> </ul> </li> <li>• Stephani updated everyone: <ul style="list-style-type: none"> <li>○ Stephani will be working with DOH, Project Echo.</li> <li>○ Stephani will send out business cards- everyone update their information.</li> <li>○ Stephani has been trying to standardize forms over the years for HCA and do archives and electronic archives. She will send out forms with sample for approval.</li> <li>○ Lucy motioned to approve letterhead and Saroj seconded and all approved.</li> </ul> </li> <li>• Lucy – January KOB TV health Fair, Approval given to do an echo support group for those outside Albuquerque. Lucy will do a summary on telehealth and Holly will do a proposal on Alliance members calling people on treatment for support.</li> <li>• Gathering of Nations April 23-25</li> <li>• Possibility of sending newsletter to Greenpeace members – 3 million, worldwide.</li> <li>• CPAG Friday December 14<sup>th</sup> 9:30-3:30. We’ll discuss out participation in January when Jerry can come.</li> <li>• November 29<sup>th</sup> World AIDS Awareness Day.</li> <li>• September State Fair</li> <li>• Gay Pride</li> <li>• Yolanda will check on next Train the Trainer.</li> </ul>	<p>* Yolanda will call Gavriela to clarify needs for quilt stands, storage containers and then update the letter of request.</p>
<p><b>6) Wrap Up and Adjourn meeting</b></p>	<p>Yolanda – Motion to adjourn meeting @ 6:25pm.</p> <ul style="list-style-type: none"> <li>• Seconded by Saroj Next meeting December 10 with potluck 3-4 Exec Committee, 4-6 board and potluck.</li> </ul>	