

BHH Council Minutes - October 4, 2023

President Roderic Gottula called the meeting to order promptly at 10:00 am.

In Attendance:

Bill Hinrichsen, Dr. Rod Gottula, Kat McKay, Lesley Hughes, Meg Wilson, Chris McCall, Denise Daniels, Lorraine Handler

Via Zoom: Liz Baze, Bev Tyler, Sally Zigmund

The first order of business was to review the Agenda items. Please refer to the agenda for full reports. Teams with no further discussions were passed over.

Being Prepared - New Team Leader - Penny Barrett

Council voted on and accepted Penny Barrett as new team leader. Welcome Penny.

The next Being Prepared Workshop has been rescheduled for January 2024.

October Blood Drive -

The 23 donors are registered to date. This is disappointing with just 17 days until the Blood Drive.

Community Outreach - Lesley Hughes

Liz Bolt is reaching out to a doctor in Potrerillos.

Dr. Rod met with Dr. Castillo, director of palliative care for Panama. He was pleased to meet Dr. Rod and have interplay with BHH. He admitted that Panama's Palliative care has been somewhat lacking. Dr. Rod noted a disconnect between MINSA and BHH in hospice cases.

Hospice and Family Care - Dr. Rod

Without certainty whether the vaccine mandate for hospice volunteers is still in existence, it was proposed that we remove the requirement that hospice volunteers must be vaccinated. A vote was taken and passed unanimously. Still remaining is requirement that Kn95 masks must be worn when entering a patients home.

As the only hospice care person, Dr. Rod desperately needs assistance. He is reaching out to a couple potential possibilities.

Mental Health Initiative - John Earle and Dr. Rod

Dan Gallagher has been ill. A new point person needs to be recognized.

Patient Care Coordinator - Bev, Denise and Liz

The PCC work load has grown tremendously. Dr. Rod is spearheading the possibility of breaking out the equipment team from under the PCC workload.

Presentation Coordinator - Team leader needed

Dr. Rod is considering replacing the scheduled presentation for November with a General Membership Meeting. TBD.

Translation Team -

Dr. Rod reported that he has, at times, had difficulty getting a translator, in person or by phone, when needed.

Training - Maxine Wolfe

Max has been working tirelessly to revise the visuals for the Orientation class - almost done. There are separate manuals for

Orientation and Hospice Care, Max needs some professional help working on the Hospice manual.

Andrew Baze is researching first aid programs as part of developing a program for BHH. Goal is to have the program ready by February 2024. He is fluent enough in Spanish to present the program both in English and Spanish.

Training needs a white board or large newsprint pad and easel . Rod volunteered to check with the Wong store in David.

Volunteer Management - Kat McKay

Kat reported that she has 7 possible new candidates. Some are still working and unsure how much time they can devote to BHH. Kat will continue working with these people with the intention of getting a few of them into the upcoming October 25th Class.

Old business -

1. Potential large donor is on the shelf for now. The Donor to meet with financial advisor in November.
2. Dr. Rod is working with several avenues to get BHH a 501 3c. He will consult with Robert Wareham, an attorney from Denver. He said he would agree to do this for free, excepting expenses and fees. Bill Henrichsen will provide the needed information.
3. Update on Communicable Disease Policy. A motion on the floor to remove the social distancing mandate passed unanimously.

New Business -

1. Council to discuss and vote on Proposed Bylaw changes. This was tabled to next month's meeting with a recommendation that the attorney review and compare the the proposed Bylaws to the Foundation Charter to see if the

proposed Bylaws are in conflict and how to bring; them into compliance.

2. Liability Insurance - A motion to look into liability insurance was voted on and passed unanimously.
3. Spending limit. A monthly spending limit of \$200 for the president was voted upon and approved.
4. Outside Services - A motion to approve a contract to hire Deb Hornstra to handle social media for \$200 a month (\$5/hr) was voted on and approved. Chris asked to have Deb take over some of his related duties.
5. Lesley Hughes has distributed all the Spanish business cards. She requested we order 1000 2-sided Spanish business cards. Estimated expense - \$64 plus shipping. Council approved this expenditure. Ordering of the business cards are on hold until after the equipment team meeting next Wednesday.

Motion to adjourn at 11:28am.

Respectfully submitted,

Lorraine Handler, Secretary

Boquete Health and Hospice

Boquete Health and Hospice
Council Meeting Agenda
October 4, 2023 10:00am

Meeting IN PERSON is at Big Daddy's Backyard (free coffee and donuts)

ZOOM

Join Zoom Meeting - Opens at 9:45am

<https://us02web.zoom.us/j/87082885448>

Meeting ID: 870 8288 5448

Team,

- You're invited to attend our next Council meeting on Wednesday, October 4th, at 10am in the back room of Big Daddy's. The meeting will also be broadcast on Zoom. (Zoom link above). At this meeting Council members and invited team leaders will have an opportunity to update the Council on the activities of their teams, including what has been accomplished, what is in progress, and cover any problems, issues, or help needed.
- Many of you have been asked to provide a written report prior to the meeting. In that case, unless there is some additional information to cover, there is no need for you to repeat your report. Where possible, we would like to keep the meeting within an hour's timeframe. So please keep any commentary brief and cover only the highlights as necessary.
- One of our goals this year is to create a culture of appreciation at BHH, and to ensure a rewarding experience for our volunteers. Our Council meetings are the ideal place to recognize the hard work and achievements of team members. Please keep this top of mind throughout our meetings.
- Council meetings also provide an opportunity to share new ideas with the Council for their review and possible action. To do so, please submit a request in advance to your team leader who will then pass it along, if appropriate, to the Secretary, Lorraine Handler prior to the meeting. This allows us to manage any new business effectively.
- We appreciate your time, talents, and passion, and thank you for all you do to make our programs and services possible. We hope to see you at Council and monthly meetings and encourage your active participation in helping to make this year our best year ever!

All the best,
Dr. Rod Gottula
President

Upcoming Events:

BHH Council Rolling Calendar (See below)

President, Roderic Gottula will moderate the Council Meeting

Council Members in Attendance:

Council and Team Reports

Appreciation for a Job Well Done!

Lesley Hughes and the Community Outreach team are doing an exceptional job. Keep up the excellent work!!

Thank you, Leslie Sterling. The Meal team had a busy month. They provided 5 meals and did a great job this month.

Medical Director's Update - Dra. Shannon Tuer

Ambassadors - Denise Daniels - Team Leader

In September we sent 3 condolences

1 Panamanian - 2 expats

No gift baskets

Being Prepared - Penny Barrett - New Team Leader

No report this month.

BLOOD MONTHLY REPORT. Carmen
 NEXT BLOOD DRIVE OCTOBER 21st:

SEPTEMBER 2023

PATIENTS THIS MONTH:

Requests for blood received: 3

PATIENTS THIS MONTH:

DATE	TYPE	PINTS	HOSPITAL	EXPAT	PANAMANIAN
22-sep-23	O+	2	REGIONAL	1	
22-sep-23	O+	3	CHIRIQUI	1	
26-sep-23	A+	1	Dionisio Arrocha (hospital puerto Amuelles)		1

PINTS COLLECTED since 2019 ---> 502
 Patients attended since 2019 208
 This year 61 (Expats 23 + Panamanian 38)
 Estimated pints available at the blood bank :219

Communications -

No Communications Team Report

Community Engagement - Natalie Kelly

No report for September.

Community Outreach Direct Visits - Lesley Hughes, Team Leader

Community Outreach has been extremely busy in September. A summary of our activities:

- Six of the Representante's offices were visited.
- Five personal meetings with either the Representante or their aides were held.
- 15 doctor's offices/clinics/laboratories were visited. (10 were second visits and 5 were primary visits. This included a visit with the Director of MINSA for the district of Boquete.
- Three of the team members attended an event at the MINSA offices where our services were explained to the staff and the patients. Also had a conversation with the Director of Palliative Care (Dr. Ramon Castillo). A future meeting with Dr. Castillo will be arranged by Dr. Rod to learn about palliative care in Panama, and how BHH can help.
- The Boquete Health and Hospice Award for university students was approved at the September 6 Council Meeting.
- Six of the team members met for a social evening at Tre Scalini.
- BHH has been invited to attend a community meeting to be held in Bajo Boquete on October 21 from 9:00 am to Noon. We will be given 10 minutes to give a summary of our services to the audience.

CPR Team report- Bob and Kelly Honyak

The upcoming CPR class is full with a waiting list.

Education Committee report- Maxine Wolfe, Team Leader - See Training below

Equipment - Kat McKay/Sally/Cat Vann

It was a busy month for the equipment team. Thanks to everyone pitching in and doing a great job while some of us were away .

44 pieces of equipment were loaned to 9 Panamanians and 15 Expats

23 pieces of equipment were returned in good working order.
From 1 Panamanian and 14 ExPats

We purchased 5 new CPR mannequins at a cost of \$840 and \$100 shipping.
We purchased an electric bed for \$800 .

We have had many items donated lately. A large high quality walker, many washable pads, compression socks and other items that we don't usually have a need for.

Cash donations of \$100 was made by Sherry Sherritt.

Events and Fundraising - Meg Wilson -Team Leader

No Report for September.

Financial Report - Bill Hinrichsen, Treasurer

Boquete Hospice and Health Foundation

Accounting Summary for the Month of September and Year-to-Date 2023

INCOME/DONATIONS	Current Month	Year To Date	BUDGET 2023
Tuesday Market	\$ 278.08	\$ 520.73	\$ -
Equipment		\$ 645.00	\$ 2,000.00
Respiratory		\$ 355.00	\$ 1,000.00
Blood Match Fund		\$ 5,997.00	\$ 7,000.00
Education - Being Prepared	\$ 10.00	\$ 676.00	\$ 800.00
General Donations	\$ 150.00	\$ 3,105.56	\$ 1,000.00
Sale of Equipment		\$ 75.00	\$ -
Interest Earned	\$ 20.98	\$ 20.98	\$ -
TOTAL	\$ 459.06	\$ 11,395.27	\$ 11,800.00

EXPENSES	Current Month	Year To Date	
Equipment - New & Maintenance	\$ 800.00	\$ 4,290.94	\$ 4,000.00
Respiratory - New & Maint.		\$ 1,418.37	\$ 4,202.00
Blood Drive - Total expenses		\$ 387.92	\$ 1,010.00
Hospice & Family Care - Printing		\$ 356.72	\$ 500.00
Admin. Legal/Accounting/Insurance		\$ 766.00	\$ 250.00
Admin. Phone	\$ 71.74	\$ 754.73	\$ 300.00
Admin. Aniales Building - Rent		\$ 480.00	\$ 480.00
Admin. - Lockers Rent		\$ 3,291.47	\$ 3,600.00
Admin. Foundation Fee		\$ 400.00	\$ 400.00
Admin - Bank & Credit Cards Fees	\$ 78.57	\$ 78.77	\$ 600.00
Admin - Miscellaneous & Zoom Membership	\$ 65.00	\$ 574.91	\$ 200.00
IT - Database - Bubble/GoDaddy & Support		\$ 441.08	\$ 832.00
IT - Website - GoDaddy		\$ 81.17	\$ 22.00
Education Training - Gifts/Lunches/Misc. Expenses		\$ 183.96	\$ 855.00
Education Being Prepared - Printing & Rent		\$ 954.60	\$ 605.00
Volunteer Coordinator - Gifts/Lunches/Entert		\$ 500.05	\$ 1,100.00
Communication - Social Media		\$ 73.78	\$ 500.00
TOTAL	\$ 1,015.31	\$ 15,034.47	\$ 19,456.00

NET SURPLUS OR (DEFICIT) \$ (556.25) \$ (3,639.20)

Hospice and Family Care - Dr. Rod

Five hospice patients have been brought on over the last month. Three of them have already passed and were comfortable.

I am meeting with the physician Medical Director of palliative care for the entire Chiriqui province this week to learn more about their system and provide him information about how we work.

A letter to the community asking for healthcare volunteers was sent out on Social Media. There have been two tentative responses from nurses.

Meals- Leslie Sterling

5 meals provided by the meals team this month.

Magic of Music - Art Blevins, Val Strahl

In addition to normal team activities, the Magic of Music Team is in the process of creating a new training video for use during the October BHH New Volunteer Training sessions. The team is also in the process of updating the Magic of Music pages on the BHH website with a new intro.

Mental Health Initiative - John Earle and Dr. Rod

The team is working with and training the following new volunteers:

Bill Crabbe

John Earle

Mike Polacek

David Young

Dan Gallagher

Jane Keener-quait

Newsletter - Natalie Kelly Editor/Team Leader

*A full newsletter went out on October 1. Announcements will go out November 1, a full newsletter will go out on December 1, and announcements will go out January 1, 2024.

*Natalie will resume coordinating newsletter / announcement submission requests since Meg is going to devote her efforts to Events.

Patient Care Coordinator - Bev, Denise and Liz

The PCC stats for September:

Total equipment calls: 52

Returns: Pan:6, Ex-pat: 16

Check-outs: Pan: 12, Ex-pat: 18

2 new Panamanian hospice

Deaths: 1 Pan, 2 ex-pat

Other calls:

4 info requests- resource lists

2 requests for size L diapers

1 call BCP to borrow equip

1 thank you call

1 request for meals

1 request for cervical collar (single use)

Presentation Coordinator - Team leader needed

October - Chris McCall - “When the lights go out - don’t be left in the dark”

November - Panel on CBD oil and herbal medications - Diane Henke & Elizabeth Worley of Cloud Forest Botanicals and Dr. Rod Gottula

February - Art as Therapy “Zentangle” Workshop - Mary Ellen Watts

Respiratory - Bill Halderman Team Leader

No report.

Technology Team - Chris McCall

- This month we've created 4 flyers for the October Blood Drive and Matching Fund.
- Developed the Matching Fund signup forms website.
- For the first time, we are creating a Spanish Matching Fund. Carmen is going to advertise it on the Spanish sites. It will be interesting to see what comes from that.
- Created the flyer for Chris's talk.
- Chris has been spent much time redoing the slides for his presentation.
- Not much work on the database, only a few bugs have been fixed. Liz has a couple of requests in for a good additions.
- Greg Smith, our potential programmer has gotten super involved with the BCP theater, so he is not available until that season over.
- Have not heard anything from Barbara. She was interested in working on reports..
- Created the video for Dr. Sunny Roe's presentation - that took a week.

The goal for October is to get the database screens that allow for volunteers to enter information working and to produce more reports.

Translation - Open, Natalie Kelly, Acting Team Leader
Nothing new to Report this month.

Training - Maxine Wolfe, Team leader

1. Currently converting Orientation Class into visuals
2. 7 students expected for October Orientation on the 25-26th.
3. Hospice training has been broken out.
4. Exploring purchase of dedicated computer
5. Need to purchase whiteboard
6. Need "Mental Health" expert to help write presentation
7. Met with Andrew Baze to research creation of First Aide class.
8. We still need a person to coordinate the General Meeting speakers.

Volunteer Management - Open Kat
No report.

Old Business

1. Potential large donor gift (Dr. Rod)
2. Considering 501(3)(c). status (Dr. Rod)
3. Update on Communicable Disease Policy (social distancing).(Dr. Rod)

New Business

1. Council to discuss and vote on proposes ByLaw changes (Dr. Rod)
2. **Liability insurance (Dr. Rod)**
3. Establishing Spending limits (Dr. Rod)
4. Purchasing Outside Services (Dr. Rod)
5. Community Outreach needs more Spanish business cards. 1,000 cards - printed both sides both sides. \$64.00
6. Resignation of Deb Hornstra.

BHH Council Rolling Calendar

October 2023

Oct 4 - Council Meeting

Oct 11 - General Meeting

o Presentation - Chris McCall, What to do when the lights go out: Don't be left in the Dark

Oct 11 - CPR Training following General meeting

Oct 21 - Heroes Blood Drive

Oct 25-26 - New Volunteer Orientation

November 2023

Nov 1 - Council Meeting

Nov 8 - General Meeting

o Presentation - Panel Discussion of Botanical Remedies combined with CBD Oil.
presented by Cloud Forest Botanicals

December 2023

Dec 6 - Council Meeting

Dec 13 - Volunteer Appreciation Lunch(in lieu of general meeting)

January 2024

Jan 3 - Council Meeting (approve budget & amp; set initiatives)

Jan 10 - Annual (General) Meeting

o Presentation - Council's Goals & Plans for 2024 by entire Council

o Election of Council officers

February 2024

Feb 7 - Council Meeting

Feb 14 - General Meeting

o Presentation - Art as Therapy - Mary Ellen Watts

2023 Initiatives and Status

- Jan Fill IT Team Lead position (Kat) **(IN PROCESS)**
- Jan Fill Microsoft 365 position (Kat/Dave) **(ON HOLD)**
- Jan Resume in-person Being Prepared workshops (Kat/Sandra) **(COMPLETE)**
- Jan New Volunteer Training Class (Max) **(COMPLETE)**
- Jan Purchase of wireless microphone and projector for class/meetings (Max) **(COMPLETE)**
- Jan Fill Hospice & Home Health Support Team Lead position (Bev) **(IN PROCESS)**
- Jan Recruit volunteers to assist Hospice & Home Health Support Team Lead in training volunteers (Dr. Rod) **(IN PROCESS)**
- Jan Fill Newsletter Coordinator position (Natalie)

- Feb Resume home visits (Bev/Denise/Craig) **(IN PROCESS)**
- Feb Find more ways to use the Ambassador Team (Lesley) **(COMPLETE)**
- Feb Fill Volunteer Coordinator position (Kat) **(COMPLETE)**

- Mar Fill Equipment Team Lead position (Kat)
- Mar Basic First Aid Class (Max) **(IN PROCESS)**
- Mar Complete Database Project (Chris/Craig) **(IN PROCESS)**
- Mar Resume in-person CPR training (Bob) **(COMPLETE)**

- Apr Develop and implement Hospice and Home Health Support Team (Bev)

- May

- June New Volunteer Training Class (Max)
- June World Wide Blood Drive **(COMPLETE)**

- July Review Initiatives (Council)
- July Increase volunteers on all teams (Kat)
- July CPR Training **(COMPLETE)**
- July New Volunteer Training Class SPANISH (Max)

- Aug Farewell Pot Luck for Craig and John **(COMPLETE)**
- Aug Volunteer Training (Max) **(COMPLETE)**

- Sept. Presentation at monthly meeting - Dr. Sunny Roe

- Oct Presentation at monthly meeting - Chris McCall
- Oct CPR Training
- Oct Heroes Blood Drive
- Oct New Volunteer Training
- Dec Volunteer Appreciation Lunch