

Boquete Health and Hospice  
Council Planning Meeting Minutes  
January 4, 2023, 10:00am

In attendance: Lesley Hughes, Natalie Kelly, John Earle, Kat McKay, John Quintana, Leslie Sherling, Denise Daniels, Val Stral, Bev Tyler, Dr. Shannon, Bill Hinrichsen, John Ferguson, Craig Gatrel, Chris McCall, Maxine Wolfe

**Medical Update Director** (Dr. Shannon Tuer) – Update MINSA policies.

Update from Dr. Shannon: big spike in Covid during December. Also big spike in influenza and common cold. Should be getting new vaccine within the first trimester. Dr Shannon recommended wearing masks while indoors and social distancing between 3 -6 feet. Dr. Shannon suggested we not have the January General meeting in person,

1. THERE WAS A MOTION TO CONTINUE THE POLICY THAT ALL MEETINGS BE BOTH MASKED AND SOCIAL DISTANCING ADHERED TO. PASSED UNANIMOUSLY.
  
2. THERE WAS A MOTION THAT ALL MEETINGS BY OFFERED AS HYBRID, MEANING BOTH IN PERSON AND ZOOM. PASSED UNANIMOUSLY

**Council and Team Reports**

**Patient Care Coordinator** (Bev, Craig and Denise) – PCCs: Usual month. Nothing out of the usual.

**Financials** (Bill) –

Year end balance. \$38,188.8-

**Respiratory** (John) –

1 check out, 1 check in and 4 units in for repair.

**Equipment** (Sally/Kat McKay/Cat Vann)

Equipment team report

		E	P
Loaned:	24	1	3
Returned:	6	2	

With the help of Deb, we listed for sale six 4-wheeled walkers on our facebook site. We are often given 4 wheeled walkers but rarely lend them out (interestingly we did lend out 2 this month.

We sold one 4 wheeled walker (6” wheel) #53 for \$25

The other 6” walker we had listed for sale (#41) needs a repair

We gave two 4 wheeled walkers (8” wheel) to FPI (#2 and 22)

Two more 8 inch wheel -4 wheeled walkers—#33 and 40, are still for sale for \$50 each.

Income \$25 from sale of one walker

Repairs: We recovered mattress #8 at Peneco for \$62

Chris's reports on the data base will be very useful. I got it to work a week ago and collected some data. My attempt to update a report om 12/31 was not successful. I will continue to work with Chris on this.

### **Mental Health Initiative (Liz/John E)**

No report

### **Dementia Presentation (Dr. Rod)**

No report

### **Education (Sandra) –**

3 Being Prepared classes are filled. Jan 12, Jan 19 and Jan 31.

### **IT Team (Chris McCall)**

Chris is going to start working with Natalie. Chris is working on database program.

### **Ambassadors:**

Herta B, Cat V, Kat M and I will be at the three Being Prepared Workshops. Thank you all for helping out with this huge and wonderful gift to our community.

### **Events & Fundraising**

The Carnival project for February has been put on hold.

### **Communications**

Our Newsletter and Social Media presence continues to get better and better.

### **Community Outreach**

Plans are for the team to visit doctors in the area starting in February.

Also discussions about how to being with the Scholarship Program. (Perhaps start with one high school and work out any problems before announcing to the entire district?)

### **Translation Team**

Ready and willing to help out as needed.

**Blood Donor/Blood Drive** (Carmen, John Q)

Requests for blood received: 8

Requests approved: 8

<u>Date</u>	<u>Name</u>	<u>Ty</u>	<u>PINTS</u>	<u>Hospital</u>
1-dic-22	0+	2	REGIONAL	
1-dic-22	0+	1	REGIONAL	
10-dic-22	A+	1	REGIONAL	
12-dic-22	0+	2	REGIONAL	
12-dic-22	0+	1	OBALDIA	
27-dic-22	0+	2	REGIONAL	
27-dic-22	0+	2	REGIONAL	

PINTS Collected since 2019 ---> 400

Patients helped this year, 2022 72 → 22 Expats / 50 Panamanian

**Hospice and Family Care (Ellen)**

No report

**Music (Art/Val)**

No report

**Meals**

No meals.

**Newsletter (Natalie)**

Natalie asked if you have anything for the newsletter get in touch at least 3 months in advance to coordinate.

**PR Team/Social Media (Deb)**

No report

**2023 PLANNING SESSION**

Budget:

## 2023 BUDGET

<b>Income (Donations)</b>
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PCC - Miscellaneous	\$ 480.00
Equipment	\$ 2,000.00
Respiratory	\$ 1,000.00
Blood Drive	\$ 7,000.00
Ambassadors - Meetings	\$ 300.00
Education - Being Prepared	\$ 800.00
Fund Raising	\$ 9,000.00
General Donations	\$ 1,000.00

<b>TOTAL</b>	<b>\$ 21,100.00</b>
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<b>Expenses</b>
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Equipment - New	\$ 2,000.00
Equipment - Maintenance	\$ 2,000.00
Respiratory - New	\$ 1,000.00
Respiratory - Maintenance	\$ 3,202.00
Blood Drive - Animales Bldg. - Rent	\$ 110.00
Blood Drive - Expense	\$ 900.00
Music Magic - Equipment New	\$ 100.00
Hospice & Family Care - Printing	\$ 500.00
Admin - Legal & Acctng. Audit	\$ 250.00
Admin - Phone	\$ 300.00
Admin - Animales Bldg. Rent	\$ 480.00
Admin - Lockers Rent	\$ 3,600.00
Admin - Foundation Fee	\$ 400.00

Admin - Bank & Credit Cards Fees	\$ 600.00
Admin - Miscellaneous	\$ 200.00
Community Outreach	\$ 800.00
IT - Database - Bubble	\$ 210.00
IT - Database - bhhpanama.org (URL) - GoDaddy	\$ 22.00
IT - Database - Bubble Support	\$ 600.00
IT - Website - boquetehospice.org (Wix) - eCommerce & SSL cert.	\$ 204.00
IT - Website - GoDaddy - boquetehealthandhospice.org (URL)	\$ 22.00
IT - Website - Everweb - boquetehealthandhospice.org - Email Tracking	\$ 90.00
Ambassadors Meetings - PR	\$ 300.00
Ambassadors - Baskets	\$ 450.00
Education Training - Printing	\$ 1,850.00
Education Training - Gifts/Lunches	\$ 300.00
Education Training - Aniales Bldg. Rent	\$ 255.00
Education Training - Miscellaneous	\$ 300.00
Education Being Prepared - Printing	\$ 500.00
Education Being Prepared - Aniales Bldg. Rent	\$ 105.00
Education - CPR	\$ 100.00
Volunteer Coordinator - Gifts/Lunches	\$ 900.00
Volunteer Coordinator - Survey	\$ 180.00
Volunteer Coordinator - Entertainment	\$ 200.00
Volunteer Coordinator - Shirts	\$ 200.00
Communications - Newsletter - PicMonkey	\$ 72.00
Communications - Newsletter - Mail Chimp	\$ 250.00
Communications - Newsletter - CanvaPro	\$ 120.00
Communications - Social Media	\$ 500.00

Fund Raising - Animales Bldg. Rent	\$ 200.00
Fund Raising - Total Expenses	\$ 2,500.00
<b>TOTAL</b>	<b>\$ 26,872.00</b>

Lesley requested an additional \$200 for Community Outreach.

**MOTION TO APPROVE THE BUDGET: PASSED UNANIMOUSLY**

**MOTION: ALLOW NON-BHH MEMBERS TO CONDUCT BHH SPONSORED CLASSES, SO LONG AS THEY ADHERE TO BHH COVID PROTOCOLS. MOTION PASSED.**

### **Boquete Health and Hospice Initiatives – 2023**

- Jan Fill IT Team Lead position (Kat) **(IN PROCESS)**
- Jan Fill Microsoft 365 position (Kat/Dave/Craig) **(IN PROCESS)**
- 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) **(IN PROCESS)**
- Jan Fill Hospice & Home Health Support Team Lead position (Bev)
- Jan Recruit volunteers to assist Hospice & Home Health Support Team Lead in training volunteers (Bev)
- Jan Fill Newsletter Coordinator position (Natalie) **(IN PROCESS)**
  
- Feb Resume home visits (Bev/Craig) **(IN PROCESS)**
- ~~Feb Carnival Fund Raiser (John Q) **(DROPPED)**~~
- Feb Find more ways to use the Ambassador Team (Lesley) **(IN PROCESS)**
  
- Mar Fill Equipment Team Lead position (Kat) **(IN PROCESS)**
- Mar Basic First Aid Class (Max) **(IN PROCESS)**
- Mar Complete Database Project (Chris/Craig) **(IN PROCESS)**
- Mar Resume in-person CPR training (Bob)
  
- Apr Develop and implement Hospice and Home Health Support Team (Bev)
  
- May Work with IT Team to establish/maintain Sharepoint document storage system (CraigChris/Dave) **(IN PROCESS)**
  
- June New Volunteer Training Class (Max)
  
- July Review Initiatives (Council)
- July Increase volunteers on all teams (Kat)
- July New Volunteer Training Class SPANISH (Max)
- ~~July Second Fundraiser (John Q) **(DROPPED)**~~
  
- Oct Third Fundraiser with a total for all three fundraisers being a profit of \$6500 (John Q)
  
- Dec Volunteer Appreciation Lunch (Dave)
  
- Monthly Newsletter (Natalie)
  - In-person general meetings (Council)
  - Volunteer education at general meetings (Kat/Max)
  - Increase social media presence (Deb)

Council approved above initiatives unanimously.

Keith Daniels will be nominated for the position of Secretary for 2023.

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Jan 6 – Treasurer sends Prior Year financials to Accountant (Donations/Expenses/Bank Statements)

Jan 11 – Annual (General) Meeting, will be Zoom and some members will attend at Animales building. Masks are required.

- Presentation – Council's Goals & Plans for 2023 by entire Council
- Election of Council officers

Jan 12 – Being Prepared Workshop

Jan 19 -Being Prepared Workshop

Jan 23, 25, & 27 – New Volunteer Training Class

Jan 31 – Being Prepared Workshop

### **February 2023**

Feb 1 – Council Meeting

Feb 8 – General Meeting

- Presentation – Social Media at BHH with Deb Hornstra

### **March 2023**

Mar 1 – Follow up with accountant to make sure reports sent to attorney

Mar 1 – Pay for lockers 7 & 6 (\$1920)

Mar 1 – Council Meeting

Mar 8 – General Meeting, Dra. Luz will give a Presentation – Dental Care & Emergencies

### **April 2023**

Apr 1 – Follow up with attorney to make sure reports filed with government

Apr 5 – Council Meeting

Apr 12 – General Meeting

- Presentation – Healthcare Services 101 with Dra. Shannon Tuer

### **May 2023**

May 3 – Council Meeting

May 10 – General Meeting

- Presentation – Snakes in Boquete with Mike Hill

### **June 2023**

Jun 1 – pay for locker 9 (\$960)

Jun 7 – Council Meeting

Jun 7 – Pay insurance on lockers

Jun 14 – General Meeting

- Presentation – Long Term Care, Rehab & Nursing Homes with Bev Tyler, Rod Gottula, Liz Bolt & Chuck High

Jun 15 - Blood Drive

### **July 2023**

Jul 5 – Council Meeting

Jul 12 – General Meeting

- Presentation – Palliative & Hospice Care in Boquete with Dra. Shannon Tuer

## **August 2023**

Aug 2 – Council Meeting

Aug 9 – General Meeting

- Presentation – What You Need in an Emergency with Rob Ryan, John Quintana & Craig Gatrel

## **September 2023**

Sep 6 – Council Meeting

Sep 13 – General Meeting

- Presentation – Ambulances & Hospitals with Sandra Cripe and Rodny Fuentes

## **October 2023**

Oct 4 – Council Meeting

Oct 11 – General Meeting

- Presentation – What You Need to Know about Parkinson's with Dra. Shannon Tuer

## **November 2023**

Nov 1 – Council Meeting

Nov 1 – Pay for locker 3 (\$720)

Nov 8 – General Meeting

- Presentation – Pharmacies & Meds in Boquete (speaker to be announced)

Nov 27 – Notice to membership

- Slate
- Ask for nominations

## **December 2023**

Dec 6 – Council Meeting

Dec 13 – Volunteer Appreciation Lunch (in lieu of meeting and presentation)

Dec 27 – Notice to membership that nominations are closed

## **January 2024**

Jan 3 – Council Meeting (approve budget & set initiatives)

Jan 3 – Send notice of annual meeting and post on website

Jan 10 – Annual (General) Meeting

- Presentation – Council's Goals & Plans for 2024 by entire Council
- Election of Council officers