

BHH Council Meeting

May 1, 2024

Boquete Health and Hospice President, Dr Rod Gottula called the meeting to order promptly at 10:00 am. The meeting was in person at the Rock and via Zoom.

Members in Attendance: Dr.Rod Gottula (President), Bill Hinrichsen (Treasurer), Kat McKay (Vice President), Lorraine Handler (Secretary), Jeanie Miller (Fund Raising), Gordon Morgan (Administrative Assistant), Chris McCall (Technology), Liz Baze (PCC), Bev Tyler (PCC), John Earle (Past President)

Zoom: No-one in attendance

Ambassadors -

Eileen Moravetz has been at the Tuesday Market and is considering the Team leader position.

Blood Team -

John Earle will contact Jamie Clem to make the revisions to the video Laurie has requested.

CPR Team -

The link for signups for May 8th CPR class is broken and needs to be fixed. Next CPR classes are scheduled for July, August and October

Community Outreach -

The team is doing an excellent job of getting information about BHH services out into the community. They are reaching many more Panamanians who are taking advantage of our services.

Education /team Report -

Kat McKay reported that there are 10 people registered for the Orientation. She needs help with follow-up to confirm attendees.

Equipment Team -

Anita Frogge donated electric hospital bed in excellent condition. Dr. Rod was going to check into sending a gift basket.

Events and Fundraising -

Followup with the restaurants that participated in the poker run is needed for their feedback.

Hospice -

Dr. Indira Atencio of Phoenix Clinic in San Francisco Plaza has volunteered to help with phone follow up.

Dr. Rod volunteered to follow up and send a gift basket to Anita Frogge for her generous donation of the hospital bed.

Dr. Rod Gottula shared information about the meetings with the Asociacon de Luz Esparenza (ABLE) who work primarily with impoverished cancer patients. He educated them about our resources and has already received referrals. ABLE to setup the location for the next meeting on May 29th. At that time Dr. Rod will do a presentation on grief. He will need a translator - Possibly Savanna Gettings.

ABLE is looking for an attorney to work with them to become a Panama Nonprofit

Valorie Harmon is handling a heavy load. Dr. Atencio will help her with followup.

Magic of Music -

Art Bevins is revising the music video. He will present it at this month's orientation. It was suggested that we have an information sheet on Magic of Music available to hand out to patients.

Mental Health -

John Earle to followup with Michael Polacek.

Newsletter -

Chris McCall will volunteer to prepare and send out the newsletter until we have another volunteer. For the position. May newsletter is scheduled to go out Saturday or Sunday.

PCC -

Bev Tyler is heading back to Canada for 6 months. She will work remotely. A new PCC is needed, Kat McKay is working with a possible candidate.

Presentation Coordinator -

Gerri Eckert. Is returning to the states. Lorraine Handler will take over to cover the position.

Respiratory -

We have a patient that needs 10 liters of oxygen. Our units only produce 5 liters. They will try to join 2 units. Dr. Rod to check on new breathing masks.

Social Media -

Deb Hornstra's mom recently passed away. She is on route returning to Panama.

Translation -

There is still a problem getting a translator when needed. It was suggested that we sign up with Rodney Direct as a backup.

Volunteer Coordinator -

Liz Baze would like to become the Volunteer Coordinator if we had a PCC to replace her.

Old Business -

1. Currently no followup on 2 Year Plan.
2. Bid4boquete - Kat will notify us when James sets up a meeting.
3. Bylaws - There was a motion to approve the bylaw changes. The vote was unanimously approved. Secretary to attach the updated bylaws when the minutes go out. Updated minutes have been entered into the documents on the database.

New Business -

1. Dr. Rod Gottula and Gordon Morgan are working obtain our 501c3. Using the EZ form, they expect we can have it in 6-8 weeks.
2. Bill Henrichsen reported that our attorney Erick Q is not retiring.
3. Jeanie Miller is considering the administrative assistant role.
4. ABLE is looking for an attorney to become a non-profit. Working to schedule a meeting with Dr. Luz of MINSA.
5. It was suggested that we continuer to check on the new building to see if the electric has been installed and stop by the owner's Chinese restaurant for a bite and check with him on the status.
6. Volunteer Orientation- 10 registered.

7. Kat McKay is checking with Anemales to see if it would be available June 29th for volunteer get-together. Several possibilities are being discussed.

8. Jeanie Miller addressed the communication and accountability problems. We need a plan. Dr. Rod to writeup a job description for what he sees as the responsibilities of the administrative assistant to assist him.

9. Chris McCall said that we will need everybody on deck to help with putting on QR codes. This would be an excellent time to do a full inventory and reorganize the lockers. Chris said the best case scenario would be that it happens while we're moving to the new building

The meeting was adjoined at 11:16 am

Respectfully submitted,

Lorraine Handler. Secretary
Boquete Health and Hospice

**Boquete Health and Hospice
Council Meeting Agenda
May 1st, 2024 10:00am**

Rock Restaurant or

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 May 1st - 10am at The Rock Restaurant. The meeting will 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 2024 our best year ever!

All the best,
Dr. Rod Gottula
President

Upcoming Events:

May 1 - Council Meeting - Rock Restaurant - 10am

May 8 - General Meeting - Michael Polacek, DNP, RN-RET, PMH-BC presents

“NEAR Sciences: Gaining Mental and Emotional Strength from Understanding our Response to Traumatic Experiences and Toxic Stress.”

May 8 - CPR Class 11:30am following General Meeting

May 15 - Being Prepared Workshop - Animals Center

May 22 - Volunteer Orientation - Animals Center

May 29 - Meeting with Asociacion Boquenos Luz de Esperanza

June 5 - Council Meeting - Rock Restaurant - 10-am

June 12 - General Meeting - MaryEllen Watts - Zentangle

June 14-15 Worldwide Blood Drive - UNACHI, Alto Boquete

President, Dr. Rod Gotulla will moderate the Council Meeting

Council Members in Attendance:

Council and Team Reports

Appreciation for a Job Well Done!

We appreciate the tireless work of all our volunteers. A heart felt thank you for all the that you do! A special shout out to the Event and Fund raising Team for their first and hugely successful event!!

Medical Director's Update - Dra. Shannon Tuer

Ambassadors - Team Leader needed

Being Prepared - Charlotte Lintz - Team Leader

Being Prepared has been scheduled again for May 15th. Kelly Honyak will not be able to present this time, but the rest of the team is ready to go. Charlotte Lintz is reviewing and updating the booklet and we should have plenty of copies to sell.

Blood Team - Carmen Restrepo and Laurie Collier

BLOOD TEAM - MONTHLY REPORT

APRIL 2024

By 27 April

BLOOD DRIVE : JUNE 14 AND 15. Preparation started. to be held in Unachi university, Boquete

PATIENTS IN PHONE LINE THIS MONTH:

Requests for blood received 3

PATIENTS THIS MONTH:

DATE	TYPE	PINTS	HOSPITAL	EXPAT	PANAMANIAN
4-abr-24	0+	2	REGIONAL	1	
19-abr-24	0+	2	REGIONAL	1	
26-abr-24	0+	4	REGIONAL		1

PINTS COLLECTED since 2019 ---> 571

Cases attended since 2019 259
 This year 22 (Expats 11 + Panamanian 11)
 Estimated pints available at the blood bank :211

The blood team met for a strategy meeting.

Exciting news for the blood drive is that we have a tentative agreement to hold the blood drive at the UNACHI extension in Alto Boquete to try to get the students and faculty to donate blood. The plan is hold the blood drive on Friday, June 14 from 3 pm -7 pm (they hold classes starting at 5 pm), and on Saturday, June 15 from 7 am-12 pm (for most of our regular donors - there are no classes on Saturday). We have an urgency to target young Panamanians because many of our usual expat donors are now not eligible to donate due to travel, taking meds, and their age.

Communications - Team Leader Open

Community Engagement - VP Position Open

CPR Team report- Bob and Kelly Honyak

Next CPR class will be May 8th 11:30am, following the general meeting.

Community Outreach - Lesley Hughes Team Leader

Community Outreach report for April 2024.

The Community Outreach team and the Blood Team worked together during April and visited 22 doctors/clinics and representantes. The Community Outreach volunteers restocked the brochures and business cards and the Blood team volunteer explained how the blood program works, gave out literature and promised to return in late May/early June with blood drive information.

Donor Relations -Team Leader - Open

Education Team Report - Kat McKay

The next Volunteer Orientation will be held on May 22nd as a one day event. I have asked some of the team leads to be there and present your team information and requirements for your team. If you would like to help in any way, please contact me. It's a

Equipment Team - Kat McKay/Sally/Cat Vann

Equipment team report

April was a slow month which was good because so many of the team was traveling or busy with personal business. The equipment team is extremely stretched thin. Sally has returned to the US for 6 months, Rhonda Morrisette will be leaving for 6 months at the end of May, Dyana Fruto and Alaine Antoine have resigned from the team and Judy Sacco has stepped away for a period of time. We have had one new volunteer interested and trained just today and one other that will be trained soon. I am hoping that they will be active and responsive to the team's needs.

Equipment Loans for April- 22 pieces (8 Pan, 4 ExPats)

Returns- 8 pieces (1 Pan, 3 ExPats)

Donations-

\$60 cash from Allie McArthur

Events and Fundraising - Jeanie Miller - Team Leader

April Team report:

The Tasty Trek Poker Run for Boquete Health and Hospice, held on April 11, 2024. It was a remarkably successful first-time event here in Boquete. This event usually involves riding motorcycles, but we adapted it to those in our community who did it on foot, via car, or horseback! The event had thirty-six participants for an afternoon of food, drink, and fundraising. The event took place at some of Boquete's finest eateries, such as Big Daddy's Grill, Otto's Gastronomía Italiano, DOBO in the Selina hotel, VAMOS Brewing Taqueria y Cerveza, Patron del Shawarma, Gelateria La Ghiotta, and Mike's Global Grill. While some of these are well known our goal was also to expose our community to some unfamiliar places too!

The Tasty Trek Poker Run raised a total of \$1,500:00 for the repairs of our oxygen concentrators that our organization lends to our community. This furthers our mission of providing essential healthcare and equipment in our region. This event also featured a silent auction that attendees had the opportunity to bid on. These items consisted of framed art by Fran Hogan, Tree Trek gift certificate. Full Adventures provided gift certificates. Jewelry was hand crafted by Teri Nowak and Yolanda Vega. A beautifully bespoke pillow by Sylvette Day. Earrings donated by Kat McKay. Coffee Farm tour by Dos Jefes. A well-known salon, Lady's, donated a manicure/pedicure. Our grand prize was a 2-night stay at Show Pony Resort in Las Lajas.

The success of this first-time event highlights the power of collaboration and the generosity of the Boquete area community! Boquete Health and Hospice extends its deepest gratitude to all participating venues and donors. We are also grateful to the community at large for your continued support.

Financial Report - Bill Henrichsen - Treasurer

April Summary Report

<u>Boquete Hospice and Health Foundation</u>			
Accounting Summary for the Month of April and Year-to-Date 2024			
INCOME/DONATIONS	Current Month	Year To Date	BUDGET 2024
Blood Matching Donation			\$ 10,000.00
Donor Relations			\$ 10,000.00
Education - Being Prepared		\$ 505.00	\$ 800.00
Equipment	\$ 80.00	\$ 260.00	\$ 1,000.00
Fund Raising	\$ 1,462.00	\$ 1,462.00	\$ 4,000.00
General Donations	\$ 1,150.00	\$ 3,166.00	\$ 5,000.00
General Meetings			\$ 1,200.00
Respiratory			\$ 500.00
Tuesday Market	\$ 47.00	\$ 321.50	\$ 600.00
Savings Account - Interest Earned	\$ 27.89	\$ 115.02	\$ 400.00
TOTAL INCOME	\$ 2,766.89	\$ 5,829.52	\$ 33,500.00
EXPENSES	Current Month	Year To Date	
Admin - Animales Bldg. Rent		\$ 80.00	\$ 750.00
Admin - Bank & Credit Cards Fees	\$ 16.87	\$ 51.58	\$ 500.00
Admin - Foundation Fee		\$ 400.00	\$ 400.00
Admin - Legal & Acctng. Audit - Planning		\$ 187.10	\$ 1,000.00
Admin - Lockers Rent & Insurance		\$ 900.00	\$ 4,000.00
Admin - Misc, Zoom, Tap Out & Arco Iris (BCP)		\$ 60.66	\$ 800.00
Admin - Phone	\$ 43.72	\$ 174.88	\$ 600.00
Admin - Printing & Marketing	\$ 264.00	\$ 469.37	\$ 1,000.00
Blood Drive - Bldg. Rent & Expenses	\$ 70.40	\$ 70.40	\$ 500.00
Communications - Social Media/Advertising	\$ 219.98	\$ 907.34	\$ 1,800.00
Community Outreach & Scholarships	\$ 553.16	\$ 1,053.16	\$ 1,250.00
Education - CPR		\$ 1.40	\$ 300.00
Education Being Prepared - Printing & Rent		\$ 632.77	\$ 1,300.00
Education Training & Printing		\$ 65.00	\$ 500.00
Equipment - New & Maint.		\$ 862.82	\$ 2,000.00
Equipment - Respiratory New & Maint.		\$ 2,055.14	\$ 2,000.00
Fund Raising - Total Expenses		\$ 109.80	\$ 1,000.00
Hospice & Home Care		\$ 334.98	
IT - Database - Bubble & Support		\$ 281.00	\$ 1,000.00
Volunteers - Gifts/Lunches/Entert/Printing		\$ 238.11	\$ 1,500.00
TOTAL	\$ 1,168.13	\$ 8,935.51	\$ 22,200.00
NET SURPLUS OR (DEFICIT)	\$ 1,598.76	\$ (3,105.99)	

**Boquete Hospice and Health Foundation
Accounting Summary for April and year to date 2024**

Financial Report for April will be inserted when available.

Hospice and Home Care -Team leader Valerie Harmon, RN

April stats BHH

All my clients are a
Panamanian.

Currently watching 5 clients.

For the month of March I had:

Trying to enlist others to come on visits with me.

Stacey passed this month. Visited her family 3 times.

Julio x 2

Maximo x 1

Mrs Hernandez x 1

Maria x 1

New Client Emilia X 1

Also texted all clients once this month for follow-up. Would like more assistance with follow-up calls or text. All clients only speak Spanish.

There have been two meetings with the ABLE organization. The goal is to seek collaboration as they will get referrals for cancer patients that may be hospice appropriate. Many of these patients may be in need of some of our services, such as beds, wheelchairs, etc. Their organization now knows what sort of services we provide that might be useful to their patients. They focus on impoverished cancer patients. The next meeting is scheduled for May 29th.

If you have further questions, please bring them to the next council meeting.

Magic of Music - Art Blevins

The Magic of Music had nothing to report for April

Meals - Leslie Sterling

10 meals provided in April

Mental Health Initiative - John Earle and Dr. Rod

Newsletter/Announcement - Editor/Team Leader Open

Chris and Jeanie are preparing the newsletter this month.

PCC Summary Form

Deaths: Panamanian ___0___ Expat ___0___

Current Hospice Cases: Panamanian ___6___ Expat ___1___

Health Support Cases: Panamanian ___0___ Expat ___0___

Out of service area requests _____

Blood Requests (that came through the PCC) ___2___

Donations (that came through the PCC) ___1___

Equipment Calls: Panamanian ___14___ Expat ___5___

- 4 of the equipment calls were for extension of loans.

Equipment Denied & Reason ___3___ - one was asking for a BP cuff which we don't have

- out of our area

- long term need for a bed

Meal Requests ___3___ Any Denied and Reason _____

Music Requests ___0___

Friendship Baskets delivered ___0___

Information Questions:

- 2 re sign up for Being Prepared
- looking for work as nursing aide, housekeeper
- how to donate blood
- 4 looking for nsg aide to hire
- how to volunteer
- requesting Pampers
- asking if we have a volunteer physiotherapist
- asking for a private phone number
- asking how to donate furniture to the Social Security clinic
- wanting to sign up for newsletter
- asking what we do - are we a nursing home?

Presentation Coordinator - Team Leader Needed

Speaker Coordinator report- Gerri Eckert will be returning to the US at the end of May due to her husband's health. She has done an admirable job this year in filling the General Meetings with interesting speakers. She has already almost filled the entire year with speakers but unfortunately the Drum Circle presentation for June will have to be cancelled because of her husband's departure to the US. We are trying to get Mary Ellen Watts to give her Art presentation that was postponed due to her illness in March. Please let me know if you have ideas of a replacement for Gerri.

Schedule for upcoming coming presenters:

MAY: Michael Polacek - "NEAR Sciences: Gaining Mental and Emotional Strength from Understanding our Response to Traumatic Experiences and Toxic Stress."

JUNE: MaryEllen Watts - "Art as Therapy" -Zenangle Workshop

JULY: Chris McCall "Hydroponic Gardening"

AUGUST: "How to lose a kidney without really trying" Michael Schwartz

SEPT: Mark Heyer

Respiratory - Bill Haldeman, Team Leader

3-Concentrator 14 and 6 failed and were held for repair

Concentrator 11 checkout

26-Concentrator 20 checkout

April 22 we had 12 Concentrators in the locker for checkout. 2 of them are 3 ltrs only.

Social Media March 2024 - Deb Hornstra, Manager Social Media

Deb is out of the country for a family emergency.

Technology Team - Chris McCall

I have been very busy this month. I took over entering all of the equipment check in check out for the PCC's. Bev loves me for it. It's been terrific, I've really learned a lot about what needs to be done to make equipment check in/check out really easy and where mistakes can happen. I also wrote the code for blood drive sign up form that allows the team to make appointments and will print spreadsheets for them to make running the drive easy. I have gotten a lot of the coding done for QR code, Check in and check out. I got the matching fund, CPR, and Being Prepared sign up forms working. I did two flyers for the Matching Fund advertising. One has blood drive on it also. I am doing the newsletter as this is being written. I plan on sending the newsletter out this coming Saturday. I will also send out the announcements for the general meeting.

Translation - Alcira Hernandez - Team Leader

No report

Training - Team leader Open

The next Volunteer Orientation will be held on May 22nd as a one day event. I have asked some of the team leads to be there and present your team information and requirements for your team. If you would like to help in any way, please contact me. It's a huge project to get everything ready for this event.

Volunteer Coordinator - Kat McKay

Volunteer Coordinator report- April we had only 2 volunteers express interest in BHH. One is interested in helping out the equipment team, the other has not decided yet where he would like to help out. He has a medical background so I may direct him toward the PCC position.

Our Social media has been producing quality posts and Gordon Morgan even posted on his FB page how rewarding he feels it is to volunteer for such a great organization. Competition for volunteers is fierce and we all have to do our best to bring in our friends and new members of the community. One of the best ways to do this is our presence at the Tuesday Markets. So many people come through the markets and if we get the message out to as many people as we can, our volunteers will increase. Please consider taking a turn at being at the Tuesday Market for 3 hours one Tuesday. Eileen Moravetz has volunteered to be the team lead for the meetings and Tuesday markets but she should not have to work every Tuesday. Let her know if you can help out one Tuesday.

Old Business

1. Follow up on 2-year plan meeting
2. Update on “Bid4Boquete”
3. Old Business- Bylaws need to be completed and voted into use.

New Business

1. Update on 501c3 - Gordon Morgan
2. Discussion regarding the need for new attorney for the foundation as our attorney is retiring.
3. Re-address the assistant administrator role.
4. Joint Meetings with the ABLE organization.
5. Update on new building -Contacted the owner of the new building no response.
6. Volunteer Orientation - May 22nd
7. New Business- discussion of having a volunteer appreciation get together in late June, after the Blood Drive.

BHH Council Rolling Calendar

May 2024

May 1 - Council Meeting - Rock Restaurant

May 8 - General Meeting - Michael Polacek -“NEAR Sciences: Gaining Mental and Emotional Strength from Understanding our Response to Traumatic Experiences and Toxic Stress.”

May 8 - CPR Class - 11:30am following the general meeting

May 15 - Being Prepared Workshop - Animals Center

May 22 - Volunteer Orientation - Animals Center

May 29 - Meeting with Association Boquenos de Luz Esperanza

June 5 - Council. Seeing - Rock Restaurant

June 12 - General Meeting - MaryEllen watts- Art as Therapy - Zentangle

July 3 - Council Meeting - Rock Restaurant

July 10 - General Meeting - Chris McCall - Hydroponic Gardening

August 7 - Council Meeting - Rock Restaurant

August 14 - Michael Schwartz - How to lose a kidney without really trying"