

Minutes

BHH Council Meeting

July 3, 2024

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

Members in Attendance: Dr. Rod Gottula (President), Bill Hinrichsen (Treasurer), Kat McKay (Vice President), Lorraine Handler (Secretary), Jeanie Miller (V.P. Communications), Chris McCall (Technology), John Earle (Past President)

Via Zoom: Laurie Collier (Blood Team), Bev Tyler (PCC & Hospice

Dr. Rod expressed his appreciation and thanked our volunteers for their tireless work.

Blood Drive - Laurie Collier gave a brief update on the new venue at UNACHI for the blood drive. There are some issues to deal with. The next blood drive is scheduled for November 15th and 16th.

The blood team will be meeting with the new director of the blood bank at Regional. He is not willing to release blood to the private hospitals. We are hoping that he will become more flexible. Obalidia Hospital does not have the same restrictions and will release blood to private hospitals. To date, we have had very limited numbers of pints needed in the private hospitals.

Community Outreach has a meeting planned for tomorrow.

Many volunteer positions are critically needed. Chris will post on News Boquete for needed positions.

Equipment - There was a discussion regarding the recently donated Hoyer lift. It's usefulness for most patients is in question and it is large and requires a lot of training. It was decided to store it for awhile and maybe sell it in the future.

Fundraising - Jeanie said the team is planning for a wine tasting fundraiser the end of August or early September. She will report and request the seed money. Lori, a team member, has suggested a unique fundraiser that will be further considered. The team is not going to take on any team leadership with Bid4boquete. They will offer to share hours when available.

Donor Relations - Kat is actively talking to and looking for potential candidates for this position.

Hospice - Dr. Rod and Valerie are currently the only volunteers working with 6-7 hospice patients. Dr. Rod is following up with a few nurses, some former members, for help. Possibles: Liz Bolt, Mary Nieves, Kelly Honyak.

Magic of Music - Some revisions are being made to the new handouts. Jeanie, Dr. Rod and Lorraine to work on this.

Mental Health - John Earle brought up the topic of suicide calls. PCC's have had some training as how to handle these calls. Art Belvins has indicated a willingness to help. Dr. Rod will followup with Dan Gallagher and Mike Polacek. Liability is a major concern.

PCC's - Liz brought copies of the June report to the meeting. The report has been added to the permanent agenda and minutes.

Technology - Our new Laser printer is excellent. A sample of a flyer was shown at the meeting to show the quality of printing.

Dr. Rod approved the purchase of a binding machine (\$49) to be charged to his monthly allowance.

New Business

1. 501c3 has ID number and stamp. Bill is waiting for corporation papers to be recorded in Colorado
2. Dr. Rod is working with Bill to find a US bank that will work with us and provide the best way to transfer money here.
3. Lease - Council members are in agreement regarding terms of the lease. Jeanie is trying to get it ready for Dr. Rod's signature soon on

behalf of the foundation. Thank you to Jeanie for her leadership in handling this extremely important matter.

4. The move - there was a consensus that we should hire a mover with a covered truck to move the equipment to the new location. Projected date for the move is middle of July. Nolo Movers have been recommended.
5. Housewarming for volunteers and Open House for public. Kat, Jeanie and Lorraine to work on this.
6. Wine Tasting - Event and Fund raising team is meeting July 8th. More Complete information will be available including seed money needed and projected income.
7. Communication - Jeanie Miller is our new V.P. of Communications And Community Engagement. She is acting as administrative assistant for our president, Dr. Rod. Jeanie will become command central. She will send out alerts. Council agreed to provide a phone for her use.
8. Advertising and Promotion - Jeanie has located several professional companies that work with non-profits. The monthly cost is in the range of \$200/month. Jeanie and Dr. Rod will investigate this further. It was agreed to put Deb on notice that we are considering this and pay both Deb and Chris \$200/month to continue advertising and Social media for the present.
9. Job descriptions - Each team should get together to write a simple Job description and create a procedures manual. This is helpful when recruiting and training replacements.
10. John Earle mentioned that we will need some good signage for our new location.
11. The move - Kat suggested the Equipment team meet at our new location to discuss the best set up for the equipment. Next Wednesday following the general meeting was suggested.
12. Zoom account. - It was agreed to renew the zoom account. Chris volunteered to take care of that.

Bill Hinrichsen made a motion to adjoin the meeting. There was a second and the meeting adjoined at 11:20am.

Respectfully Submitted,

Lorraine Handler, Secretary
Boquete Health and Hospice

**Boquete Health and Hospice
Council Meeting Agenda
July 3, 2024 10:00am**

The Rock Restaurant or
Join Zoom Meeting

[https://us02web.zoom.us/j/86588776638?
pwd=eq0RJU7s7D5vQlEtSlN0uPlNrrkAI3.1](https://us02web.zoom.us/j/86588776638?pwd=eq0RJU7s7D5vQlEtSlN0uPlNrrkAI3.1)

Meeting ID: 865 8877 6638
Passcode: 630381

Team,

- You're invited to attend our next Council meeting on Wednesday July 3rd - 10am at The Rock Restaurant. 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 2024 our best year ever!

All the best,
Dr. Rod Gottula
President

Upcoming Events:

July 3 - Council Meeting - Rock Restaurant - 10am

July 10 - General Meeting - Hydroponic Gardening - For Beginners
by a Beginner, Presenter, Chris McCall

August 7 - Council Meeting - Rock Restaurant

August 14 - MaryEllen watts - Art as Therapy - Zentangle

August 21 - Being Prepared - 9am-11am - Animals

President, Dr. Roderic Gottula to 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. An extra big shout out for the whole blood team and the fantastic job with the Blood Drive.

Medical Director's Update - Dra. Shannon Tuer

Rainy season is here and with it comes allergies , especially for those allergic to mold . As soon as it rains there is a release of mold spores . In order to combat those allergies it is recommended to clean floors and walls once a week with a diluted solution of bleach. Try not to dry clothes outdoors , or if you do dry them out doors make sure you put them in the dryer to kill any allergens . This is especially important with any bedding .

Also, flu and colds are still going around as well as gastroenteritis, protect yourself by using good hygiene, eating right and getting enough sleep. If you are able to, make sure you are up to date on your vaccines.

Ambassadors - Team Leader needed

NEW Thursday market on June 27th was slow going but Eileen Moravetz and I made many contacts. We sold two Being Prepared booklets and collected \$150 from a matching blood donor, BT Corwin. We also trained a new volunteer, Katy Taylor. She will be helping at the Thursday markets and the General meetings as a greeter when she is able. To get a good table at the market we need to have someone arrive at 8AM. Thank you Deb and Chris for posting photos of our table at the market.

Being Prepared - Charlotte Lintz - Team Leader

This team is now included in Education section.

Blood Team - Carmen Restrepo and Laurie Collier

Blood Drive Report for June 14 & 15, 2024

“NEW BLOOD” at our June 14 & 15 Blood Drive!

BHH welcomed the participation of the Boquete UNACHI extension in making the blood drive a university social project. 23 students joined the team to work at the blood drive and to promote the value of donating blood to their fellow students and the community.

Since our reliable expat donors age, travel, and take meds, the blood bank needs young Panamanian blood.

We are thrilled to announce that we collected 109 pints at the blood drive and an additional 5 pints donated in David for a new record total of 114 pints. Of those who donated, there were 54 NEW DONORS! Most of the new donors were students, faculty and staff from UNACHI.

At the next blood drive there will be a new group of students that will use the blood drive as their social volunteer credit work. The Blood Drive Team sees this as the beginning of a beneficial relationship for educating the students, their friends, their family, and the staff, about the benefits of our blood donor program to them and to the community.

Women Donors - 73	Men Donors - 41
Panamanian Donors - 85	Expat Donors - 29

Our goal of getting more Panamanian donors was realized and will continue to be our goal for future blood drives.

Thanks goes to our blood drive team, the blood bank staff from the Hospitals, the donors of food and beverages, the database and promotional help from BHH, and the Matching Fund donors who support our program.
(We can list all names if so desired for the newsletter.)

An most important of all - Thanks to our Blood Donors who positively affected the lives of hundreds of patients!

BLOOD PHONE LINE - MONTHLY REPORT

JUNE 2024

BLOOD DRIVE AT UNACHI: June 14th and June 15th.

Best ever blood drive. 114 PINTS COLLECTED

We had 2 hospitals doing the Blood drive.

1. Obaldia hospital (women and children) on the 14th: 60 donors – 7 rejected = 53pints collected.

2. Regional hospital (general CSS) on the 15th: 73 donors – 12 rejected= 61 total pints collected

PATIENTS THIS MONTH:

Requests for blood received 7

PATIENTS THIS MONTH:

DATE	TYPE	PINTS	HOSPITAL	EXPAT	PANAMANIAN
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4-jun-24	A+	1	OBALDIA	1	
6-jun-24	O-	0	MAE LEWIS	1	1
7-jun-24	O+	1	Dionisio Arrocha (hospital puerto Amuelles)	1	
18-jun-24	O+	1	REGIONAL	1	
18-jun-24	O+	1	REGIONAL	1	
18-jun-24	O+	2	REGIONAL	1	
28-jun-24	O+	1	REGIONAL	1	

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- PINTS COLLECTED since 2019 ---> 685

Pints collected in 2024: 114

Cases attended since 2019 273

This year 36 (Expats 14 + Panamanian 27)

Estimated pints available at the blood bank : 314

Blood Team has a big issue at the end of June. There is a change at Regional hospital blood bank leader. Licenciada Zaida Zapata who has been our connexion to the program, is now not anymore in her job. We have a new director, and the situation is not very clear right now in how we will continue. Hope we have a meeting soon with the new director Licenciado Edwin Cedeño.

Community Engagement & Communications - New V.P. Jeanie Miller
 Communications Report:
 Coming in soon!

Community Outreach - Lesley Hughes Team Leader

Community Outreach has no report for June.

Update on Boquete Health and Hospice Scholarship Recipients

In February 2024, BHH met with several university students who are pursuing degrees in a medical field. Two scholarships of \$500 were to be awarded. One was given to Deisy Escarreola who is currently in her third year of nursing school and the other was given to Roberto Gaitan who is studying medicine and is in his fourth year. In addition to maintaining good grades, the recipients are required to complete 16 hours volunteer work per semester with BHH.

Deisy is attending school at UACHI in David. She spent time in late February and early March working with Valerie Harmon, the BHH Hospice and Home Care Team Leader, visiting hospice patients, translating, getting a more detailed medical history and assisting with care. Within six weeks she had completed her hourly requirement for the first semester in 2024.

Roberto is attending the University of Panama School of Medicine in Panama City. He is currently doing a medical rotation at the Regional Hospital in David and will be returning to Panama City in early July. Roberto has completed eight volunteer hours working with Valerie Harmon visiting hospice patients and worked to secure donors and matching gifts for the June blood drive for which he earned four more volunteer hours.

CPR Team report- Bob and Kelly Honyak
This team report is now part of Education.

Donor Relations -Team Leader - Open
This team is now part of the Events and Fundraising.

EDUCATION - Kat McKay

Being Prepared - Charlotte Lintz - Team Leader
Next class is scheduled for August 21st - 9am-11am

CPR Team report- Bob and Kelly Honyak
Due to family issues and traveling for members of the CPR team, we will not be able to have any CPR classes this next quarter (July and August). June is already an off month as well as September. We are hopeful for October but will play by ear. Bob and I won't be back to Boquete until mid October. Other team members also have family and travel obligations during this time.

Training - Team leader Open
Next Volunteer Orientation will be held in early September. No date as yet ,but please mark your calendars with the date once it is announced.

Chris McCall will be posting the latest volunteer positions that are critically needed in the July Newsletter.

Equipment Team - Kat McKay/Sally/Cat Vann

June was an average month for the equipment team. Some phone calls were made to English speakers. I have several contacts now that can help me with making phone calls to the Spanish speakers. I will be working on that in the coming weeks.

Loans-	16 items	7 EXPats	4 Panamanians
Returns-	11 items	6 EXPats	4 Panamanians

Repairs- Bill Haldeman has ordered parts for repair of Bed #9. The parts have arrived and the repair will be completed soon.

Donations- No cash donations at the locker this month.
Equipment donations- Short boot donated by unknown person
Hoyer lift, 1 box of flushable wipes, 2 boxes of diapers, one trapeze and a wheelchair donated by Paul Arrandale.

Respiratory - Bill Haldeman - Team Leader

June Report

5--Concentrator #30 checkout

14-Concentrator #32 checkout

15-Concentrator #22 checked in for repair, #14 checkout replacing #22

19-Concentrator #15 checkout

20-Concentrator #34 checkout, Concentrator #21 checkout, Concentrator #14 check in for repair

21-Concentrator #23 check in

Events and Fundraising - Jeanie Miller - Team Leader

Fundraising Team report- June 2024

The BHH fundraising committee met to discuss and decide on the next steps for our fundraising efforts. We voted to support the B4B initiative but declined to chair a committee. Instead, we will focus on smaller, more manageable events. We have several planned, including a wine tasting and a "night at the races" event. These events will help us raise funds and engage with the community while keeping our efforts organized and efficient.

Donor Relations -Team Leader - Open

Financial Report - Bill Henrichsen - Treasurer

June Summary Report

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<u>Boquete Hospice and Health Foundation</u>			
Accounting Summary for the Month of June and Year-to-Date 2024			
INCOME/DONATIONS	Current Month	Year To Date	BUDGET 2024
Blood Matching Donation	\$ 1,813.00	\$ 1,813.00	\$ 10,000.00
Donor Relations			\$ 10,000.00
Education - Being Prepared	\$ 15.00	\$ 620.00	\$ 800.00
Equipment		\$ 500.00	\$ 1,000.00
Fund Raising		\$ 1,462.00	\$ 4,000.00
General Donations	\$ 710.00	\$ 4,668.00	\$ 5,000.00
General Meetings			\$ 1,200.00
Respiratory			\$ 500.00
Tuesday Market		\$ 508.50	\$ 600.00
Savings Account - Interest Earned	\$ 28.02	\$ 171.92	\$ 400.00
TOTAL INCOME	\$ 2,566.02	\$ 9,743.42	\$ 33,500.00
EXPENSES	Current Month	Year To Date	
Admin - Animales Bldg. Rent	\$ 35.00	\$ 115.00	\$ 750.00
Admin - Bank & Credit Cards Fees	\$ 7.45	\$ 66.48	\$ 500.00
Admin - Foundation Fee	\$ 275.00	\$ 675.00	\$ 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)	\$ 17.12	\$ 121.30	\$ 800.00
Admin - Phone	\$ 47.08	\$ 269.04	\$ 600.00
Admin - Printing - Marketing & Entertainment	\$ 67.95	\$ 537.32	\$ 1,000.00
Blood Drive - Bldg. Rent & Expenses		\$ 70.40	\$ 500.00
Communications - Social Media/Advertising	\$ 260.00	\$ 1,367.34	\$ 1,800.00
Community Outreach & Scholarships	\$ 135.93	\$ 1,344.59	\$ 1,250.00
Donor Relations	\$ 35.60	\$ 35.60	\$ 1,500.00
Education - CPR		\$ 42.95	\$ 300.00
Education Being Prepared - Printing & Rent		\$ 1,032.27	\$ 1,300.00
Education Training - Gifts/Lunches/Misc. Exp.	\$ 17.99	\$ 17.99	\$ 250.00
Education Training & Printing		\$ 65.00	\$ 500.00
Equipment - Hospice	\$ 149.97	\$ 149.97	\$ 1,000.00
Equipment - New & Maint.	\$ 326.11	\$ 1,188.93	\$ 2,000.00
Equipment - Respiratory New & Maint.		\$ 2,323.34	\$ 2,000.00
Fund Raising - Total Expenses		\$ 109.80	\$ 1,000.00
Hospice & Home Care		\$ 334.98	
IT - Database - Bubble & Support	\$ 288.46	\$ 618.96	\$ 1,000.00
IT - Website - GoDaddy		\$ 23.17	\$ 100.00
Volunteer Coordinator - Shirts		\$ 329.51	\$ 500.00
Volunteers - Gifts/Lunches/Entert/Printing	\$ 114.52	\$ 381.63	\$ 1,500.00
TOTAL	\$ 1,778.18	\$ 12,307.67	\$ 25,550.00
NET SURPLUS OR (DEFICIT)	\$ 787.84	\$ (2,564.25)	

Hospice and Home Care -Team leader Valerie Harmon, RN

All my clients are Panamanian, and 2 have passed this month. One went to the hospital but now at home again. I had 11 visits this month.

Magic of Music - Art Blevins

June report for the Magic of Music Team...

At the request of Dr. Rod, we created a one page document describing exactly what the team can offer a patient and care giver, in terms of equipment and services. The team created both English and Spanish versions of the document that he and others can use as a handout to give during home visits. This information sheet will be posted on our website: boquetehospice.org

Meals - Leslie Sterling

There were no meals were provided in June.

Mental Health Initiative - John Earle and Dr. Rod

Newsletter/Announcement - Editor/Team Leader Open

PCC's - Bev Tyler, Liz Baze, Bill & Cheryl Crape, Kevin Dobson

PCC Summary June 2024

Deaths: Panamanian __4__ Expat __1__

Hospice Cases referred to Assessment Team: Panamanian __2__ Expat __0__

Health Support Requests: Panamanian __0__ Expat __0__

Any requests denied and reason _____

Blood Requests (that came through the PCC) __4__

Donations (that came through the PCC) _1 monetary, one large batch of equipment__

General Inquiries – (please list them)

1 requesting info about Preparedness Workshop

1 requesting info about donating blood

1 requesting info about hospice services, but out of area

1 difficulties with processing blood drive matching donation

Equipment Calls: Panamanian __19__ Expat __9__

Equipment Denied & Reason __1, not in stock__

Meal Requests __0__ Any Denied and Reason _____

Music Requests __0__

Friendship Baskets delivered __0__

Presentation Coordinator - Team Leader Needed

Schedule for upcoming coming presenters:

JULY: Chris McCall "Hydroponic Gardening- For Beginners by a Beginner

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

SEPT: Dr. Roderic Gottula- Dealing with Death

OCTOBER: Possible speakers - Mark Heyer

NOVEMBER: Jessica Ball, Physiotherapist

DECEMBER: Volunteer Appreciation Luncheon

JANUARY or FEBRUARY. Mike Hill Snakes

Respiratory - Bill Haldeman - Team Leader
Posted in the Equipment Section

Social Media - Deb Hornstra - Deb will be returning to Panama July 13th
BHH Social Media Report June 2024

Submitted by Deb Hornstra

June was mostly occupied with promoting the blood drive and reporting about the results of the blood drive. We posted 18 times to Facebook this month and 14 times to Instagram. Almost all posts were in English and Spanish.

On Instagram posts, the Spanish text appeared first, to capture our mostly Spanish-speaking IG followers. This was apparently a successful tactic, as June was the first month ever that we got more new followers on IG than on FB.

We got 13 new followers this month on FB, for a total of 1,337, and 28 new followers on IG, for a total of 346. Men still make up slightly under 30% of our followers.

We also ran more video than ever before on both platforms, and these video posts (“reels”) were popular.

We posted about as often as Amigos de Animales and just a little less than the Biblioteca de Boquete. Apart from those two, we posted more often than any other nonprofit organization in the area. We are the three pacesetters.

Interestingly, our posts get about twice as much engagement (reactions, comments, shares and saves) as posts by Amigos and the Biblioteca. So our content is evidently more compelling and elicits more interaction.

At least one of our FB posts reached 11.2K unique individuals, and at least one of our IG posts reached at least 6.8K individuals. Our FB profile was visited this month by 582 people; our IG profile was visited by 120.

We also ran two paid ads this month both in the first half of the month— one promoting the blood drive, and one promoting the matching fund. The ads reached about 14,000 people.

Our top performing post this month was the one announcing the results of the blood drive, which included many photos of blood donors and volunteers and produced an almost 18% reaction rate. This kind of post is always popular.

The “behind the scenes” video of the blood drive also performed well. And I replied to nine private messages sent to our Facebook page.

Technology Team - Chris McCall

It was another incredibly busy month for IT. The first part of the month was working on the blood drive. It's now possible for blood drive team to send letters separately to Spanish and English groups, and to include the donors name and their appointment times or just the donor name and plain text, which is used for thank you notes.

Jeanie suggested that I create timesheets to keep track of my time. This is an excellent idea because Prairie Hospice asks their volunteers to keep track of their time. So I wrote a volunteer time tracking section into our database. There will be a demonstration video with instructions shortly. I am the speaker for the next meeting and have been spending a lot of time making my PowerPoint slides. Also logging equipment check in and check outs.

The laser printer arrived, and I love it. Easy to set up, very quick to print. We will be able to print the Being Prepared booklets. I will need council authorization too buy an inexpensive binder. Like this:

With this binder, we could easily create booklet of any type.

MAKEASY Binding Machine, 21-Hole, Book Binding Machines with 100 PCS 3/8" Comb Bindings Spines, Comb Binding Machine for Letter Size, A4, A5 Paper

\$49.00 Amazon
Shipping: \$28 (approx.)



Translation - Alcira Hernandez - Team Leader
No report

Training -
Now part of the Education section

Volunteer Coordinator - Kat McKay

Old Business

1. Update on "Bid4Boquete"

New Business

1. Update on 501c3.
2. Update on US bank account
3. Update on the new home for BHH- the lease
4. The move - Plans for relocating the equipment from the locker and setting up the new space.
5. House Warming (for Volunteers) or Open House (invite public)
6. Wine Tasting Fundraiser
7. Lines of communication - Jeanie Miller
8. Discussion regarding advertising and promotion future

BHH Council Rolling Calendar

July 3 - Council Meeting - Rock Restaurant

July 10 - General Meeting - Chris McCall - Hydroponic Gardening - For Beginners By a Beginner

August 7 - Council Meeting - Rock Restaurant

August 14 - MaryEllen Watts - Art as Therapy - Zentangle

August 21 - Being Prepared - 9am-11am. - Animals

September 4 - Council Meeting - Rock Restaurant

September 11- General Meeting - Dr. Roderick Gottula - Dealing with Death