

Ronald McDonald House Charities of Madison
Board of Directors Meeting
Wednesday, March 23, 2022
Joint Staff and BOD Members
Live Meeting at RMCH and ZOOM Conference

BOD Members Present: Shawn Arneson, Mary Basel, Amber Bucciferro (excused), Brian Flad, Heidi Kloster, Kathy Kostrivas, Wendy Lommen (excused), Kyle Nondorf (excused), Chris Roth, Nick Shutwell, Jason Speich, Joanne Vaccaro (excused), Shannon Wendricks, Kelly Ruppel

Staff Present: Shauna Thayer, Teresa Van Den Wildenberg, Deborah Still, Nan Thompson, Dan Herzig, Julie Mascitti, Toni Ellingson (excused), Michael Rosenblum

Agenda topic	Discussion and Next Steps
Call to order	Meeting was called to order at 8:04 a.m. <i>See links below in portal for documents referred to at this meeting.</i>
Welcome (Nick)	Nick acknowledged that portal issues have been noted. One area of opportunity is inability to download all meeting documents at once. Also note that all previous Board Meeting invitations sent by Nick should be dismissed.
RMHC Mission Moment – (Teresa)	<i>See link in Departmental Reports for Mission Moment summary.</i> Teresa shared Todd & Carrissa's appreciation for care given to them at the St. Mary's Family Room.
Consent Agenda (Nick) <i>See links for documents on portal</i> Meeting Minutes – Open Board Meeting (January 26, 2022) https://www.rmhcmadison.org/wp-content/uploads/2022/01/2022-1.26.2022-RMHC-M-BOD-Minutes_final.pdf	Motion to approve minutes was given by Kathy and seconded by Brian. January 26, 2022, minutes were approved as written.
Executive Director Update: Dashboard & Development Scorecard https://www.rmhcmadison.org/wp-content/uploads/2022/03/March-23-2022-Board-Meeting_Executive-Director-Update.pdf	Kelly acknowledged Board and Leadership Team for their service and time spent on getting committees up and running. Most committees will be moving to quarterly in the future. Executive Director Report Highlights: <ul style="list-style-type: none"> Kelly shared change to meeting format and use of PPT for updates. She highlighted focus of strategic plan that will focus on 3 core metrics: <ol style="list-style-type: none"> Serve maximum kids/families Serve kids and families well Serve kids and families efficiently. Number of families in the house down to decrease in Hospital numbers and COVID restrictions. Care Mobile – number of patients is lower due to cancellations. Six new schools being added See financial reports below – of note is financial stability due to Round Up Program Nick recognized Kelly for the use of summary slides for review of scorecard and updates.
Committee Updates <i>See links for documents on portal</i>	Highlights from Updates NOTE: Governance Committee and Strategic Planning Updates included in Executive Session. 1. Finance & Investment Committee – JoAnne/Jason/Nan (vote)

- <https://www.rmhcmadison.org/wp-content/uploads/2022/03/Balance-Sheet-as-of-Feb-28-2022.pdf>
- <https://www.rmhcmadison.org/wp-content/uploads/2022/03/Cashflow-as-of-Feb-28-2022.pdf>
- <https://www.rmhcmadison.org/wp-content/uploads/2022/03/PL-as-of-Feb-28-2022-1.pdf>
- https://www.rmhcmadison.org/wp-content/uploads/2022/03/Building-Committee-CHARTER-FINAL_3.4.22.pdf
- https://www.rmhcmadison.org/wp-content/uploads/2022/03/Board-Development-Committee-Charter-Final_3.14.22.pdf
- https://www.rmhcmadison.org/wp-content/uploads/2022/03/Operations-Committee-CHARTER-Final_2.9.2022.pdf
- https://www.rmhcmadison.org/wp-content/uploads/2022/03/Board-Memo_COVID-19-Guidelines-Update_3.23.22.pdf

\$70K ahead of budget due to operations, grant, and timing of expenses. Volatility in stock market will impact investments; RMHC-M is taking conservative approach to investments.

2. Building Committee – Michael

- Charter is complete. See attached draft for approval.
- Community Member Appointment – Sam Daniels, of Daniels construction, was one of original builders of the House. Molly & Sam did tour of house and have agreed to be community members

3. Development Committee – Brian/Deborah

- Golf event – if interested let Shauna, Brian or Deborah know if you want to participate. 83 sponsorships thus far.
- Share the Love – cookies were brought to Hospitals
- Mother's Day campaign – end of April kick off
- Gift processor in process of being hired
- Community Member Appointments: Katie Marron (NC Group) & Val Hartjes (Park Bank)
- Charter is complete. See attached charter for approval

4. Operations Committee – Shawn & Michael

- Kick off – Feb 9
- Working on how to engage hospitals in the mission
- Most of operational workflows will be reflected in dashboard metrics
- April – review eligibility criteria
- Kim VanderPlough – community member already in place
- Charter is complete. See attached charter for approval
- COVID-19 Procedures – see attached memo.
- Meal portal sign up is ready for go-live tomorrow. Thank you to Shauna for her work on this portal.
- Switch to GRMHIS system on March 7th (registration system). 8.0 version will go live tomorrow. It will include hospital portal and will help with data collection. This system is also in effect at St. Mary's

Kelly summarized COVID 19 plan – through June. (see memo to left)

Guest recommendations include:

- Masking will be required
- Vaccinations must be up to date
- Addition of families to House will be done in phases:
 - 1st Outpatient (started already)
 - 2nd Add siblings starting April 1st
 - 3rd Open House gradually up to 31 rooms (26 rooms May 1; 31 rooms June 1st)

COVID-19 Discussion questions:

- is there a measurement when masks would not be required? House would unmask in alignment with Hospitals.
- Are we getting resistance from families? Michael noted that there is little resistance noted in the House.

	<p>3. Do we require vaccination for anyone who enters House (i.e., meal prep)? Currently we require masks and request vaccination (noted in sign-up materials).</p> <p>Motions:</p> <ol style="list-style-type: none">1. Approve all attached Committee Charters – Building, Board Development, & Operations – move to approve charters made by Kathy and seconded by Brian. Motion Approved.2. Approve Sam Daniels, Katie Marron & Val Hartjes to their respective Community Member appointments. Motion to approve community members made by Mary and seconded by Shannon. Motion approved3. Approve new COVID-19 Procedures. Motion to approve COVID-19 procedures made by Mary and seconded by Jason. Motion approved
Adjourn	Meeting was adjourned at 8:55 am. Transitioned to Executive Session

Submitted by: Kathy Kostrivas