

**JESS PARRISH MEDICAL FOUNDATION  
EXECUTIVE COMMITTEE MEETING  
HELD AT PARRISH MEDICAL CENTER  
FEBRUARY 27, 2007  
MINUTES**

The meeting of the Jess Parrish Medical Foundation, Inc. Board of Directors was held on Tuesday, February 27, 2007, at Parrish Medical Center in conference room 1 at 8:00 a.m.

**The following members were present:**

Jerry Allender, Chairman  
Richard Boggs, Vice Chairman  
Christopher Broome, Treasurer  
Lee Moore, Secretary  
Jason Snodgrass, Chairman Elect  
Greg Sparkman, Past Chairman  
Barbara Terhune, Member-at-Large

**Others present:**

Melissa Lugo, Development Officer  
Roxanne Woods, Foundation Assistant

**CALL TO ORDER**

Mr. Allender, Chairman, presided and called the meeting to order at 8:00 a.m.

**REVIEW AND APPROVAL OF MINUTES**

The following motion was made by Mr. Broome, seconded by Mr. Moore and approved (7 ayes, 0 nays and 0 abstentions).

**MOTION: TO APPROVE THE MINUTES OF THE NOVEMBER 28, 2007,  
EXECUTIVE COMMITTEE MEETING AS PRESENTED.**

**REPORT OF OFFICERS**

*Chairman's Report* – Mr. Allender welcomed the committee. It was shared that Mr. George Smirl and Mr. James Sylvester, Jr. had passed away. He provided the times and locations of the services.

Mr. Allender stated that the Ultimate Gift had a very good crowd; and the program was presented well.

*Treasurer's Report* - Mr. Broome shared total assets are \$618,746.31, with \$433,999.88 being restricted Main Street PMC funds. He further stated that if there were any questions to the financials that were distributed in the board packages, he would be available for discussion.

The following motion was made by Mr. Moore, seconded by Mr. Boggs and approved (7 ayes, 0 nays, and 0 abstentions).

**MOTION: TO APPROVE THE FINANCIALS FOR JANUARY 2007.**

*Executive Director's Report* – Ms. Lugo reported in the absence of Ms. Smirl. Ms. Lugo referred to her Executive Director's report in the package regarding grant activities. She noted that the hearing for the small matching grant would be held in Tallahassee on March 23-24, 2007.

Grant/Scholarship Committees - Ms. Lugo shared that the Grant Committee will be meeting on Wednesday, March 14, 2007 at 11:30 a.m. at the Children Center. Also, the Scholarship Committee will be meeting on April 24, 2007, 4-5:00 PM at the Children's Center.

### **MAIN STREET UPDATE**

Mr. Moore shared that the boundary survey for the property has been completed for the Health Village at Main Street PMC. The County Commission approved the sale of the property to PMC in early February, and is expected to close on the property in early March 2007. The project team expects to have documents in regards to the Taylor-Dunn and Carlile houses from Kenneth Smith, historic architect, within 4-6 weeks. This will match the current floor plans to the proposed usage for the houses with recommendation on how those houses can best functionally support the proposed use. The project team is currently reorganizing their structure to best accomplish the project goals and is determining the next steps for the project.

### **DEVELOPMENT COUNCIL REPORT**

Mr. Boggs reported that a recent gathering was held for board members on "giving your own gathering." This was hosted by Ms. Mikitarian and went well. The feedback was very good from attendees and will be incorporated in future gatherings. The next wave of board members to attend an educational gathering will be held on March 23 and 27, 2007. Mr. Boggs stated that he will be contacting the Tiger Team members to inquire if they would host a gathering as well.

Mr. Allender shared some of the feedback that was received, stressing the need to emphasize the Foundation and our needs, and demonstrate what JPMF has done, can do and what we will do in the future.

*Annual Gifts* – Mr. Snodgrass announced that he would be speaking at a gathering this evening to seek new Pauline Bryan Society members. Discussion ensued.

He encouraged all to attend the April 1, 2007, Garden Party in recognition of the Pauline Bryan Society from 2-4:00 PM to be held at PMC.

### **UNFINISHED BUSINESS:**

*Request for Proposal for Local Financial Institutions* -Mr. Broome presented, with input from Santiago Bulnes, NBMS President, a draft RFP to be sent out to local financial institutions to give them an opportunity to provide proposals on their banking services and what they are willing to offer to JPMF on our funds including return rates on current and future monies. This was presented as promised by the Treasurer at the last meeting. Discussion ensued. It was requested that the RFP be reviewed and feedback be sent to Mr. Broome and/or the Foundation Office.

**NEW BUSINESS:**

Update on the Community Awareness/Events Committee – Ms. Lugo announced that the North Brevard Retired Educators Association has requested someone present at their next meeting on March 15, 2007; Mr. Boggs has agreed to attend. He will also be presenting to Ms. Terhune’s PEO Group on March 1, 2007. Ms. Lugo and Mr. Snodgrass will be speaking with a group at Ms. Hudson’s this evening. The committee continues to pursue future gatherings, and also restructure presentation materials.

Mr. Boggs recommended that a physician gathering be held in the near future. Discussion ensued.

*Proposal to Fund Nurse and Employee of the Year 2007 Gift* – Ms. Woods recommended that the board designate \$100 from NBMS funds for recognition of the Parrish Medical Center Nurse of the Year and Employee of the Year.

The following motion was made by Mr. Moore, seconded by Ms. Terhune and approved (7 ayes, 0 nays and 0 abstentions).

**MOTION: TO APPROVE \$200 FROM NBMS FUNDS FOR RECOGNITION OF THE PMC NURSE OF THE YEAR 2007 (\$100) AND PMC EMPLOYEE OF THE YEAR 2007 (\$100).**

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:52 AM.

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L. Lee Moore, Secretary