

**CLARK COUNTY MENTAL HEALTH FOUNDATION  
AUGUST 31, 2011 BOARD MEETING  
MINUTES**

**PRESENT:**

Doug Paugh (Chair), Brock Burcham, Randall Comer, Tracy Engel, John Federer, Frank Otway, Melissa Patsiavos, Gail Welsh

Mental Health & Recovery Board staff: Nancy Chiles

**OPENING REMARKS:**

Doug Paugh opened the meeting by welcoming those present. Doug announced that resignation letters have been received from Richard Hibbett and Peter Noonan. Both of these trustees have been excellent members for a number of years; however, both felt it was time to step aside. They wish the Foundation success in the future.

**APPROVAL OF MINUTES:**

It was moved by John Federer, seconded by Randall Comer to approve the minutes of the June 29, 2011 Board meeting as submitted.

Motion carried.

**FINANCIAL REPORT:**

Nancy reviewed the financial information as of June 30, 2011 as prepared by staff of the Springfield Foundation. Total net assets as of June 30, 2011 are \$238,439, reflecting an increase of \$43,425 from July 1, 2010. It was moved by John Federer, seconded by Randall Comer to approve the financial report as submitted.

Motion carried.

**FUNDING COMMITTEE REPORT:**

Doug called on Randall Comer, Chair of the Funding Committee, to give the committee report. Randall stated that the committee met on August 11, 2011, and reviewed the two draft donation letters. Recommended revisions to these letters include 1) quote at the top of each letter and 2) use "bullets" to explain the Foundation's awards in the past. The plan is to send letters to approximately 1,400 individuals requesting donations. A different letter will be sent to those individuals who donated last year. The committee members felt that last year's letter campaign was successful primarily due to personal notes on the letters. Nancy stated that the letters will be available for personal notes beginning September 19<sup>th</sup>. Board members can schedule a convenient time to come into the office and write personal notes. The goal is to mail all letters no later than the second week of October.

Randall also explained that the committee is planning a second letter campaign for the spring of 2012. This letter, mailed to the same mailing list as the first letter, would address a more specific need or possibly could generate revenue for those agency requests received in August that the Mental Health Foundation could not afford to award. It was decided that the Funding Committee should meet in the next two to three months to continue planning for the spring mailing.

That concludes the Funding Committee Report.

### **GRANTS COMMITTEE REPORT:**

Doug then called on Frank Otway to give the Grants Committee Report. Carolyn Swanger, Chair of the Grants Committee, chaired the committee meeting but was unable to attend the Board meeting. Frank reported that requests from the agencies totaled \$9,830; the MHF has \$5,000 to award. The committee reviewed each of the seven requests and is recommending that the MHF award funds to each organization, in an amount less than requested. An exception to this is the request for \$275 made by Mental Health Services for Clark County for 25 scrubs for clients to wear while clothes are being laundered. The committee is recommending this entire request be awarded. Frank then reviewed the list of recommendations. (See Attachment A.) It was moved by Randall Comer, seconded by Melissa Patsiavos to accept the Grants Committee recommendations and enter into contract with each organization.

Motion carried.

That concludes the Grants Committee Report.

### **NOMINATING/GOVERNANCE COMMITTEE REPORT:**

Doug reported that Melissa, Kent, Nancy and he had met and developed a list of potential MHF Board members. After much discussion at the Board meeting regarding other individuals who might be potential Board members, it was decided that the committee would meet on September 15, 2011 for the purpose of determining four to six individuals who could be recommended for Board membership. This list would be sent to all Board members for their review. It would then be decided how contacts would be made and the process for explaining to these individuals "who we are and what we do". Nancy agreed to update the current information so that it is available for presentation to the potential new members. At the November Board meeting, the membership will vote on these new Board members.

### **MISCELLANEOUS**

The next Board meeting was scheduled for November 15, 2011 at noon at the Mental Health & Recovery Board Administrative Offices.

### **ADJOURNMENT**

It was moved by John Federer to adjourn the meeting. Meeting adjourned.

Respectfully submitted,

Nancy L. Chiles  
Secretary/Treasurer