

DATE: March 01, 2007

TIME: 6:30 p.m.

LOCATION: Westchester

**Meeting Minutes**

3/01/07

**I. Roll Call/Introductions**

<b>IN ATTENDANCE:</b>	<b>NOT IN ATTENDANCE:</b>
Christina Davis	Larissa Bruno
Steve Bennett	
Larissa Bruno	
Jim Critchfield	
Lisa Irgang	
Anne Kozek	
Mike McMahon	
Peter Neill	
Frank Salemi	
Jonathan Springborn	
Hazel Vespa	
Lisa Jones	
Jeff Davis	

**II. Officer Reports**

**A. President's Report**

- 1) Welcome Lisa Jones – new Board Member
  - i. – Lisa shared her experiences as a PKU adult, including maternal PKU.
- 2) Review purpose and function of board and committees
  - i. Approved a separate annual meeting committee – annual meeting tasks could easily be further broken down and disseminated. Hazel and Jeff volunteered for the annual meeting committee
  - ii. Approved separate PKU Awareness committee – Lisa Irgang and Beth Burke to finish out work for this year, Lisa Jones to assist
  - iii. Agreed that committee should do “working sessions” outside of formal board meeting and report back to board at meetings for discussion and approval
  - iv. Agreed that committees should have goals and objectives that are communicated to the board
  - v. Agreed committee members and types of committees can fluctuate year to year depending on organization needs and priorities
  - vi. Proposal for separate committees and/or ideas or objectives for existing committees are welcome at any time
  - vii. Separated research and education committee this year – several board members have proposed specific research objectives they would like to pursue as a separate committee. Board agreed – want to ensure education doesn't suffer, especially funding.
- 3) Tote Bags –
  - i. Bag cost – 1.99 per bag if ordering 50 bags, printing extra.

**B. Vice-President's Report**

- 2) Discussed under committee review

**C. Treasurer's Report**

- 1) Jonathon reviewed new financial statement summary that will be going out
- 2) Specific requests for more information, please email Jonathon directly
- 3) Jonathon also distributed a thank you note from Brian, scholarship recipient and an invitation to a bowling event for the Propionic Acidemia Foundation

**D. Secretary's Report**

- 1) January Minutes approved

**III. Committees****A. Annual Meeting**

- 1) Speakers – speakers confirmed, additional ones discussed, Anne suggested Laura Salinger, to send to Lisa to follow up
- 2) Format – have research information summarized by Dr. Burton/clinic doctors
- 3) Date/Location confirmed
- 4) Children's Leaders confirmed

**B. Hospitality Committee**

- 3) Update – reviewed calendar, Valentines Day event canceled due to lack of RSVP
- 4) Hospitality committee will assist with events for PKU awareness
- 5) Need assistance organizing a Halloween event

**C. Fundraising Committee**

- 1) Big Wig committee met, need to guarantee a number this year, we might need upfront funds for this guarantee
- 2) Meeting again April, committee working diligently on garnering prizes
- 3) Discussed merits of a direct fundraising mailing to organization members
- 4) Shop and Share dates will go in next press
- 5) Goodshare details discussed
- 6) Dominick Card fundraising an option

**D. Education and Research Committee**

- 1) Scholarship Program 2007 – Peter
  - i. Peter proposed increasing 2007's award from 4 to 5 and increasing the amount from \$4K to \$5k
  - ii. Board voted and agreed on condition that scholarship awards would be evaluated every year based on available funding

**E. Communications Committee**

- 1) Final review of articles appearing in press
  - a. Need a few more weeks for all information, Christina will finalize and submit to printer
- 2) Cathy Lorimer is assisting Bruce in web site maintenance
- 3) Suggested web site updates – please submit to Christina, will be an objective for 2007 to review and update content

**F. Legislation Committee**

- 1) Committee is establishing objectives and then will meet
- 2) 2 current house bills – 1566 (NBS testing expansion) and one linked to mgt of PKU and foods

**G. PKU Awareness Month**

- 1) Update – Vitaflow is sponsoring
- 2) Remaining Tasks/Roles and Responsibilities
  - i. Beth and Lisa will split work – Beth is actively contacting the media
  - ii. Hospitality will help plan events
  - iii. First giving website will be utilized for online donations

**V. Other Business/Open Discussion**