

Vasa Previa Foundation

Executive Committee Meeting Minutes for 10 February 2003

Executive Committee members present:

- Amy Brown Gaghagen, President / Chapter Formation Committee Chairperson
- Marlou van Dijck, Vice President / Netherlands Chapter Leader
- Cynthia Balota Paris, Secretary / Membership and Nominating Committees Chairperson
- Linda Ursillo, Treasurer

Carol Prentice, UK Chapter Leader / Assistant Treasurer UK was not in attendance.

VPF Committee chairpersons present:

- Phil Millard, Web Committee Chairperson

Victoria Goldstein, Assistant Treasurer USA, PR/Fundraising/Research Committee Chairperson; and Meredith Kirby, Education Committee Chairperson were not in attendance.

Meeting began at 19:12 GMT (1:12 PM CST)

Minutes from 13 January 2003 were confirmed and approved for archival and distribution.

Agenda:

- [Officer Reports](#)
- [Treasury Reports](#)
- [Membership Committee Report](#)
- [Public Relations Committee Report](#)
- [Research Committee Report](#)
- [Fundraising Committee Report](#)
- [Chapter Formation Committee Report](#)
- [Education Committee Report](#)
- [Web Committee Report](#)
- [Budget](#)
- [Netherland's Chapter Report](#)
- [USA Chapter Report](#)
- [Old Business](#)
- [New Business](#)

Officer Reports:

- 2002 Annual Treasury Report should be ready this weekend.

Treasury Report:

- Netherlands:
Donations Received this week: €200.00, Interest received : €0.40
Dutch expenses: €200.00
Total Dutch cash on hand: €575.08
Thank-you notes sent to donors: 0
- UK:
Donations received: 0
UK expenses: 0
Total UK cash on hand: 0
Thank-you notes sent to donors: 0
- USA:
Donations received: \$425.66
USA expenses: \$1,123.04
Total USA cash on hand: \$3,782.03
Thank-you notes sent to donors: 0

Membership:

- There are 39 participating members of VPF, 2 pending.
- There are 221 IVPF email group subscribers (17 new subscriptions, 15 unsubscriptions – 13 due to bouncing or email changes and 2 for personal reasons, 5 subscriptions are bouncing).
- There are 97 Vasa_Previa email group subscribers (7 new subscribers, 1 pending, 10 unsubscriptions due to bouncing or email changes / personal reasons, 5 bouncing), 31 VP-angels email group subscribers (1 new subscriber, 2 rejected, 3 bouncing), and 32 VP-Miracles email group subscribers (4 new subscribers, 4 unsubscriptions due to bouncing or inappropriate group membership, 2 bouncing).
- There were 2-3 calendar entries and/or edits made to the various birthday calendars.
- Cindy will write an email to the groups and include it in the welcome emails that all email to the groups needs to be vp related.

Public Relations:

- Kudos was given to Victoria Goldstein for all her hard work in organizing and hosting the many meetings and party that took place in FL during the week of the VPF Annual Members' Meeting. Many, many thanks, Victoria!
- Press release about the meeting on the 28th has been cancelled.
- PR met with the VPF Board of Directors to review and present PR strategies for 2003. Will present full PR plan document for 2003 shortly.
- Aimee Rye and her mom would like to participate actively in this committee. Amy has requested participating membership.
- Will hold PR committee meeting last week of Feb 2003.
- Victoria will draft press release about the pending VPF Medical Advisory Board.

- Filming and sound bites were done after meetings in January. Victoria will submit film to Julia for video and make copies for us too.
- UK
 - Continuing to send out and follow up on Press Kits to professionals, newspapers, television/news programmes, magazines, websites and Baby Experts in the UK, including these during this time period: “Eve”, “Real”, “Baby and You”, “Pregnancy”, “Company”, “Essentials”, “Junior”, “She”, “Practical Parenting”, “Chat” and “Now”, “Preciouslittleones”, “NHS 24”, Channels 4 and 5 news, “Richard and Judy”, Scottish TV news and BBC news.
 - A Feature on VP and Carol’s story has been published in Lanarkshire Health Council magazine with links to the VPF website. This is being used as the basis for the feature/contact information on the website as well, which is due to be up and running in the next couple of months.
 - Letter/Pack sent to Dr Charles Skeoch, who informed Carol about Rebecca's VP and explained everything, as well as saving her life.
 - Carol is attending the next Nursing and Midwifery Council meeting in London on 19 February.
- USA
 - Its been recommended that our doctors sign their articles themselves and submit to Self Magazine, Prevention Magazine and other publications, instead of VPF submitting them. It is thought that perhaps we will have better reception this way.
 - Dr. Collins referred Victoria to Candy McVicar, an amazing woman who also lost her first daughter to VCI at 33 weeks. She has scheduled meetings for Dr. Collins in Minnesota and will be working almost full time to schedule more meetings throughout the country. Her website is www.missinggrace.com. We should all work together on this.

Research:

- Need to work on questionnaire answers from Dr. Oyelese to submit to members. Cindy offered to help with this.
- 139 women documented on the database (52 records received to date/18 more promised or on the way).
- Dr. Oyelese writing final paper weekend of February 8.
- Meeting on 28 January with the doctors was very successful and informative. Much to follow up on, particularly forming Medical Advisory Board of VPF. The best part was discovering that for 20 years or so other people have KNOWN this condition is diagnosable and have been saying so. They are thrilled that the VPF exists. The worst part was coming away with the realization that vp risk factors not being taught to medicos or followed up on is nothing less than criminal.

Fundraising:

- Kelly Jones has finished letter of request for funds from Siemens and Phillips. Letter for Siemens was presented to Board of Directors. Will make changes

to letter with feedback from meeting and will resubmit to Executive Committee for approval.

- Have begun coordinating the Walk for Vasa Previa scheduled tentatively for August 24, 2003 (Sunday). Beginning to work on website design and poster/brochure for the walk. Tee shirt design and press information is already in the works. Will be meeting with potential local sponsors. Walk info on website needs to be live by beginning of March.
- Will hold Fundraising Committee meeting in early March and ask those interested in the Walk to participate in this meeting.
- Have signed up for Paypal, account is now activated, awaiting a paypal button put on the site.
- Cindy's sister, a marketing professional is considering putting together Sophie's Walk here in St. Louis. She is currently researching what's involved with others in the area that have done fundraising walks. Cindy supplied her with information from the 2002 Sophie's Walk in FL and put her in contact with Victoria Goldstein. So far the story is that walks are labor intensive and not worth it for small groups like ours. Current thought is that if Vic can raise over \$4,000 doing it on a small scale that first year, then we should go ahead with this event in a small fashion, earning what we can.
- Sophie's Walk will be the first fundraising Walk in the Netherlands.
- Phil is planning to organize Sophie's Walk in England, utilizing a local 2 mile route. Funds to go to VPF / UK.
- The Netherlands cannot use PayPal. Marlou is investigating other avenues of online donation. However, many people utilize electronic funds transfer and that information is on the Netherlands site.

Chapter Formation Committee Report:

- No report given.

Education Committee Report:

- It was suggested that VPF make basic information and link referrals for other placental and umbilical conditions available on the website, as a service to our members and website visitors. This would involve Research and Web Committees as well as Ed Comm. Tabled for the time being.
- Film Project:
 - Awaiting portions filmed after the annual meetings.
 - Julia filmed an interview with Rhonda Wolters and her family on Saturday, February 8, 2003. Julia said the filming went very well.
 - Some equipment is needed for continuing the film production.
- Brochure:
 - Ed Comm chairperson met with VPF Board of Directors on 27 Jan 2003 about brochure. Changes decided upon will be sent to design person Meredith is working with and resubmitted to Executive Committee.

Web Committee Report:

- Awaiting the addition of a Paypal button on website.

- Sophie's Walk information needs to be live on the VPF websites by the beginning of March 2003.
- It was suggested and agreed that Web Comm would add a new link on the USA chapter website donations page for sales. This would go to a new "sales" page offering holiday cards, Victoria's pewter, CD of concert artists, Victoria's cookbook, etc. Links to Victoria's pewter would go to a catalog. Sales would be handled by paypal or order forms that donors would print out and postal mail in with their check. Similar pages could go up on the various chapter sites for their own fundraising use.
- It was suggested that short term use of online ordering be taken care of by providing a printer friendly form people can fill out and postal mail with their order and check. With the long term plan to use some sort of on-line shop to deal with orders and tracking and sending mails to purchasers. Phil has some ASP code that will do the trick based on an access database. He'll see how fast it can be modified
- The VPF President requested that Web Comm meet immediately to address the above issues.
- Phil will set up a new donations@vasaprevia.com email address, setting up Victoria to receive such emails.
- Amy asked Marlou to present the information to the Web meeting that they got from a waiter at Rainforest Café in Orlando, FL regarding a very secure payment method. Marlou mentioned that we should probably see how PayPal works out first, since it is free to use.
- It was requested that a gavel sound be available for use in this chat room.

Budget:

- No report given.

Netherland's Chapter:

- No report given. However, it was requested and agreed that chapter reports should only contain things that don't pertain to other committees.

USA Chapter:

- No report given. However, it was requested and agreed that chapter reports should only contain things that don't pertain to other committees.

Accountant / Tax Exempt Status:

- No report given.

Old Business:

- Marlou reports that the Dutch notary will help the Netherlands Chapter with the name change. Marlou will follow up on Friday.
- Donor data to complete the private donation page for the IVPF website is still needed. Tabled since forever.
- UK will need a VPF Assistant Secretary. Tabled since 24 June 2002.

- VPF website banner for use on other websites. Tabled 8 July 2002 pending sample submission.

New Business:

- Aimee Lynn Rye was approved as VPF participating member.
- It was agreed to continue research project with Yinka Oyelese MD.
- There were outstanding questions regarding the Education Committee's request for funds for the FireWire hard drive needed in the film project. The questions concern the size and speed of the equipment requested as well as questions about the format of the files the drive is for. There is a question about ownership of the drive after the filming project is completed. This item was tabled until Ed Comm and Phil Millard can meet to discuss the particular details. Secretary has been asked to forward this request to Ed Comm immediately. Executive Committee will meet again to vote on this item as soon as more information is available.
- Suggestion to form a VPF medical advisory board was tabled due to lack of time for discussion on the subject.

The next regular VPF Executive Committee meeting will take place on Monday, 24 February 2003 at 19:00 GMT (2:00 PM EST, 1:00 PM CST) in the Board room of the VPF Chat Café.

Meeting Adjourned at 20:48 GMT (2:48 PM CST)