

Vasa Previa Foundation

Executive Committee Meeting Minutes for 24 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
- Carol Prentice, UK Chapter Leader / Assistant Treasurer UK

Linda Ursillo, Treasurer was not in attendance.

VPF Committee chairpersons present:

- Victoria Goldstein, Assistant Treasurer USA, PR/Fundraising/Research Committee Chairperson

Meredith Kirby, Education Committee Chairperson was not in attendance.

Meeting began at 19:10 GMT (1:10 PM CST)

Annual Meeting Minutes from 27 January 2002, VPF Annual Board Meeting Minutes from 27 January 2002, and Executive Committee Minutes from 10 February 2003 were confirmed with minor changes and approved for archival and distribution.

NOTE: VPF Committee Chairpersons and Chapter Leaders, if reporting to the Executive Committee, are hereby asked to email their reports to each VPF Board member and each Executive Committee member at least one day in advance of Executive Committee meetings, even if they attend the meeting, in order to save meeting time. Furthermore, Executive Committee members are hereby requested to read said reports prior to the start of the meeting, again to save meeting time.

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:

- Victoria Goldstein, Assistant Treasurer / USA and Linda Ursillo, VPF Treasurer will work on the 2002 Annual Treasury Report this week.

Treasury Report:

- Netherlands:
Donations Received this week: € 0, Interest received : € 0
Dutch expenses: € 0
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: \$25.00
USA expenses: \$167.00
Total USA cash on hand: \$3,640.03
Thank-you notes sent to donors: 0

Membership:

- There are 40 participating members of VPF, 4 pending.
- There are 235 IVPF email group subscribers (10 new subscriptions, 1 unsubscription – due to bouncing or email changes).
- There are 104 Vasa_Previa email group subscribers (4 new subscribers, 2 unsubscriptions due to bouncing or email changes), 35 VP-angels email group subscribers (1 new subscriber), and 32 VP-Miracles email group subscribers, 1 pending (0 new subscribers, 2 unsubscriptions due to bouncing or email changes).
- There was 1 calendar entries and/or edits made to the various birthday calendars.
- Cindy wrote an email to the groups and altered the welcome emails that all email to the groups must be vp related.
- It was suggested in the Annual Meeting that we submit a summary of meeting minutes to the email groups: like the main achievements or decisions. This has been attempted but it's been found that summary of Exec Minutes is too time consuming to do twice – once as minutes and once in micro-mini form. A notification message and link to the minutes is now sent to the IVPF group whenever minutes are uploaded. The IVPF group was formed specifically to

share this sort of information with the membership in general. Membership committee works very hard to see that all new email group members are added to the IVPF group immediately, so they don't miss out on any information of this sort.

- It was suggested at the Annual Members Meeting that we submit the URL welcome email to all the email groups, not only to the Vasa_Previa email group. This has been done. All new subscribers to each group now receive the URL welcome letter, slightly modified for each particular group. Current URL letter can be found in the Housekeeping sections of the Membership Committee chapter of the VPF Operations Manual in the online VPF Office Space.
- It was suggested that we periodically send out a letter to the email groups explaining what the Foundation does, what participating membership is, and explaining volunteer opportunities. Cindy will take care of this.
- Cindy posted to the forum in top level forum topics about VPF participating membership, donation information, current VPF research etc.

Public Relations:

- Filming and sound bites were done after meetings in January. Originals of filming on 28 Jan have been sent to Meredith and copies on CD rom will be sent to Executive Committee members.
- Victoria will be scheduling a PR meeting for 27 Feb 2003.
- VPF has copies of both posters presented at the Congress as well as the ppt of the oral presentation. Copies to be included in office section of website have been provided to Cindy, and will be uploaded soon. Dr. Oyelese's reworked ppt has been distributed to the Exec Committee.
- UK
 - The UK VPF PR office continues to send out and follow up on Press Kits to professionals, newspapers, television/news programmes, magazines, websites and Baby Experts in the UK.
 - "Baby and You" to publish feature/information on VP, probably in June issue.
 - NHS 24 website has replied to Carol – they are not aware of VP. Information has been passed to their medical representatives who will get back to her shortly.
 - Carol made another new contact at BBC news TV and has sent a letter/pack. Now awaits reply.
 - Next NMC meeting in London is scheduled for 9 April. Carol plans to attend.
 - Lanarkshire Health Council is keen to show their support for the fundraising walk in August.
 - Carol contacted the press officer of the Primary Care Trust (one of the hospital Trust sectors) who edits the Trust magazine "The Pulse". She is keen to run a piece on VP. Carol will follow this up.
- USA
 - March of Dimes has included VPF in information about cord anomalies.

- Woman's World Magazine (Circ. 4 million) article has appeared and been circulated to VPF groups. Permission has been requested in writing to post article on our website. Have already had positive impact with woman in Las Vegas who thinks she might have VPF.
- Victoria was contacted by Richard Olsen, Executive Director of www.stillnomore.org. They are working closely with Jason Collins, MD to pass legislation to approve birth certificates for stillborns and to receive funding from the National Institutes of Health for research into causes for stillbirth. He would like to work closely with VPF.

Research:

- Questions and Answers have been compiled and sent to Executive Committee members. Cindy will post them to the email groups and then recompile the online FAQ to include these questions and answers. Discussion ensued regarding an identifying introduction to the online FAQ. It was decided to use what is currently on the website.
- 140 women documented on the database (55 records received to date/18 more promised or on the way). We need 75 records.
- We must have a total of 125 records in order to submit the paper. Israeli doctors have 12 and Robert Wood Johnson doctors have 10. Dr. Cantazarite has 12. Two additional cases from doctor in Guatemala (contact from ISUOG).
- A new database will be required for the current research project.
- Paper is written, needs to be revised but will be submitted by end of March.
- Many, many hours of Research Committee time has again been consumed sending emails to women that promised to send records, but for one reason or another have not yet. Executive Committee members will again be pressed into service in order to somehow complete this task for the research study.
- Sue McFadden offered her help to this committee.

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.
- Marlou, Cindy and Victoria are working on content for a Sophie's Walk for Vasa Previa brochure/flyer and web pages. A final meeting should be held before the information goes live first week of March.
- A meeting in the chat café for all those interested in participating and helping with the Walk will be scheduled for early in March.
- PayPal account is active and donation button / link is up on the USA web site.
- Cindy will finalize text for Sophie's Walk brochure today.

Chapter Formation Committee Report:

- No report given.

Education Committee Report:

- No report given.

Web Committee Report:

- Paypal button is up and running on the USA chapter website.
- Work is progressing on the Sophie's Walk pages and forms for the VPF websites.
- Sales link on website is on hold, pending catalogs, etc.
- Cindy posted to the forum in top level forum topics about VPF participating membership, donation information, current research etc.
- The Woman's World magazine article featuring Victoria Goldstein and Karen Peter's is now online in the news section of the VPF website. Victoria will provide a Spanish introduction for the piece.
- Web Committee meeting has been set for 18:00 GMT (12 noon CST), Thurs, 27 Feb 2003 to discuss the web pages for Sophie's Walk.
- Carol will provide Phil with a copy of her TV interview for the website.
- Carol also has a copy of the LHC magazine to post with the "Best" article on the website and will mail those this week.

Budget:

- No report given.

Netherland's Chapter:

- Netherland's Chapter is requesting a new Dutch only email discussion group and a reorganization of the Contact List. A Membership Committee meeting is scheduled for Wed., 26 February 2003 at 19:00 GMT (1:00 pm CST) for discussion and will report back to the Executive Committee on the status of these issues.
- Michel and Marleen Wubs have welcomed their beautiful second daughter Danielle. The VPF Executive Committee hereby sends the happy parents many congratulations!

USA Chapter:

- No report given.

Accountant / Tax Exempt Status:

- No report given.

Old Business:

- Marlou reports that the Dutch notary will help the Netherlands Chapter with the name change. The notary needs a copy of the VPF Board minutes that authorized this change. VPF Secretary will email Marlou a copy of the minutes.

- 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.
- Suggestion to form a VPF medical advisory board. Tabled due to lack of time for discussion on the subject.
- The Education Committee's request for funds for the FireWire hard drive needed in the film project. Tabled 10 February pending investigation regarding specific particulars about the request.
- Gavel sound for Board Room in the chat café.

New Business:

- Natasha Donnelly, Susan McFadden, and Nicola Meredith were approved as VPF participating members.
- The Education Committee's request for funds for a FireWire hard drive needed for the film project at a cost of about \$295.00 has been reviewed and was unanimously approved. Funds to come from \$600 Meredith raised in her yard sale, earmarked for this film project. There is still the issue of ownership of this product when the project has ended. That issue can be discussed at a later date.

The next regular VPF Executive Committee meeting will take place on Monday, 10 March 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 20:29 GMT (2:29 PM CST)