

Vasa Previa Foundation

Executive Committee Meeting Minutes for 7 April 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; and Carol Prentice, UK Chapter Leader / Assistant Treasurer UK were not in attendance.

VPF Committee chairpersons present:

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

Meeting began at 19:07 GMT (1:07 PM CST)

Executive Committee Minutes from 24 March 2003 were confirmed 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](#)
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Officer Reports:

- 2002 Annual Treasury Report has been received by the VPF Board of Directors and will be included in the 2002 Annual Meeting Report.

Treasury Report:

- Netherlands:
Donations Received this week: € 0, Interest received : € 0
Dutch expenses: € 25.56
Total Dutch cash on hand: € 549.52
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: \$ 719.80
USA expenses: \$ 1.00
Total USA cash on hand: \$ 3,926.38
Thank-you notes sent to donors: Yes

Membership:

- There are 43 participating members of VPF, 2 pending.
- There are 239 IVPF email group subscribers (1 new subscription, 8 unsubscriptions).
- There are 112 Vasa_Previa email group subscribers (6 new subscribers, 3 pending subscribers, 2 unsubscriptions).
- There were 0 calendar entries and/or edits birthday calendar.
- There is a problem with the Vasa_Previa birthday calendar. Though the entries appear to be set up correctly, Yahoo!Groups is not sending them out. Cindy has contacted Yahoo!Groups but the issue is still pending.
- Dana Kotula has taken over as owner of the VP-Miracles email group.
- New owner of the VP-angels group is still pending.
- There were a number of questions about the group ownership changes for the VP-angels and the VP-Miracles groups after it was announced to the email groups. The questions have been explained to the subscriber's satisfaction.
- Meredith Kirby will be on maternity leave until 1 May 2003. Cindy will take over her moderating duties in the interim.

Public Relations:

- NETHERLANDS
 - Michel Wubs has resumed the task of PR & Fundraising.
 - The Intranet will be used for PR for the Kennedy March. Marlou has applied for the Intranet article but it was rejected. She met the person responsible for the policy this week and the article will be published after all. Article has been written and sent to person responsible.
 - The local Limburgian television L1 was contacted to do an item on VP. Marlou sent another email with updated information as a follow up on Friday April 4.

- National TV-show Hart van Nederland has been emailed to do an item on the march. They phoned in response to ask about some details. They could not promise to do the item, but were pretty enthusiastic and would try to be there. Marlou will follow up next week, to keep the item warm.
- National TV-show 5 in 't Land has been emailed to do an item on the march. Marlou followed up on Friday April 4.
- Magazines will be addressed about the Kennedy March. They will be contacted after the March, when the results are known.
- Numerous local newspapers have been contacted via email about the Kennedy March.
- UK
 - Baby and You magazine feature on VP will be available in May.
 - "Family Circle" have replied and they "do not cover issues relating to this age group"...Carol will follow this up as they have covered pregnancy issues before.
- USA
 - Victoria contacted a freelance writer for Ladies Home Journal to write about women who make a difference. She has agreed to include VPF in her story. Am sending her a package as per her request and will follow up at the end of this week. She also writes for Good Housekeeping and Family Circle and promised to help us get in there too.

Research:

- 160 women documented on the database (58 records received to date/18 more promised or on the way).
- Marlou requested records again from all Dutch members.

Fundraising:

- Prepared letter for Sophie's Walk captains to send out to people who register. Will send a copy to all Walk Captains. A copy has also been submitted to Executive Committee.
- Victoria will verify all locations for Sophie's Walk this week and will send brochure out for printing.
- NETHERLANDS
 - Michel Wubs has resumed the task of PR & Fundraising.
 - Slogan for Kennedy March will be: 80 Kilometer veur Julia, det Kenne die!! (translated from Limburgian: 80 kilometers for Julia, they can do it!!).
 - Will approach printers for T-shirt printing for Kennedy March. Colette asked her employer (Océ printers) if they would be willing to print our T-shirts. Request was rejected as it is not a regional initiative and is not company policy.
 - Marlou's other sister, Jacqueline designed the Kennedy March T-shirt. T-shirts are being printed.
 - Sponsor forms where people can pledge money will be hung up at both our companies together with the brochures. Family and friends

will be asked to pledge money for the Kennedy March. Letter has been written and approved by the head of the PR-committee. The emails have been sent out. Paper letters will be printed and posted this week.

- UK
 - Sophie's Walk 2003 in Lanarkshire Walk will be held at Strathclyde Park.
 - Farmer's Market has offered a stall for awareness raising or fundraising purposes. This could be very useful, particularly to raise awareness of Sophie's Walk. Have thanked them for this kind offer and will get back to them.
- USA
 - Victoria met Paula Gammons, a new member of the Vasa_Previa email group, who will help coordinate Sophie's Walk in South Florida.
 - Received the first registration for the Austin Walk!

Chapter Formation Committee Report:

- No report given.

Education Committee Report:

- Meredith Kirby will be on maternity leave until 1 May 2003.
- The final screening for the film class is Friday, May 2.
- Meredith contacted Tina Hay, Editor of the Penn Stater Magazine (Penn State's monthly alumni magazine) about doing an article about the collaboration between the Vasa Previa Foundation and the College of Communications. Letter and packet of information has been sent to the editor of *The Penn Stater Magazine*.
- Victoria has a copy of the new bookmark to edit that Meredith has been working on.
- Meredith will still be talking to Julia about the film, but her formal reporting might be a bit slack while she is on leave. Victoria will fill in as necessary.
- Meredith saw rough footage of all the interviews for the film, but hasn't seen it cut together. It is unknown at this point how much of the footage was used that was filmed during the annual meeting.
- There was a question about what happens if the VPF does not approve of parts of the film. Will VPF be allowed to request changes or will the project be considered closed? Committee members added that they'd like to know what agreements have been made about timelines. Marlou will email Meredith about it as she left the meeting before this item was discussed.

Web Committee Report:

- Work on the forms for Sophie's Walk pages was discussed. It may not be possible to get the forms working electronically before the Walk, but visitors will be able to fill out the form online, print it out and postal mail it. Cindy is researching cgi form handler code to deal with this issue as the web server VPF uses does not handle FrontPage extensions. Webmasters will meet to further discuss this issue.

- Marlou is working on the Dutch menu buttons.
- UK brochures for VPF and Sophie's Walk are being created / uploaded / and emailed to Carol Prentice. These changes reflect the UK address for funding and the monetary differences (British pounds instead of USDollars) and minor differences in spelling.
- Approval was given to have the Kennedy March link added to both the Netherlands and English front pages.

Budget:

- No report given.

Netherland's Chapter:

- The name for the Netherlands organization has been changed from International Vasa Previa Foundation to Vasa Previa Foundation. Marlou will mail Cindy copies of the records when they become available.
- The Dutch Chapter met last week. Marlou will send minutes of that meeting to Cindy.

USA Chapter:

- No report given.

Tax Exempt Status:

- IRS tax exempt forms have been sent in to the IRS.

Old Business:

- 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.
- Gavel sound for Board Room in the chat café. Tabled since 24 Feb 2003.
- Sales link on website is on hold, pending catalogs, etc. Tabled since 24 Feb 2003.
- Carol to provide Phil with a copy of her TV interview for the website. Tabled since 2002.
- Carol also has a copy of the LHC magazine to post with the "Best" article on the website. Tabled since 24 March 2003.
- Questions and Answers between email group subscribers and doctors are currently being recompiled to be included in the online FAQ. Tabled since Feb 2003.
- Victoria is working on Spanish translations of the VPF brochure and Sophie's Walk information for the website and brochure. Tabled since 24 March 2003 as this is a work in progress.

New Business:

- Jennifer Wilwert was approved as VPF participating member.
- It was moved, seconded and unanimously agreed that the VPF Web Committee be eliminated with the duties being divided up as they currently are among the webmasters. Committee chairpersons will report web changes requested by their committee in their committee reports. Webmasters will continue to meet as necessary to discuss web related issues. Upkeep will be done as needed with no approval required. Web site pages will not be designed in Executive Committee. Webmasters will design the website and changes, proposing their decisions to the Executive Committee when required.

The next regular VPF Executive Committee meeting will take place on Monday, 21 April 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 20:34 GMT (2:34 PM CST)