



BHH Board Meeting Minutes March 5, 2025

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President Kat McKay called the meeting to order at 10:08 am. The meeting was in person at the BHH office.

Members in Attendance:

Kat McKay (Vice President), Lorraine Handler (Secretary), Bill Hinrichsen, (Treasurer), Jeanie Miller (Administrator), Jasiel Ordonez, (Administrative Assistant)

The first order of business - review team reports.

Kat noted that there is a typo in the number of pieces of equipment loaned- should be 16.

Agenda Items - Discussion

1. Changes to the Website

Jeanie explained that BHH needs a new updated website. Jasiel's husband's Company, Bizketing, will put together a presentation for the Board to evaluate, including the cost.

Erik will develop an landing page in the US for our 501c3. and make a presentation to the board. This will direct people to our new website. He has international experience.

Much of the graphic work Erik is currently doing for BHH will be transitioned to Bizketing as they are less expensive. Also, This will enable Jasiel will be able to do updates in our office.

All the BHH password information is to be kept in one secure place with copies to the president. Jasiel will collect this information for the website and database.

The newsletter will be reinstated once we have a new website.

Jeanie has been working with Lester to recommend an application to replace the current database for handling the equipment inventory, check-ins and check-outs. It is to be low cost, have UPC inventory control, be user friendly with ongoing training videos and updates.

2. BHH Bank Account - debit card

Kat and Bill will go to Banco General to cancel Dr Rod's debit card and issue a new one for Kat .

3. Legal Update -

Jeanie and Dr. Rod met with Eric Quintero regarding the Panama laws regarding medical issues. Specifically, that only Panamanian doctors can dispense Meds, and evaluate patients, etc. If any of our volunteers cross the line, the Board becomes liable. This is a serious problem for BHH regarding dealing with our Hospice patients. The Board will meet Wednesday March 18th to discuss and clarify this matter.

4. Volunteer Orientation -

The Board voted to begin to "One on One" Orientation.

Meeting adjourned at 11:28am

Respectfully Submitted,

Lorraine Handler
Secretary
Boquete Hospice and Health



Boquete Health and Hospice Board Meeting Agenda March 5, 2025 10:00am

President, Kat McKay to moderate the Council Meeting
Council Members in Attendance:

Team Reports

Ambassadors -

The Tuesday market remains an active site for donations and information . The Thursday market has been slow but still remains a site to meet new people and educate them about BHH. We are concentrating on recruiting new volunteers this

Being Prepared - Charlotte Lintz - Team Leader

Being Prepared class was the largest one we have had so far. We approximate that 45 people attended. Thanks to Charlotte Lintz, Kelly Honyak, Penny Barrett and Denese Rogers for an excellent presentation.

Equipment - Kat McKay/Sally/Cat Vann

February Equipment report

Loans- 16 pieces-- 5 ExPats, 4 Panamanians

Returns- 10 pieces- 2 ExPats, 5 Panamanians

Some donations at the house of cash.

We sold two beds, both electric and determined to be too heavy for our volunteers to have to uses.

Jeanie checked out a site in Panama City that has a huge supply of medical equipment at a very reasonable price. We will check out the pieces that really need to be replaced and replace them as needed.

Events and Fundraising - Jeanie Miller V.P.

The team has a meeting scheduled for March 10th at 10:00. There we will discuss the activity so far this year and where we will focus our energies for the rest of the year.

Rachel Booth was on boarded and has been working with Jeannie and Kat. They have put together an information piece that can be shared with potential donors, local and in the states. A more in depth presentation is being worked on for an upcoming meeting with a number of local donors.

More steps will be identified at the meeting in March.

Hospice -

At our recent meeting between Hospice Home Care and the Luz Esperanza group, approximately six members from each organization came together to discuss forming a collaborative group. Our primary focus will be on education about the dying process and the stages of grief, ensuring that we can better support individuals and families during these critical times. We also agreed to meet monthly to foster stronger connections and improve our ability to work together effectively. Tamara Balkenhol has agreed to lead our side of this

PCC Phone Stats

Jasiel will present the statistics at the Board meeting Wednesday.

Respiratory - Bill Haldeman - Team Leader

Four new oxygen concentrators were purchased and shipped to us from the US along with many replacement parts needed for the oxygen concentrator repairs. Luis Botero was instrumental in recommending these items and he is responsible for taking care of their repairs with other volunteers.

Financial Report - Bill Henrichsen - Treasurer

<u>Boquete Hospice and Health Foundation</u>			
Accounting Summary for the Month of February and Year-to-Date 2025			
INCOME/DONATIONS	Current Month	Year To Date	BUDGET 2025
Donor Relations			\$ 12,000.00
Education - Being Prepared	\$ 158.55	\$ 958.55	\$ 1,000.00
Equipment	\$ 500.00	\$ 1,058.00	\$ 1,000.00
Fund Raising			\$ 10,000.00
General Donations	\$ 1,378.00	\$ 1,678.00	\$ 20,000.00
General Meetings			\$ 1,200.00
Tuesday Market	\$ 50.00	\$ 135.00	\$ 1,200.00
Thursday Market			\$ 1,200.00
Savings Account - Interest Earned	\$ 29.27	\$ 62.25	\$ 400.00
TOTAL INCOME	\$ 2,115.82	\$ 3,891.80	\$ 48,000.00
EXPENSES	Current Month	Year To Date	
Admin - Administrative Assistant	\$ 800.00	\$ 1,600.00	\$ 12,000.00
Admin - Animales Bldg. Rent & Library		\$ 50.00	\$ 750.00
Admin - Bank & Credit Cards Fees	\$ 7.45	\$ 24.80	\$ 350.00
Admin - Foundation Fee & 501c3		\$ 400.00	\$ 800.00
Admin - Legal & Acctng. Audit - Planning		\$ 250.00	\$ 500.00
Admin - Office Rent-Office Supplies - Insurance	\$ 1,101.77	\$ 2,282.18	\$ 11,200.00
Admin - Zoom, Tap Out & Animales (BCP)			\$ 800.00
Admin - Phone	\$ 25.77	\$ 97.49	\$ 1,000.00
Admin - Printing - Marketing & Entertainment			\$ 1,000.00
Ambassadors Meetings - PR & Baskets			\$ 300.00
Communications - Social Media/Advertising	\$ 315.00	\$ 542.50	\$ 2,000.00
Community Outreach & Scholarships	\$ 500.00	\$ 500.00	\$ 1,500.00
Donor Relations			\$ 1,500.00
Education - CPR			\$ 300.00
Education Being Prepared - Printing & Rent	\$ 264.50	\$ 264.50	\$ 1,300.00
Equipment - New & Maint.			\$ 2,000.00
Equipment - Respiratory New & Maint.	\$ 3,290.72	\$ 3,290.72	\$ 5,500.00
Fund Raising - Total Expenses			\$ 1,000.00
Hospice & Home Care		\$ 61.22	\$ 1,000.00
IT - Database - Bubble & Godaddy	\$ 16.00	\$ 315.62	\$ 700.00
IT - Website - Wix & GoDaddy			\$ 255.00
Volunteers - Gifts/Lunches/Entert/Printing			\$ 2,000.00
TOTAL EXPENSES	\$ 6,321.21	\$ 9,679.03	\$ 47,755.00
NET SURPLUS OR (DEFICIT)	\$ (4,205.39)	\$ (5,787.23)	\$ 245.00

Agenda - Items for Discussion

1. Need for changes to website and database and why?
Chris will provide sample reports for the meeting.
2. Changing Kat on bank account - debit card
3. Discussion about what is legal in Panama and what is not