HACA Board Meeting Minutes  
SUMMARY  
September 12, 2016

Attendees:

Board Members: Mark Antell, Meg Bradbury (via phone), Dana Brayshaw, Blane Endale, Eena Kapoor, Steve Long, Stephanie Phillips, Eboni Morris, April Owens, Shelby Smoak, Michelle Stielper, Joe Victor, Kristen Urbahn. Staff: Brenda Bordelon

Absent: Krystina Tucker (staff)

Executive Director’s Report

Brenda reviewed the Executive Director’s Report. She reported on the success of the chapter picnic and camp, plans for the holiday party and the upcoming Spanish language event on November 11 at the Sherwood Center in Fairfax, VA. Eboni asked about the population of people that are participating in the event, and Brenda said that more families have begun participating. Joe suggested having a bilingual web page or a Spanish-language website.

Report on NHF Annual Meeting and WFH

Michelle attended through the Sandi Qualley scholarship. She said she was inspired by the fact that NHF spoke about women bleeding, too. Eena spoke about attending WFH, and said for many of these hemophilia groups around the world, having resources and a positive mindset helps. Brenda attended sessions that took place at the onset of the NHF meeting between NHF chapters and chapter organizations from around the world, and was amazed by some of the challenges faced. Steve brought up the care for women with bleeding disorders and trying to find a good treatment. Meg spoke about a meeting that she will be attending concerning people with bleeding disorders.

Treasurers Report

Joe reported that HACA is in good shape financially.

Walk Update

Brenda pointed out that we are most likely coming in below our goal of $70,000 for 2016. The discussion turned to making a final decision regarding the 2017 walk and involvement with the national walk program. Brenda reported that after talking to several industry representatives, she was confident that some of the companies would be able to support the chapter financially if we were not part of the national event.

Pros for remaining part of the national walk include walk training, the website and the discounted prices for T-shirts. Costs that HACA would incur are for a walk website and table rentals (these are covered or reimbursed by NHF; all other expenses are incurred by the chapter). But as an independent event, the chapter would be able to set its own funding levels and incentives for sponsors. Steve talked about the need for outside sponsors, not just industry.
There was also discussion about the walk location. Michelle said that she has heard that many people have a tough time getting into DC and we should consider a location outside of the city.

Joe made a motion that the chapter leave the NHF walk program and do our own independent event in 2017. Shelby seconded the motion, and all agreed. Brenda will draft a letter to NHF.

Steve suggested that a task force be created to discuss the walk location. Michelle offered to chair, and Eena, Eboni and Stephanie volunteered to be on the committee.

**Office Move**

The HACA office will move from Mosby Towers in Fairfax to the Cary Center in Springfield on September 28. Regency Moving and Storage, owned by the Krug family, will handle the move, free of charge. Brenda was able to sell the office furniture in the Mosby suite to the incoming tenant, and is using the proceeds to purchase new desks for the smaller space in Springfield. She and Krystina are currently moving items to the new storage unit in Burke.

**Board Retreat**

The board will have a retreat on January 21, 2017 at the Homewood Suites in Springfield, VA. Dawn Rotellini of NHF will facilitate the retreat and NHF will also reimburse the chapter for expenses. Brenda will send out more information to the board when the retreat gets closer.

**2017 Board Meeting Locations**

This is the last meeting at the Ballston Holiday Inn. In 2017, the meetings will rotate to different libraries around the area. Libraries allow nonprofits to use their meeting rooms for free, and we can bring in food as well. These will be more accessible for everyone and also much less expensive.

**Status of Med Bradbury**

Meg and her family recently moved to Boulder, CO. She will continue as a long-distance board member for the time being.

**NHF Chapter Review**

NHF will be visiting the chapter in November to do a chapter review. Joe asked if that was excessive, and Steve pointed out that they want an understanding or their chapters. Eboni asked if it would be an administrative burden. Brenda explained that the review was to help chapters find their strengths and weaknesses.

**Donations from Chapter**

Brenda talked about the annual donations from HACA to the Judith Graham Pool program at NHF and the World Hemophilia Federation. She is going to follow up on past amounts and have a vote via email.

**Combined Federal Campaign**

A discussion took place regarding HACA’s participation in the CFC. In 2017, an administrative charge will be assessed for organizations that participate. Brenda reported that HACA only receives about $3,000-$4,000 in funding each year. One of the reasons HACA gets a full audit each year is to participate in the
CFC, and if the chapter were to leave the CFC, it may be more financially reasonable to get another type of financial review. Joe made a motion to leave the CFC, and the motion was approved.

**Follow-Up from September Meeting:**

1. The 2016 walk brought in just over $65,000
2. A letter was sent to NHF on December 1 to let them know of our decision to leave the walk program.
3. The walk task force met in November, and recommended that the walk move from the Lincoln Memorial. A vote was taken via email, and Brenda will be looking at new walk sites based on some recommendations from the task force.
4. Donations were made to both the Judith Graham Pool fund and the World Federation.
5. Brenda met with representatives with NHF to do the chapter review in November. It took about two hours of prep time and three hours to do the actual review. There are some follow up items to achieve in order to receive Chapters of Excellence awards, which are due by May 31.
6. The board voted in December to change from a full audit to a reviewed financial statement.