

Meeting Minute of America Nepal Medical Foundation

Meeting Logistics	
Meeting Date and Time	Apr 29, 2023
Purpose	Board Meeting
Venue	Online meeting through (Zoom meeting)
Prepared By	Bhupesh Khadka

Participants	
Binod Khadka- P	Bishnu Sapkota- P
Kalpna Shrestha- P	Jivan Lamichhane- P
Narayan Neupane- P	Julia Shepardson- P
Bhupesh Khadka- P	Shradha Manandhar-P
Raju Century- P	Dixa Dhital- P
Ganesh Chaudhary- P	Saroj Kandel- P
Sandesh Pandit- A	Navin Kaini- P
Subodh Mallik-P	Binod Dhungana-P
Shambhu Aryal- P	Sunil Sharma-A
Marvin Brustin-A	Libby Wilson-A
Bikash Bhattarai-P	Vikash Pathak- A
Dinesh Subedi-P	Anil Suwal-P
Swikrity Upadhyaya- P	P –Present A- Absent E- Excused

Others invited guest- **Sangita Basnet** and **Bikrant Narsingh Rana** from ANMF Nepal

Agendas and Discussions	
Agenda	Approval of the board meeting minutes from 2/19/23 and 3/26/23
Discussion	Discussed and Approved
Agenda	Update from the Organizing Team and Role of Board members at Gala Dinner
Discussion	<ul style="list-style-type: none"> ● Each Board member is requested to volunteer at the Gala Dinner. Each Board member is assigned to a table where they will be responsible for keeping account of the donations made from that table. They will be responsible to convey the donations amount to volunteers updating the donation barometer -DANOMETER. The details were discussed and approved by the Board. An orientation is planned a day prior to prepare the volunteers. Action Owner Raju Century ● Gala Dinner update: videos re PAHS peds fellowship, Burn Care Unit, Oxygen Plants and Save Lives campaign and Education/Training videos were discussed and approved by the Board. ● The Board also decided to buy up to 2 credit card swiper machines for the AGM now and in future. Action Owner: Kalpana Shrestha
Agenda	Extension of the Board (Jivan Lamichhane)
Discussion	<ul style="list-style-type: none"> ● Of the 25 current Board members, 2 have decided to step down (Drs Diksha Dhital and Shambhu Aryal).The Board thanks their work in ANMF throughout the years. Dr Shambhu Aryal shared his thoughts regarding his tenure as a Board Member. ● 7 new nominations have been filed. The Board discussed and approved to increase the total number of Board members to 30 to accommodate all the nominees.
Agenda	Criteria for the Board Nomination
Discussion	<p>-always open nominations for a fixed number of seats? -Automatic Board Nomination of Committee chairs ? -Limit Term of Board members to 3 consecutive terms? -engagement in a committee 0-5 points (committee chairs will score it based on attendance on meetings, work taken up and accomplished etc) -skillset and know how that will help ANMF viz legal expertise, accounting/record keeping expertise/ expertise on information technology/ fundraising expertise 0-10 points -Donation to ANMF 0-4 points</p> <p>Above Criteria along with others were discussed. The Board tabled further discussion until the Board meeting and asked the following members who largely from the executive committee to hash out the details</p>

	Bhupesh Khadka,Binod/Khadka, Bishnu Sapkota,Julia, Jivan, Kalpana Action Owner: Binod Khadka
Agenda	Brainstorming ways to Fundraise
Discussion	<p>Discussion on the following occurred “provide an opportunity for naming rights if one donates to support a particular ANMF approved project if they are willing to donate an amount over 10K USD eg XYZ ANMF Grant for Burn Unit. -MOU and signage at the project site should reflect the donor”</p> <p>All Board members shared their thoughts regarding the amount, criteria to choose and accounting of such donations. It formed the following subcommittee to hash out details until the next Board meeting. In the meantime for this upcoming AGM, the Board decided to create ANMF wall of hearts honor for donors to encourage higher levels of donations; It will honor them as Gold donor 5K USD; Platinum donor for 10K USD; Diamond for 20K USD; Double Diamond 40K USD and Kohinoor Diamond for 100K</p> <p>Swikrity, Kalpana, Dinesh, Ganesh, Julia, Jeevan and Bhupesh formed sub committee Action Owner: Bhupesh Khadka</p>
Agenda	Financial Report from Kalpana Shrestha
Discussion	<ul style="list-style-type: none"> • Financial Update from Treasurer • No new updates
Agenda	Project committee (Shradha Manandhar)
Discussion	<p>-Burn ICU equipment 23ANMF001</p> <p>Board discussed re the new project submitted for 90k USD.It agreed in principle to support this amount but asked the Project Manager to discuss with Kirtipur hospital to support more sustainable pieces of the Burn unit rather than perishable equipment. The Board directed to sort these details out before the AGM if possible. Action Owner: Jivan Laminchhane</p> <p>-Pediatric Critical Care Fellowship -23PAHS001</p> <p>After robust discussion on this project, the Board decided to support the project for a reduced amount upto 25K USD. Several members strongly voiced concerns of the cost of ultrasound machine and the travel to the US for observation of the fellows. Cheaper ultrasound and stress on hands on training in south asia was thought to be more useful. The book and subscriptions could be less expensive as well. The Board directed to sort these details out before the AGM if possible. Action Owner: Bikash Bhattarai</p> <p>-HAPSA Nepal FCHV Training 22HAPS002—has remaining fund \$5880(out of 10000), Board needs to decide on this—Bhupesh Khadka</p> <p>Email from Dr Ramu Kharel from 4/19/23 as below which was forwarded to the Board.</p> <p>Hello ANMF team,I wanted to write to update you on the progress report for the FCHV training as well as request to use remaining funds for CPR/Choking training of frontline providers. We were</p>

	<p>able to conduct FCHV training on COVID 19 and Dengue in 4 municipalities across Nepal, training a total of 235 FCHVs. Due to lower interest and utility of COVID only training, we do have funds remaining from the ANMF grant. Currenly, HAPSA Nepal has \$5770 remaining from the funds allocated for the COVID training. We are requesting to use these funds for frontline training of CPR and Choking prevention. OUR organization has started this work and we hope to begin a program to train police and other frontline providers in this important need. Please find the letter attached from HAPSA Nepal below. Thank you, and we look forward to hearing from you.</p> <p>-The Board discussed and decided to acknowledge this change and understood the reason behind it. It was appreciative of the transparency shown by HAPSA Nepal and asked to update ANMF US regarding the SWC amendment filed by HAPSA. Action owner: Bhupesh Khadka</p>
Agenda	ANMF Nepal Update re SWC Report (Sangita Basnet)
Discussion	<p>-SWC has issued a report after it evaluated 2 projects (Chauthe Community Center and COVID relief) run by ANMF. It cited ANMF Nepal to use quickbooks like software called Tally to maintain transactions incurred in Nepal. It has also asked ANMF to set aside 5% of the total budget of the project to appoint an external auditor whose job is to ensure if the project is in fact needed by the institution or community where it is going to be operated. SWC reported that Chauthe Community center has not come into operation and cited ANMF Nepal for this.</p> <p>-SWC also recommended that no cash transfer between the ANMF and recipient organization should happen. It also recommended that all equipment purchased should follow the necessary procurement laws of the Government.</p> <p>-summary details of this SWC report and citations along with necessary procedural changes made by ANMF Nepal will be emailed by Bikrant Rana</p>
Agenda	Committee Updates (Bishnu Sapkota)
Discussion	<p>As per the meeting minutes from 3/26/23, Summary of the committee will be circulated to the board then the board can decide if the committee will be approved or not.- Action owner Jivan Lamichhane</p>
Agenda	Round Table
	Meeting duration from 8 PM-11PM EST.

