

ANMF Board Meeting Minutes

August 13, 2017

7:00 pm CST

Teleconference

Meeting called by: Bhupesh Khadka **Type of meeting:** Quarterly Board Meeting

Facilitator: Sangita Basnet **Note taker:** Sangita Basnet

Timekeeper: Sangita Basnet **Minutes prepared :** Sangita Basnet

Attendees: Bijay Acharya, Marvin Brustin, Binod Dhungana, Bob Gerzoff, Richard Katzman, Libby Wilson, Sunil Sharma, Sangita Basnet, Sushil Raj Pandey, Santosh Sapkota, Baroon Rai, Prakash Thapalia, Julia Shepardson, Chandra Prakash Chataut, Subodh Mallik, Ganesh Chaudhry, Deenu Maharjan

Excused: Bhupesh Khadka, Dinesh Mainali

Absent: Ashok Chaudhary, Pankaj Timsina

Guest: Janak Koirala

MINUTES

Agenda item: Approval of minutes from May 14, 2017 **Presenter:** Sangita Basnet

Discussion:

Decision:

Approved

Agenda item: Approval of amendment to BYLAWS [2017] **Presenter:** Sangita Basnet

Discussion:

Decision:

Approved

Agenda item: Approval to designate 'completed status' to projects **Presenter:** Sangita Basnet

Ask Foundation-Telemedecine	Final report submitted. Motion to designate COMPLETED status
Dhulikhel Hospital-Public Health-Dhulikhel	Final report submitted. Motion to designate COMPLETED status
TIO-Community Eye Centre in Liwang, Rolpa	Final report submitted. Motion to designate COMPLETED status

Discussion:

Decision:

Approved

Review of Projects

Agenda item: 17TUTH001 Liver transplant observership for 2 **Presenter:** Sunil Sharma

Discussion:

Amount requested \$8000. Approved by PC

Concern was raised about the exposure as to the number of cases. Dr Roshan informed it would be 5-8 per month at the Piedmont Hospital, Emory University. Also the peri-operative experience would be invaluable.

The other concern was the amount: ANMF has funded up to \$3000 in the past. Discussion was to fund such trainings on a case-by-case basis.

Decision:

Approved for \$8000 total for 2

Agenda item: 17TCHC001 Tarkang Com Hlth Ctr (3 rooms) **Presenter:** Prakash Thapaliya

Discussion:

Amount requested \$34,526.49. Denied by PC

PC was under the impression that this health post is already funded well and has more than 75,000 dollars. Also it is already one of the best Health Posts in the country. However it was brought to notice that there is no other fund available to build the 3 rooms (male, female in-patient wards, and triage room). And it is serving the population well.

Decision:

Conditional approval for \$15,000. Conditions: The grantee must show other funding to complete the project and they must provide documents to show that this project is approved by the Ministry of Health.

Agenda item: 17HFN001 Hlth Foundation Malnutrition **Presenter:** Ganesh Chaudhry

Discussion:

Amount requested \$14,807.36. Denied by PC

Some board members felt nutrition to children was needed, however, majority rejected the project because of sustainability issues in addition to the fact that PC had reviewed it carefully and had unanimously rejected the proposal.

Decision:

Denied

Agenda item: 17PHO001 Possible Charikot Hospital Expansion **Presenter:** Richard Katzman

Discussion:

Amount requested \$139,810; PC approved \$14,509.

Possible has a good track record, however the cost of salaries, logistics and medications and other expenses will not be covered by ANMF. The amount would be for medical education and professional training for Charikot Hospital's medical team over a 12 month time period. Specifically this would support training fees, housing, travel, and accommodations for off-site training for Psychosocial Counseling, Anesthesia Assistant training, Skilled Birth Attendance training, Implant & IUCD training, Comprehensive abortion care training, general management training, and attendance at the Annual Rural Health Worker Conference at the Nick Simons Institute in Kathmandu.

Also we would express on the MOU that Possible give a detailed report of the utilization of the funds.

Decision:

Approve the \$14,509

Agenda item: 17CCNEP001 ACLS for nursing

Presenter: Baroon Rai

Discussion:

Amount requested: \$20,000. Denied by PC

ANMF Nepal was opposed to this proposal. Our board members were also not comfortable with the whole proposal.

Decision:

Denied

Agenda item: 17NAR001 Narchan Community Clinic

Presenter: Julia Shepardson

Discussion:

Amount requested: \$31,051.89. Approved by PC

Board felt there was a great need for such a clinic in Narchan. There was community involvement in the form of land donation. There are 2 health workers already posted there and the building of the health post has been approved by all layers of government.

Decision:

Approved for \$31,051.89

Agenda item: 17SA001 Shanti ashram Elderly Home Repair

Presenter: Sunil Sharma

Discussion:

Amount requested: \$10,000. Denied by PC

Board members showed great sympathy. Unfortunately the proposal does not reflect ANMF's mission and goals.

Decision:

Denied

Agenda item: 17YAN001 Yangshila School, Health,
Environment

Presenter: Binod Dhungana

Discussion:

Amount requested: \$35,000. Approved by PC.

Everyone agreed this would fulfill a great need in this underserved area with an impoverished population. However Board member Marvin Brustin was opposed to donating because of past experiences. He wanted to see the income/expenses of the organization.

Decision:

Stalled for now. PC will communicate with the grantee ask them to provide needed documents to the Board and Marvin. Board will then decide after the documents are evaluated by the Board.

Finance Committee Report

ANMF Balances as of 4 August 2017

PayPal (goes to General Funds)	\$ 1,021.24
Peoples Bank - Earthquake	\$ 287,792.07
Peoples Bank - General Funds	\$ 93,373.54
Total	\$ 382,186.85

Agenda item: 2017-2018 Conflict of Interest, Record Retention, and Whistleblower policies. **Presenter:** Julia Shepardson

Discussion:

Julia asked the board to approve 2017-2018 Conflict of Interest, Record Retention, and Whistleblower policies. And also asked board members who have not done so already to send signed copies to Julia (treasurer) and Bhupesh (secretary).

Decision

Approved the 3 above mentioned documents

Action items	Person responsible	Deadline
✓ All Board members will sign all 3 documents and email them to treasurer and secretary	Board Members	In the next week

Agenda item: Reimbursing Allison Brustin

Presenter: Julia Shepardson

Discussion:

\$9,118.99 for expenses incurred for the 2016 Chicago Fundraising event.

Decision:

Approved

Agenda item: Change fund from General to EQ

Presenter: Julia

Discussion:

To be consistent with recent categorizations, change the class of expenses for ANMF/Nepal project oversight (\$15,000), and the Tilganga Rolpa Clinic (\$10,000) from General to Earthquake. Previously those expenses were categorized as general funds.

Decision

Approved class change of both amounts (expenses) from general to earthquake

Educational Research Committee

Agenda item: ERC responsible for funding activities pertaining to CME, training/observership, research

Presenter: Sushil Pandey

Discussion:

Request was made to allow ERC to make recommendations regarding the above instead of it going to the PC. It was noted that there would be dissemination and division of labor. Board wanted PC chair to attend the ERC meeting when such projects are deliberated on so that there would be no confusion. If possible treasure could also be available at these meetings, keeping in mind that Julia and Dinesh do have a lot of responsibilities. The final decision to approve funding would still rest on the board.

The exact items are outlined below.

Decision:

Approved

Agenda item: Support of ANMF/ NEPAS joint PFCCS course

Presenter: Sushil Pandey / Sangita Basnet

Discussion:

Request to approve up to \$1500 per year (\$1460 this year) for license and books (including shipment) - so that this course [Pediatric Fundamental Critical Care Support] can be conducted yearly including 2017. This would be an ANMF/NEPAS project under ERC.

Decision:

Approved to make this an ANMF/NEPAS project under ERC

Approved (up to \$1500) contingent on figuring out a way to deliver the fund

Action items	Person responsible	Deadline
✓ Talk to Nepal Critical Care Development Foundation [NCCDF] if we can send funds there and they can purchase from SCCM directly	Sangita Basnet	

Agenda item: Support of ANMF/ BIR Hospital joint
telemedicine program

Presenter: Sushil / Janak

Discussion:

NAMS has requested ANMF to partner with Bir Hospital to establish a telemedicine program: Central (Bir Hospital) to rural, and US to Kathmandu: consultation, training, and lectures. ERC will partner with NAMS. Binod will look into ASK Foundation to see if they can provide technical help and advice. Requested amount \$11,750 for equipment set up. Need for ANMF to provide funding assistance to Bir Hospital, which receives funds from the government, was discussed. However the fact remains that this would be an ANMF/NAMS combined project, and the only way we can proceed in a timely manner would be for us to buy the equipment. Waiting for funds to be approved from the government would take a very long time.

Decisions:

Approved ERC to partner with NAMS to establish telemedicine program

Approved \$11,750 for equipment

Agenda item: Support research in Nepal

Presenter: Sushil / Janak

Discussion:

The Board voted on the request by ERC to assist NHRC and other agencies in proposal review, and also research methodology training in Nepal requested by NHRC. ERC will start working on recruiting experts to conduct these activities and coordinate with NHRC to conduct the research work shop in Nepal.

No Funds requested

Decisions:

Approved

Agenda item: Have a prize for best oral/poster presentation
for resident and fellow at SIMONS/ Society of
Surgeons of Nepal/ NEPAS

Presenter: Sushil

Discussion:

The Board members thought this was a very good idea. It would support research and educational activities and also increase ANMF presence in the academic field in Nepal. The suggestion was put forth that ANMF not limit to just the 3 organizations mentioned above. And include any organization in Nepal that wishes to participate.

Fund request \$100-\$200 per conference

Decisions:

Approved up to \$2000 a year (\$100) per award

Agenda item: Fund travel for observership in areas **Presenter:** Sushil
not available in Nepal for one or two doctors per
year

Discussion:

This until now was under PC. But since this is an educational activity it needs to be under ERC. Board approval is needed to make the final decision on the candidate and training that will receive the funds. PC chair will attend the meeting when ERC is discussing this.

Fund request \$3000 per person; 2 candidates

Decisions:

Approved up to \$3000 each for 2 candidates per year

ADDED AGENDA

Flood Relief

Agenda item: Approve funding for flood relief activities **Presenter:** Sangita

Discussion:

Amount requested \$50,000

The calamity in Nepal now is probably as much as, if not more, devastating than the EQ in 2015. Because it affects a much larger area. There is danger of not just deaths but also disease and loss of livelihoods and shelter/property. ANMF board discussed if we can use the EQ funds to help during this time of desperate need. Our donors would probably want the money to be used to help lives in Nepal now- than sit on the money. However we do have to make sure all activities are according to our mission. There is an impending public health catastrophe in those areas.

Decisions:

Approve up to \$50,000 for health and public health projects in the flood affected areas of Nepal.

Action items	Person responsible	Deadline
✓ Form a task force	Sangita	24 -48 hours
✓ Contact ANMF Nepal	Sangita	24 hours
✓ Update Board on plan of action	Task Force	48-72 hours

Next meeting: November 2017. Board will be informed in September.

Meeting Adjourned

SUBMITTED RESPECTFULLY BY SANGITA BASNET

ADDENDUM 8/18/17

Agenda item: 17YAN001 Yangshila School, Health, Environment

Discussion:

Amount requested: \$35,000. Approved by PC.

Everyone agreed this would fulfill a great need in this underserved area with an impoverished population. However Board member Marvin Brustin was opposed because of past experiences. Mr Brustin wished to see income/expense documents of the organization. The discussion and voting was stalled in the interest of time. A post meeting web ballot was started. However, the grantee rescinded the application.

Decision:

Grantee rescinded application

Flood Relief

Agenda item: Approve funding for flood relief activities

Presenter: Sangita

Discussion:

Amount requested \$50,000

The calamity in Nepal now is probably as much as, if not more, devastating than the EQ in 2015. Because it affects a much larger area. There is danger of not just deaths but also disease and loss of livelihoods and shelter/property. ANMF board discussed if we can use the EQ funds to help during this time of desperate need. Our donors would probably want the money to be used to help lives in Nepal now- than sit on the money. However we do have to make sure all activities are according to our mission. There is an impending public health catastrophe in those areas.

Decisions:

Approve up to \$50,000 for health and public health projects in the flood affected areas of Nepal.

Post meeting email discussion ensued about the legality of diversion of solicited funds. Therefore for now the EQ funds will not be diverted. This will be discussed further if/when need arises.

Action items	Person responsible	Deadline
✓ Form a task force [DONE]	Sangita	24 -48 hours
✓ Contact ANMF Nepal [DONE]	Sangita	24 hours
✓ Update Board on plan of action	Task Force	48-72 hours

TASK FORCE: Janak Koirala [Chair], Santosh Sapkota, Subodh Malik, Chandra P Chataut, Baroon Rai, Binod Khadka, Subash Acharya [President, ANMF Nepal], and Shaswat Achaya [coordinator, ANMF Nepal]