

**San Diego County Coalition for Improving End-of-Life Care
LiveWell Senior Center
4425 Bannock Avenue
San Diego, CA 92117
Wednesday, November 2, 2011**

Attendees:

Doris Howell, M.D. (Founder, San Diego Hospice), LaVon Switzer (VITAS Innovative Hospice Care), Valerie Upham (Realtor, Sotheby's), Lisa Marcolongo (The Elizabeth Hospice), Randy Bellamy (Village Cremation Service), Mitsuo Tomita, M.D. (Family Practitioner, Co-Chair, San Diego County Medical Society Bioethics Committee), Chris Knutson (Hospice of the North Coast), Kathy Albert (The Elizabeth Hospice), Veva Arroyo (SHARP HospiceCare), Caroline Flanders (chaplain).

Meeting called to order:

0930

Minutes:

Minutes from the Coalition meeting held on October 19, 2011 are approved as submitted and will be posted on the Coalition website.

Financial update:

Carried forward from last month. No new bank statement available. No further expenses or income to report. LaVon reports that the 501(c)(3) status continues to be under review and correction. Vanessa Chicca is overseeing this endeavor with the assistance of an accountant. LaVon Switzer and Randy Bellamy will communicate with Vanessa in order to facilitate transfer of documents so that this endeavor can be undertaken by our active membership.

Old Business:

Coalition Survey: Progress and Results

Many members present report that they did not receive the survey, which was sent out last week. Veva utilized the current membership roster for distribution of the survey. Caroline noted that there are 86 recipients of the Constant Contact newsletter and not all of them are enrolled members of the Coalition.

Dr. Tomita recommended that the survey results, from paid members, be taken into consideration in coordinating and establishing a strategic plan for the new year. He emphasizes the importance of having defined goals.

Veva reports that 33 members were sent the survey. To date, 5 responses have been received. Veva shared some of the specific responses.

Action:

The Coalition will await further responses to the survey. Veva will bring the results forward to the next meeting.

New Business:

Review of Bylaws

Review of Bylaws and discussion was undertaken. The idea of changing the name of the Coalition was brought to discussion. The group agrees to hold further advancement of this consideration until survey results are received and new leadership is in place.

Dr. Howell gave further insights regarding the history and origin of the Coalition. She shared that the group was originally formed with the intention to fill the gap of providing public education that hospice organizations were not able to fill at the time due to hospice budget constraints.

Discussion of the leadership positions ensued, citing the bylaws' description of the duties of the officers and officers-elect. Examination and restructuring of the back-up positions is called forth.

Dr. Howell suggests careful consideration and systematic approach to potential revision of the bylaws. It is suggested that each Coalition member take the opportunity to carefully review bylaws and make independent recommendations once the survey results are considered and new officers in place.

Action:

During the next monthly meeting (December), recommendations for changes to by-laws will be made and voted upon for final revision.

Discussion of Leadership positions

Existing officers include LaVon Switzer as Treasurer, Sarah Cupples as Secretary. Vanessa Chicca has resigned as Chair.

Sarah Cupples has offered to continue as Coalition Secretary. The group discussed the necessity of filling the Secretary Elect position. The Secretary Elect potentially would take responsibility for new media outreach including the electronic newsletter and oversight of the Coalition website postings. Additionally, the Secretary-Elect would act as back-up for the standing secretary.

Randy Bellamy (Village Cremation Service) resides in the South Bay area (Bonita/Chula Vista). He states that he is willing to assume the responsibilities of Treasurer in order to ensure continuity for the Coalition. Currently, the Coalition bank account and post office box are located in Chula Vista. Both Randy and LaVon will communicate with Vanessa in order facilitate turning over Coalition records, including financial information and post office access.

The Coalition Chair position should be considered as a representative among other community groups in addition to the traditional responsibilities of Coalition Chair. It is recognized that the role of the Community Outreach Committee would also be to represent the Coalition at other group functions. Veva Arroyo has expressed an interest and will consider nomination as Coalition Chairperson.

Action:

Leadership positions will be voted upon during the December meeting of the Coalition.

Community Events:

Coalition members are invited to submit information regarding upcoming events for inclusion on the website and electronic newsletter.

Next Meeting: Wednesday, December 7, 2011 at 0930 (LiveWell)

Respectfully Submitted,

Caroline Flanders
Coalition Member