BDSRA Foundation Board Meeting
March 22, 2026
2 pm – 5 pm PST

Attendees:

Gretchen Fieschko
Kate Haller
John Ireland
Suzette James
Wayne Kiefer
Chris Lowden
Barb McDonough
John Patterson
Dave Pearce
Mathias Schmidt
Fred Surrey
Ned Timmerman

Absent:

Edward Harriman
Barb Wuebbels

Meeting was called to order at 2:09 pm by Barb McDonough

Honoring Recent Batten Angels
Gretchen read the names of the children who have passed since February 1, 2026, followed by a moment of silence:
Seth Wyatt Cobb
Izekiel David "Bacon" DeVenney
Zachary R. St. Gelais
Amelia Kristine Palermo

Acceptance of the minutes from January 31, 2026 meeting: Kate suggested an edit. Wayne motioned for the amended minutes to be accepted, Barb M seconded. All voted to accept the minutes.

Finance Committee Update:

- **High level review of month to date actuals to budget:** Wayne Kiefer presented along with John Patterson the January numbers in the **new simplified format by class referred to as "Special Report"**. Board will receive Special Report monthly, by month and year to date. Also, in order to ensure correct entries with class codes, once per week, Wayne will meet with Linda to assign codes for check to be entered into Quickbooks.
- **Operating Expenses**: The BDSRA January actuals required another transfer from the savings account in order to make payroll. The Board approved a motion to transfer another $15,000 from Merrill Lynch to operating.
- **Admin fee**: Wayne noted that in discussion with Don Wells and Rob, BDSRA should not claim a 7% admin fee on restricted donations. Instead we have a few choices for "cost allocation": 1) Direct cost allocation, 2)Board Blanket Statement, 3) Time study-based allocation. Wayne verified that the 7% allocation was never implemented in prior years.

The allocations for the 990 are done using a two week time study each quarter. The board voted to use option 3 for the Time-based allocation. Suzette and Barb are implementing an ongoing time-based study for all employees.

- **Bank and investment accounts**: Wayne suggested that we move to having 4 accounts with Merrill Lynch: Unrestricted Money Market; Restricted Money Market; Calvert Restricted; Unrestricted Mutual Fund (for the latter two Merrill Lynch will charge BDSRA 1% fee).
- **Third party processors**: Wayne informed the Board that BDSRA uses such processors for income and expenses. An example is Benevity, a processor for companies that match donor gifts. These processors need to be updated with new account holders since the former CEO is still on the accounts. As these services tend to use two factor authentication, Wayne suggested two account owners for each account. As treasurer, Wayne suggested that Wayne and John Patterson should be the new account holders. Mathias made a motion to accept that change. John Ireland seconded the motion. The Board voted and agreed with this change.

Strategic Plan Updated situation analysis presented by Gretchen. A team including: Suzette, Chris, Larry McDonough and Mathias provided input to the analysis over the past few months.

- The Board discussed the analysis and the next steps to create metrics around the "Must Win Battles." Mathias made a motion for the Exec Team to draft an action plan addressing the key issues around organizational structure, effectiveness, efficiency and cost savings**.** John Ireland seconded the motion and the board voted to approve the motion. **A special BoD meeting will be held Monday, April 6 at 5:30 pst/7:30 cst and 8:30 est. The goal is to align on next steps to put into action.**

Organizational Update: Presented by Suzette and Barb McDonough

- Suzette overviewed the current structure and feedback on staff morale and performance. She updated the board that staff have been asked to provide time management reports for daily work in 15 minute increments. She reported that Patrick turned his in but waiting for others.
- Shared drive for BoD: Kate provided some Dos and Don'ts for shared drive and noted that confidential documents should not be placed in that shared drive.
- Confidential Box: John Ireland offered to create a confidential Box drive so we can store BoD confidential documents there.

Committee Updates:

Science Committee: Dave Pearce suggested that although under his leadership much has been accomplished over the years: COEs, NIH Grant/RBCRN, BDGRI research grants, etc, he feels it is time to transfer leadership. He suggested that Mathias Schmidt take over; Barb M as chair approved the leadership to transfer to Mathias. Mathias suggested that there should be 5 total

people on Science Committee. Suzette, John Patterson and Chris Lowden will be on along with Dave who will stay on as long as needed.

Conference Committee: Suzette gave an abbreviated update due to time and said that she and Barb are working closely with Heather to ensure we have a strong agenda, interactive program and have secured almost half of the funding required.

Due to time constraints the other Committees could not give updates but the Board agreed that Committee Chairs shall from hence forward share their respective Committee remit, goals for 2026 and membership. Each BoD meeting, Committee leads should be prepared to update the board on Committee accomplishments, etc.

Other business:

Wayne presented a plan for significant cost savings by moving to a smaller, less expensive office. The BoD supported the suggestion. Kate will look at the office soon and report back.

Meeting schedule at 2 pm PST: **MONDAY APRIL 6: special meeting at 5:30 pm PST**; 4/19 (Easter is 4/5 and Orthodox Easter is 4/12), 5/10 (Mother's Day is 5/17), 6/14, 7/9 Conference, 8/16, 9/20, 10/18, 11/22, 12/20