

**BLOOD CENTERS OF CALIFORNIA
BOARD MEETING**

Thursday, July 27, 2023

10 am - 1pm

Zoom Meeting

**[https://us02web.zoom.us/j/839740
24540?pwd=dXR2bTZQbUU4OFNXO
Vh1ZlV4NjlOdz09](https://us02web.zoom.us/j/83974024540?pwd=dXR2bTZQbUU4OFNXOVh1ZlV4NjlOdz09)**

AGENDA

BLOOD CENTERS OF CALIFORNIA
Board Meeting - ZOOM CONFERENCE
AGENDA
Thursday, July 27, 2023 @ 10 am

Roll Call

President's Report – Chris Staub
CLS licensees' statistics
Document retention policy – review

Presentation and discussion - ABC CEO, Kate Fry

Secretary/Treasurer Report – Doug Morton
YTD Financials
April Board minutes
May Executive minutes

Medical Technical Advisory Committee Report – Co-chairs Pandey & Fridey
Update

Old Business

Review policy on dual signatories for bank accounts
Discuss November meeting date change – 4th Thursday is Thanksgiving
Review and if necessary update BCC lodging and travel policy

Adjournment

PRESIDENT'S REPORT

CDPH LFS Phlebotrainingschool <lfsphebotrainingschool@cdph.ca.gov>

To:lydiabourne@sbcglobal.net

Thu, Jun 1 at 11:35 AM

Lydia Bourne,

I received your request regarding active CLS and MLT licenses. The table reflects the active license totals as of 05/01/2023.

Total Active Licenses as of 05/01/2023	
Total Active Licenses	20626
CLS	16717
Limited Licenses	2993
MLT	916
Limited Licenses	
CCGS	653
CCS	321
CGMBS	1221
CHCS	135
CHS	36
CIS	93
CMS	448
CRBS	0
CTS	86

Thank You,

Jason Boatman

Associate Governmental Program
Analyst

Laboratory Field Services

850 Marina Bay Parkway
Richmond, CA 94804

e: LFSphlebotrainingschool@cdph.ca.gov

www.cdph.ca.gov/LFS

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BCC Document Retention Policy

Definitions:

- ACT: Active: Time during which matter addressed by record is active.
 CY: Creation year: Year record was created
 IND: Indefinite
 SUP: Superseded: Year when records are replaced by more current versions
 TAX: Year of tax return filing or year of payment of tax (employment tax)
 +: Plus: Retention period reached by adding the two components
 MAX: Maximum period of retention

FUNCTIONAL CATEGORY DESCRIPTION	Retention of Records
Administration (Internal Affairs) Planning/Forecasting Records related to future planning and forecasting for internal purposes. Included annual plans, five and ten-year strategic plans and forecasts, growth forecasts.	ACT+1
Administration (Internal Affairs) Policies/Procedures – Compliance Records related to compliance with internal policies and procedures. Includes records relating to document retention program.	CY+10
Contracts/Agreements Records related to obligations under contracts, leases, and other agreements between BCC and outside parties. Includes contracts for services, purchases and sales, transportation, leases, exchange of property, and government contracts.	ACT+6
Corporate Business General Official records related to the creation and formal proceedings of BCC and defunct entities, including subsidiaries. Includes articles of incorporation, by-laws, state annual reports, and minutes of board and annual membership meetings, and meetings of committees thereof. See applicable Functional Category for all other records of defunct entities.	IND
Historical Records designated by the President as having significant historical value to BCC.	IND
Insurance Records related to coverage affecting BCC liability. Included policies, amendments, riders, proof of payment, etc.. See personnel for employee medical and life insurance.	IND
Miscellaneous General Miscellaneous records not falling into other categories or which need only be reviewed for a short period – day, week, quarter, current year.	CY+1
Miscellaneous Periodic Replacement Records Records replaced periodically by newer, updated ones.	SUP
Miscellaneous Reference Records and non-record material maintained for reference purposes only	SUP
Miscellaneous Special Projects Records related to special projects that do not fall into any other category.	ACT+1
Public Affairs Government Relations/Publicity	CY+5

BCC Document Retention Policy

Records related to monitoring government activities, proposed laws, and records related to marketing and promoting BCC image and activities such as press releases, publications, and photographs.	
Public Affairs Industry Relations Records related to information on other industries and companies.	ACT
Public Affairs General Records related to public affairs not covered elsewhere.	CY+3
Financial/Accounting Banking and Accounts Payable/Receivable Records related banking activities, including deposits, checks, statements, reconciliation's, etc., and Records relating to payment of financial obligations and receipt of revenues, including invoices and statements payroll, grants, and other services of Income (including Records relating to membership payments and the sale of publications).	CY+6
Financial/Accounting Budgets/Financial Forecasts Records related to internal planning and financial management.	ACT+1
Financial/Accounting Investments/Bonds/Loans Records related to investments, bonds, loans, etc. See Contracts for actual notes, bonds, etc, etc.	ACT+6
Financial Accounting Financial Statements and Journals/ Ledgers Financial statements, reports, audits, and background information, and Records used to transfer funds and for summarizing financial information. See note 11. Includes financial statements submitted to SEC, IRS, states, etc.	CY+10
Financial/Accounting General Records related to finance and accounting activities not covered previously. Includes control documents; system input, maintenance and changes.	CY+3
Tax Returns Federal Information returns and states property, sales and use and income tax returns.	TAX+6
Tax Employment Tax Filings Records relating to FIC, FUTA and withholding taxes.	TAX+4
Tax 501 (c) (6) Exemption Applications for federal and state income tax exemption, supporting documentation, and exemption determination letters.	IND
Membership Data Summaries Records containing merely demographic and historical information on members. This likely to be contained in a computer database.	IND
Membership General Records relating to membership not covered elsewhere, including membership application forms. See Financial for financials records.	CY+3

It is good practice for nonprofits to keep a hard copy of meeting minutes along with an electronic copy. Minutes do not have to be filed with any agency, but copies of the minutes need to be available upon request.

[Board Meeting Minutes – Part I – Nonprofit Law Blog](#)

Retention

While the duration of record retention can vary widely depending on the type of record, the IRS has indicated in its compliance guides that the board minutes of 501(c)(3) **public charities, private foundations, and other tax-exempt organizations** should be kept permanently by the organization. Other documents that the IRS directs to be kept permanently include an organization's determination letter, articles of incorporation and bylaws, again highlighting the importance of meeting minutes. Organizations should be aware of such a strong directive from the IRS supported by the opinion of many nonprofit lawyers.

[EO Operational Requirements: Recordkeeping Requirements for Exempt Organizations](#)
[| Internal Revenue Service \(irs.gov\)](#)

SECRETARY/TREASURER REPORT

Blood Centers of California - Composite report 2023

	Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	
INCOME															
Member Dues	48,000	0	0	18,048	7,430	13,223	3,491							42,192.00	42,191.00
Interest Income	50	87.97	79.37	88.05	85.94	89.51	86.81							517.65	
TOTAL INCOME	48,050	87.97	79.37	18,136.05	7,515.94	13,312.51	3,577.81	0.00	0.00	0.00	0.00	0.00	0.00	42,709.65	
EXPENSES															
Legislative/Secretarial Expenses															
Lobbying Expense	30,000	0	0	0	0	0	0							0.00	
Admin Monthly (\$600/mo)	7,200	0	1,200	600	600	600	600							3,600.00	
Admin expenses	1,500	0	0.00	0.00	0.00	0.00	0.00							0.00	
Lobbying misc expenses	1,000	0	0.00	0.00	0.00	0.00	0.00							0.00	
Other member expenses for lobbying	1,000	0	0.00	0.00	0.00	0.00	0.00							0.00	
Total Legislative/Secretarial Expense	40,700	0	1,200.00	600.00	600.00	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00	
Meeting Expenses															
Board Meeting, March	3,000	0	0	0	0	0	0							0.00	
Board Meeting, September	3,000	0	0	0	0	0	0							0.00	
Other Meetings (CBBS, etc)	2,000	0	0	0	0	0	0							0.00	
Lodging Reimbursement for Board Meeting	5,000	0	0	0	0	0	0							0.00	
Conference Calls Phone Expense, Board meetin	1,000	0	0	0	0	0	0							0.00	
Total Meeting Expense	14,000	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
Operating and Accounting Expenses															
Bank Fee	0	0	0	0	0	0	0							0.00	
Compilation/Audit Fee	2,000	0	0	0	0	0	0							0.00	
Tax Prep and Taxes	6,000	0	0	0	0	0	0							0.00	
D & O Insurance	2,000	0	0	1,136	0	0	0							1,136.00	
Web Hosting/ design lab (March)	600	0	0	0	0	0	0							0.00	
PO Box, Misc. Exp	300	0	0	0	0	0	0							0.00	
Total Misc. Operating Expense	10,900	0	0	1,136	0	0	0	0	0	0	0	0	0	1,136.00	
TOTAL EXPENSES	65,600	0.00	1,200.00	1,736.00	600.00	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	4,736.00	
NET GAIN	-17,550	87.97	-1,120.63	16,400.05	6,915.94	12,712.51	2,977.81	0.00	0.00	0.00	0.00	0.00	0.00	37,973.65	

date	Item Desc	Amt
2/7/2023	Lydia monthly admin (january fee)	\$ 600.00 January
2/7/2023	Lydia monthly admin (feb fee)	\$ 600.00

Navigate Business Checking SM

Statement period activity summary

Beginning balance on 6/1	\$66,862.66
Deposits/Credits	3,493.78
Withdrawals/Debits	- 600.00
Ending balance on 6/30	\$69,756.44

Account number: **468634068**

BLOOD CENTERS OF CALIFORNIA, INC.

California account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

Your account is linked to the following for Overdraft Protection:

- Savings - 000001278887292

Interest summary

Interest paid this statement	\$2.78
Average collected balance	\$67,709.96
Annual percentage yield earned	0.05%
Interest earned this statement period	\$2.78
Interest paid this year	\$11.59

Business Platinum Savings

Statement period activity summary

Beginning balance on 6/1	\$102,196.42
Deposits/Credits	84.03
Withdrawals/Debits	- 0.00
Ending balance on 6/30	\$102,280.45

Account number: **1278887292**

**BLOOD CENTERS OF CALIFORNIA
CALIFORNIA INC**

California account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 121042882

For Wire Transfers use

Routing Number (RTN): 121000248

Interest summary

Interest paid this statement	\$84.03
Average collected balance	\$102,196.42
Annual percentage yield earned	1.01%
Interest earned this statement period	\$84.03
Interest paid this year	\$505.94

May 18, 2023

Proposed Policy - Draft language relating to dual signatures for the bank accounts:

We are in the era of electronic banking and the use of digital signatures. Many banks accept digital signatures, removing the need for a wet ink signature. Obviously with the digital signature requirement or acceptance, it shortens time and allows all signatories regardless of location to provide the necessary signature, usually through a link to the documents.

FYI - From my review it appears many banks do not have a requirement for dual signatures on accounts and thus, may not enforce and/or monitor this BCC requirement. We may wish to consult Wells Fargo as to their policy and whether they would “enforce and/or monitor” our requirement. If we want this requirement, we should provide Wells Fargo with our policy and identify the signatories who are authorized to transfer and/or withdraw funds from our accounts.

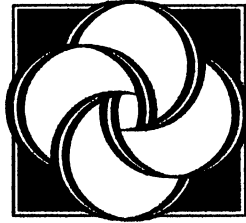
Draft language:

The signatures of at least two persons, who shall be members of the Corporation’s board of directors or an officer of the Corporation, shall be required for the withdrawal or transfer of moneys from the association's regular or reserve accounts. Each signatory may use a digital or wet ink signature and has the board authority to do so.

This above requirement shall only be necessary if the amount is above \$xxxxxx (invoice policy amount is \$2500). Whenever there is a change in the Secretary/Treasurer, the two signatories will be updated as necessary.

Rationale: The intent of the policy is to make sure two directors or a director and an officer are aware and authorize the withdrawal or transfer of regular or reserve funds. If two directors issue written instructions to the association's bank to make a transfer or withdrawal, the policy/requirement will be satisfied.

MINUTES
Board & Executive
Committee



MINUTES

Thursday, April 27, 2023 @ 10 am

Meeting called to order at 10:35 am

Roll Call

Chris Staub Susan Noone Doug Morton Kate Witthaus Jonathan Bautista
Rick Axelrod Harpreet Sandhu Melissa Stuckey Elaine Ramsey Jessica Mancilla

President's Report –Chris Staub

BCC will begin discussions on advocacy issues:

Establish a formal relationship with ABC on advocacy issues with an emphasis
On California issues

Discuss an ad hoc relationship with Political Solutions

Discuss and determine the policy and possible legislative issue relating to

Issue on the blood bank CLS position to include:

Shortage of blood bank CLS applicants

Review state requirements for in and out of state CLS applicants

Other barriers to CLS certification – length of time to review
credentials; delay in communications with applicant

use of national exams to certify blood bank CLS; use of
ASCP and/or AAB certification

Status of state MLT transition to CLS

CLTAC workforce document

Possible solution – use of telehealth/technology for CLS review

Staff will review issues and report CLS issues

Emergency response – establishes and/or maintains local EMSA relationships through
County “Health Care Coalition”

Discussion - At Large Member position

Nominated and approved Jonathan Bautista as At Large member on Executive
Committee

Presentation:

Diane Calmus, JD
Senior Director, Federal Government Affairs
America's Blood Centers

Power Point presentation will be posted on the BCC web site

Key Issues:

Working on a Strategic Plan to address blood use in the evolving health care system – PACE: 2023-2026 Preparing Today for Tomorrow
Develop relationships with key Congressional budget members/staff to get ear marks
Expand and recognize community partners and blood professionals

Secretary/Treasurer Report – Doug Morton

Financials YTD – Dues
See draft bylaws language attached
Review and discuss 2023 budget
Full dues structure restored

January 2023 Board minutes

Executive Committee minutes – February and March 2023

Medical – Technical Advisory Report – Dr. Suchi Pandey/Dr. Joy Fridey
N/A

Old Business

Review draft calendar – September 20th board meeting will be in person at Vitalant - Ventura with a zoom option

Review letter to LFS on ER response form – SB 1475
Minor change suggested and will be sent to LFS

Review draft on document retention policy – will review documents on the BCC web site; to discuss further

Adjournment @ 11:42 am

BLOOD CENTERS OF CALIFORNIA
EXECUTIVE COMMITTEE ZOOM CONFERENCE
MINUTES
Thursday, May 25, 2023 @ 9 am

Meeting called to order @ 9:13 am

Roll Call

Chris Staub Susan Noone Doug Morton Jonathan Bautista Kate Witthaus

President's Report – Chris Staub

CLS Issues discussion – attached – staff will investigate demographic information, awaiting info from LFS but will also reach out to professional organizations

Discussion on ABC and BCC advocacy partnership

President Staub has had conversations with Kate Fry, ABC CEO

BCC will provide more information on benefits/values for both organizations

Partnership with BCC could “model” as a state chapter

BCC appears to meet ABC “affiliate” bylaws definition

Will request ABC CEO meet with us during our June meeting

Secretary/Treasurer Report – Doug Morton

Financials - YTD –all dues have been sent

Motion to Accept – Jonathan and Chris – 1st and 2nd

April board minutes – motion to accept – Chris and Susan

Medical Technical Advisory Committee Report - Co-Chairs Pandey & Fridey

Update – MTAC meeting will be scheduled for the summer

“FDA has issued Final Guidance for Individual Donor Assessment and almost simultaneously issued guidance for the AABB DHQ changes”

Old Business

Upcoming board meetings:

July 27th meeting – approved board meeting via zoom

Sept board meeting – 9/20th – Ventura/Vitalant center and zoom option

Adjournment @ 9:51am

OLD BUSINESS

BCC Policy – Lodging and Travel

Annual Board Meeting

It is the intent of this policy to inform BCC board members of its intention to cover the lodging expenses for the board meeting held once a year to conduct the business of the organization.

One Board meeting will be the financial responsibility of BCC, to include:

- Meeting facilities/any audio/visual equipment required for presentation
- Sleeping rooms (excluding: in room movies, use of mini-bar, phone calls, room service, internet service)
- Meals and drinks at the meeting (alcohol is not included, unless part of the Board meal)

Those included under this policy:

- Board members and significant others
- BCC invited speakers
- Staff

For all those attending the Board meeting, the sleeping rooms will be covered under the master account; any other charges, as noted above, will be covered by each individual.

For those not included in the Master Account, the following reimbursement process should be adhered to:

- Original receipts for travel, conference fees, meals, excluding alcohol, and ground transportation if applicable
- If personal car used, reimbursement is determined by current IRS mileage standards
- All receipts and reimbursement invoice shall be submitted within 30 days after event

Travel expenses – BCC

If traveling as a representative for BCC business, the following applies:

- All travel for BCC will be approved prior to making travel arrangements
- Requests or designation approval will be made to or by the Executive Committee or the BCC President

This policy applies to those designated to travel as a representative of BCC and will not cover expenses of significant other or traveling companion

Reimbursement for travel will include the appropriate documents (original receipts):

Travel receipts (coach and process for assuring reasonable fare – time frame set by airline or train when possible)

Arrangements will be made by the representative and appropriate documents submitted for reimbursement

Meal receipts (excluding alcohol)

Rental car if approved prior to travel

Conference fees to include any entertainment fees that are part of the conference

Lodging rates (exclude deluxe or luxury accommodation, unless at conference site and rates set by conference/meeting)

Ground transportation will be most economic – hotel shuttles, public transportation, sharing taxis, etc.

Use of personal car or rental car, mileage reimbursed at current IRS rate for car use

Will not cover entertainment fees, exercise or spa fees, any entertainment fees not directly related to business (personal convenience) and/or which do not benefit BCC will not be reimbursed

All receipts and reimbursement invoice shall be submitted within 30 days of event

Policy for Honorarium and Expenses for Speakers at BCC Board meetings

BCC recognizes the importance of having speakers to visit and interact with board members around a variety of issues that impact various aspects of blood banking and the services provided by community blood centers. We also recognize some speakers require an honorarium for the time spent with BCC and to that end, the following policy will be in effect:

BCC will provide lodging for all speakers if necessary

BCC will reimburse for travel if requested

BCC will provide an honorarium if requested

Upon approval of this policy, funds will be appropriated to cover transportation, lodging and honorarium.

Honorariums will be based on the following:

Academic Presenters

Researchers associated with blood centers

Presenters associated with industry

Approved on September 20, 2011, September Board Meeting held in Santa Barbara, CA - 2012 budget approval process.

Revised 1/7/2016 – Executive Committee