

*Dennis
Greenhold
Helene: Volunteer
Assoc
Admin*

Merrill Lynch -

FAMILY HOUSE INCORPORATED
BOARD OF DIRECTORS MEETING
February 4th, 1988

A G E N D A

Approve Minutes of January Board Meeting

Treasurers Report : John Foote

- Sales Tax License Status
- Financial Report

Operations Report : Debbie Ablin

- Managers Report
- Other Operations Business
- Annex Update - Lynda Hutton

Long Range Planning : Art Ablin

- Status Report

Hertzstein

call Stan Hertzstein

Fundraising Committee : David Joy

- Status Report

Proposed Play Area on Roof : Carol Aldrich

- Review of Workshop



Special Events : Joan Finton, MaryLou Youngerman, Dan Toney

- Dinner Dance - Status Report
- D/D/A Workday scheduled - Saturday Feb. 6th
- Review of Previously Attended Guests -
Mailing to stimulate attendance?
- Family House Wine - availability for D/D/A?
- Notecards - availability for D/D/A?

Nominating Committee : David Joy

- Election of 1988/89 Board of Directors & Officers

Other Business:

- Newsletter - Dru Foote
- Follow-up on Children w/Aids - David Joy

FAMILY HOUSE Manager's Report
JANUARY 1988

INCOME	This Month	Year to Date	Average
Guest Donations	\$ 727		
CCS Checks	330		
Other Donations	2,963		
CCS Billing	\$1,500		
Other Billing	70		
Total Billing	\$1,570		

PAYMENT RECORD	#	%	DISTANCES TRAVELLED	#	%
CCS	16	47	Within 50 Miles	-	-
Guest Donation	10	29	Over 50 Miles	23	68
No Payment	3	9	Out of State	11	32
Pending	3	9	Out of Country	-	-
Other	2	6			

HOSPITAL SERVICES UTILIZING FAMILY HOUSE

	Families		Family Days		Average No. of Days
	#	%	#	%	
Pediatric Oncology	14	41	99	41	7.1
Radiation Oncology	4	12	65	27	16.2
Neurosurgery	7	21	41	17	5.8
Ophthalmology	1	3	1	-	1.0
Bone Marrow Transpl.					
Oncology	2	6	19	8	9.5
Non-Oncology	2	6	3	1	1.5
Other Non-Oncology	4	12	15	6	3.7

Number of Families 34

Oncology 28
Non-Oncology 6

New Registrations 14

Total No. of Room Days: 271
Occupancy:
Weekday (M-Th): 94%
Weekend (F-Su): 81%
Average \$/Family Day: \$4.3

Donations this month include \$2,000 from Rose Ablin and \$500 from the Hutton family.

Meg Porter

Montdale

INCOME (in thousands)

<u>Source</u>	<u>1984*</u>	<u>1985**</u>	<u>1986*</u>	<u>1987*</u>	<u>1988***</u>
CONTRIBUTIONS					
Restricted	2.30	-	3.96	3.66	3.90
Unrestricted	16.20	-	52.44	31.48	41.96
INVEST. INCOME					
Interest & Div.	6.61	-	9.47	8.48	8.50
SPECIAL EVENTS					
Dinner Dance	46.67	-	38.22	32.52	35.37
Other	-	-	-	.74	3.50
ROOM DONATIONS	28.48	-	25.89	28.01	26.95
GRANTS					
McKesson	-	-	15.00	15.00	20.00
Herbst	-	-	-	12.00	-
TOTAL	100.26	-	144.98	131.89	140.18
Less Expenses	<u>59.36</u>	<u>-</u>	<u>115.26</u>	<u>113.74</u>	<u>159.50</u>
NET	40.90	-	29.72	18.15	(19.32)
ENDOWMENT CONTRIBUTION	-	-	-	(22.43)	(25.00)
12/31 OPER. BAL.	114.13	144.38*	173.93	169.65	125.33
ENDOWMENT FUND					
From Operations	-	-	-	22.43	25.00
Contributions	-	-	-	25.00	25.00
Appreciation	<u>-</u>	<u>-</u>	<u>-</u>	<u>19.45</u>	<u>10.00</u>
TOTAL	-	-	-	66.88	60.00
12/31 ENDOWMENT BAL.	-	-	-	66.88	126.88
TOTAL FUNDS	114.13	144.38	173.93	236.53	252.21

* Actual from financial statements.

** Financial statement not located.

*** Estimated.

EXPENSES (in thousands)

<u>Item</u>	<u>1984*</u>	<u>1985**</u>	<u>1986*</u>	<u>1987*</u>	<u>1988***</u>
OPERATING					
Repair & Maint.	7.55	-	7.22	4.33	5.78
Janitorial	11.16	-	13.21	9.50	11.36
Utilities	12.55	-	12.52	11.11	12.81
Salaries	1.97	-	10.60	17.62	18.00
Insurance	2.93	-	8.63	2.89	5.76
Postage	.31	-	.94	.59	.77
PR/Newsletter	-	-	10.03	7.16	8.60
Supplies	4.09	-	4.80	5.34	5.07
Appliance/Furn.	-	-	11.07	6.31	12.00
Playroom	-	-	.50	.33	.41
Library/Stories	-	-	5.41	6.48	5.95
Parties	-	-	.50	.49	.50
Daly Garden	-	-	-	.62	.72
Miscellaneous	18.80	-	4.83	4.71	4.77
SUBTOTAL	59.36	-	90.26	77.48	92.50
NON-OPERATING					
McKesson Annex	-	-	25.00	20.00	20.00
Sprinkler System	-	-	-	4.26	47.00
Roof	-	-	-	12.00	-
SUBTOTAL	-	-	25.00	36.26	67.00
TOTAL EXPENSES	59.36	-	115.26	113.74	159.50
ENDOWMENT CONTRIBUTION	-	-	-	22.43	25.00
TOTAL	59.36	-	115.26	136.17	184.50

* Actual from financial statements.
** Financial statement not located.
*** Estimated.

Monday:

~~Lunch~~ 9:00
~~Disc~~ a.m. only - leave
@ 11:30

Gentlemen: ① Stewart Greenebaum
Greenebaum -

fantastic business success
Grant A - wish will handle
building - 800-900 K
+ raising endowment.

② Richard Mac Oready
major food distributor

They have seen RMD +
Rockwell House which is
for adults & Cancer -

Stay ing at Hyatt Union
Square -
arr Sunday nite

Family House only -

1. Operating costs -

2. How run -

3. Philosophy -

4. Any statistics -

Meg -
Mel -
Abelin -

10 2 ~~88~~ + 0

~~Jeff~~

Johns Hopkins

10 2 ~~88~~ + 0

Jeff Rivest
admn of children's
Center

Call : 301 955-5089

between 2:30 &

6:00 - collect

Monday: Stuart Green-
baum -
the money man

Call between 5 & 6-

FAMILY HOUSE INCORPORATED
BOARD OF DIRECTORS MEETING
January 7th, 1988

A G E N D A

Approve Minutes of December Board Meeting

Treasurers Report : John Foote

- Financial Report

Operations Report : Debbie Ablin

- Managers Report
- Other Operations Business
- Report on Annex - Lynda Hutton

Long Range Planning : Art Ablin

- Committee Proposal

Proposed new Play Area on Roof : Carol Aldrich

- Status & Next Step

Fundraising : Barry Grove

- Status Report

Nominating Committee Report : David Joy

- Committee Proposal

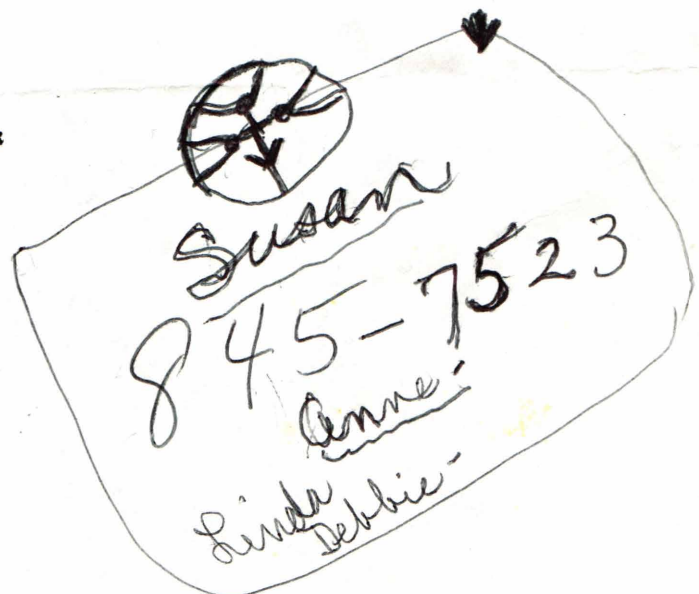
Special Events : Joan Finton, MaryLou Youngerman, Dan Toney

- Dinner Dance - Status Report
- Wine - Status Report
- Other

Other Business:

- Dinner Dance Invitations

Committee :
Debbie
Linda
me
meag



1/7/88

Family House EndowmentPORTFOLIO REVIEW

<u>Month</u> <u>Ending</u>	<u>Cash and</u> <u>M.L. Fund</u>	<u>Portfolio</u> <u>Value</u>	<u>Total</u> <u>Endowment Value</u>
12/31/86	\$ 88.50	\$11,750.00	\$11,838.50
1/31/86	10,088.50	13,131.00	23,219.50
2/28/87	10,123.14	13,587.00	23,710.14
3/31/87	2,394.29	21,862.00	24,256.29
4/30/87	2,552.50	20,295.00	22,847.50
5/31/87	49,221.75	0	49,221.75
6/30/87	54,081.75	0	54,081.75
7/31/87	28,408.14	30,800.00	59,208.14
8/28/87	63,865.10	562.00	64,421.10
9/25/87	30,218.18	36,375.00	66,656.18
10/30/87	4,949.16	53,050.00	57,999.16
11/27/87	5,160.73	54,350.00	59,510.73
1/6/88(approx.)	5,200.00	61,687.50	66,887.50

NEW CASH RECEIVED

1/31/87	\$10,000.00	- from Family House
5/31/87	25,000.00	- from new donations
	<u>\$35,000.00</u>	

STOCK PURCHASES AND SALES - JHS Transactions

<u>Date</u>	<u>Buy</u>	<u>Sell</u>	<u>Amount</u>	<u>Profit/Loss</u>
3/17/87	300 FAMR		\$(21,532.50)	
5/14/87		300 FAMR	21,532.50	0
6/22/87	900 BHW (52 1/4)		(47,025.00)	
6/29/87		900 BHW (57 3/4)	51,885.00	4,860.00
7/8/87	2,200 FNM wts. (11 3/4)		(25,982.00)	
8/11/87		2,200 FNM wts. (16 3/8)	35,689.79	9,887.79
8/21/87	25 McCaw (21.75)		(543.75)	
8/26/87		25 McCaw (24.25)	602.25	62.50
9/11/87	500 MLL (68.775)		(34,417.50)	
10/20/87	1,400 DH (22)		(30,884.00)	
10/20/87		1,400 DH (27 1/4)	38,064.72	7,180.72
10/21/87	1,200 HTN (27.271)		(32,797.20)	
12/31/87	25 MLL (stock dividend)		0	

TOTAL REALIZED GAINS - 1987

\$21,991.01

CURRENT POSITIONS

	<u>Price</u>	<u>Cost</u>
525 MacMillan, Inc.	58.25	65.500
1,200 Houghton Mifflin	26.75	27.271

YEAR END SUMMARY OF INFORMATION 1983 - 1987 / FIVE YEARS

	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>
Number of Guest Registrations	532	527	526	458	406
Oncology	75%	76%	77%	87%	88%
Non-oncology	25%	24%	23%	13%	12%
Income:					
Guest Donations	\$10348.	\$12912.	\$12840.	\$15,307	\$18,267
CCS Checks	13412.	13905.	13850.	10,060	12,510
Other Donations	6872.	7355.	18519.	32,970	33,333
Payment Record:					
CCS	44%	42%	39%	33%	33%
Guest Donation	37%	37%	39%	33%	39%
No Payment	3%	4%	14%	12%	9%
Other/Pending	12%	11%	8%	22%	19%
Distances Travelled:					
Within 50 Miles	17%	9%	5%	5%	-
Over 50 Miles, CA residents	63%	62%	66%	66%	71%
Out of State	19%	24%	27%	25%	27%
Out of Country	1%	5%	2%	4%	2%
Hospital Services Served (number of families / percentage of days)					
Pediatric Oncology	223 / 31%	200 / 25%	198 / 31%	178 / 24%	167 / 28%
Radiation Oncology	44 / 21%	54 / 29%	58 / 29%	65 / 24%	58 / 32%
Neurosurgery	124 / 24%	147 / 24%	138 / 23%	119 / 30%	79 / 15%
Other	56 / 12%	124 / 22%	129 / 17%	97 / 22%	102 / 24%

Tax deductible
to the extent
allowed by law
Speak to Helene Jones

Parents become less difficult
Earlier discharge
better teaching of parents
compliance?
Cost effectiveness

**FAMILY HOUSE INCORPORATED
BOARD OF DIRECTORS MEETING
December 3rd, 1987**

A G E N D A

For Terriann

talk to
pub. rel.

Approve Minutes of November Board Meeting

Introduction of Guests:

Arrange meeting with
Helene Torres (UCSF/Annex)
Mary Perry (UCSF/Annex)
Susan Goltsman (Roof Garden)
See Estrella

Treasurers Report : John Foote

- Financial Report
- 1987 Estimated Operating Expenses
- 1988 Proposed Operating Budget

Operations Report : Debbie Ablin

- Managers Report
- Community Open House/Tea
- Children's Christmas Party
- House Furnishings/Decorating
- Other Operations Business
- Report on Annex - Helene

Wed. 12/9 4 ish
tell Annie

House Improvements : David Joy

- Status of New Roof for House
- Bus Stop Shelter

Call Helen
Ripple and
Helene Torres
Torres -

Proposed new Play Area on Roof : Carol Aldrich

- Presentation by Susan Goltsman

Mailing List : Nancy Hair

- Status of revisions/usable list

Special Events : Joan Finton, MaryLou Youngerman, Dan Toney

- Dinner Dance - Status Report
- Wine - Status Report
- Christmas Cards
- Other

Public Relations : Linda Edwards

- Status

Newsletter : Dru Foote

- Status

Other Business :

- Nominating Committee
- Sprinkler System Update
- Other business

8 people
milk
mushrooms
bread
muffins
cereal
muffins

Cheryl
for app
476 6660

FAMILY HOUSE Manager's Report

NOVEMBER

INCOME	This Month	Year to Date	Average
Guest Donations	\$1,835	\$14,712	\$1,337
CCS Checks	1,020	12,100	1,100
Other Donations	747	24,968	2,270
CCS Billing	540	9,710	882
Other Billing	--	1,580	144
Total Billing	540	11,290	1,026

PAYMENT RECORD			DISTANCES TRAVELLED		
	#	%		#	%
CCS	10	29			
Guest Donation	18*	53	Within 50 Miles	--	--
No Payment	2	6	Over 50 Miles	24	71
Pending	4	12	Out of State	9	26
Other	-	-	Out of Country	1	3

(* Six families donated more than \$10 per night)

HOSPITAL SERVICES UTILIZING FAMILY HOUSE

	Families		Days		Average No. of Days
	#	%	#	%	
Pediatric Oncology	16	46	45	19	2.8
Radiation Oncology	6	18	145	62	24.2
Neurosurgery	8	24	34	15	4.3
Ophthalmology	1	3	1	-	1.0
Bone Marrow Transpl.					
Oncology	2	6	5	2	2.5
Non-Oncology	1	3	4	2	4.0
Other Non-Oncology	-	-	-	-	-

Number of Families 34

Oncology 34

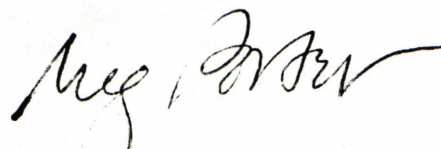
Non-Oncology --

New Registrations 6

Total Number of Days: 234

Occupancy Rate 78%

Average \$/Room: \$12.2



Meg Porter
Manager

FAMILY HOUSE BOARD OF DIRECTORS

Meeting
December 3, 1987

In attendance at the meeting were the following individuals: Dave Joy, Mary Lou Youngerman, Nancy Hair, John Foote, Bill Wara, Carol Hardgrove, Lynda Hutton, Debbie Ablin, Ann Leonardo, Daniel Clifton Toney, Art Ablin, George Nikolaieff, Joan Finton, Ann Corin, Linda Edwards, Dru Foote and Gordon Oliver.

It was noted that the minutes from the November meeting were drenched in Jamaican rum and are somewhere between Montego Bay and the Golden Gate. But don't fret, they'll be here soon.

The treasurer noted that we received a three month statement at the last meeting. **John Foote indicated that he would review the sales tax obligations of Family House with respect to the sale of wine, as well as the unrelated trade or business tax issues and Family House's obligation to inform individuals purchasing the wine that they can or cannot deduct a certain amount because of the purchase of the wine from a public charity.** It was emphasized that we do not want to jeopardize our tax-free Section 501(c)(3) status in any way, shape, or form. There was a discussion of the amount of the \$100 purchase price of the wine in excess of its fair market value. It was noted that the amount of the purchase price paid over the fair market value of the wine would be a income tax deduction. Since the wine retails at a recommended \$96, at least \$4 would be deductible. On the other hand, it retails at less than \$96 at some outlets such as the Price Club.

It was indicated that John Foote would provide the answers to the above questions and a letter to the board members and other purchasers who buy the wine, explaining the tax consequences. It was noted that, generally, charitable organizations note on such products that the purchase price is deductible to the extent allowed by law. John indicated that he should have his reponse by Wednesday, December 9th.

John also indicated that a budget would be developed soon.

Art Ablin introduced Helene Torres who is a volunteer at the Family House lounge at the hospital. He also introduced Sue Flanigan, who is the assistant director of nursing and Mary Perry (but call her "Helen") the head nurse in pediatrics. Carol Hardgrove also introduced Susan Goltsman.

The operations report was next eloquently presented by Debbie. She noted that guest and CCS funds were up. It was noted that the percent occupancy was a little bit confusing because it is an average. **There was an agreement that a better way would be found to present this because during the week the house is sometimes overfilled and during the weekends, it is sometimes less than full.**

It was indicated that on December 10, there would be a Tea Party at the house. The objective is to get some PR and volunteers. Mrs. Soznick was invited. There was a discussion as to whether we should try to pick her up in Alameda and bring her over.

On Wednesday, December 9, the San Francisco Police Officer's Association will be visiting various hospitals and will stop off at Family House, in order to bring some **Holiday Cheer**. Children from the "clinic" will be invited as well as kids of the board members, etc.

It was stated that furniture had been ordered including a sofa and chair, etc. for \$1,600. It was moved, seconded, and passed that the operations committee can spend upto \$10,000 for furniture for the House. The price at which we can get the furniture is 33% of retail, which is 5% over the cost. It is a **"super deal!!"** John Foote indicated that the funds are available in the treasury. We will have a "garage sale" for the furniture that we replace. There was some concern about watching our funds and that we do not overcommit ourselves. This should be partly monitored by the forthcoming budget. There was a strong emphasis that we need to "maintain" the house and keep it in top running condition.

Helene Torres, next gave an impassioned presentation of life at the Annex. She noted that it is full (overfull) on weekdays and sometimes has one or two spaces available on the weekend. The overflow goes to the 10th floor or is sent elsewhere by Social Services. The turnaway rate is unknown, but Helene will review this for us.

She indicated that one problem is that the Annex only accomadates one parent, but that problem is often resolved by the parent's sharing a cot or otherwise doubling up. It was indicated that parents of long term, not acute, children will leave the ward, but ICU children's parents will not. **The staff is firmly convinced of the necessity of having the parents involved in the care of their children.** It is positive, mandatory, uplifting and probably cost effective.

It was indicated that Helene is at the Annex every weekday from 8:30 to 4:30. The Board, the UC staff and the parents of children treated at UC are very appreciative of Helene's extraordinary efforts. Many thanks, Helene!!!

There was next a discussion of funding the Annex. It was submitted that the Department of Pediatrics may provide upto \$2,000 annually.

There was next a discussion of the relationship between Family House and UC with respect to maintenance, coordination, etc. of the Annex. The original agreement will be reviewed by George Nikolieff for compliance, etc.

Helene indicated that the parents were very, very appreciative and thankful for the Annex. Parents think that it is a great privilege to be able to stay at the Annex during such troubling and trying times.

It was noted that we need to continue the consistency of the annex in terms of administration, etc. Lynda Hutton is the Annex liason.

David Joy next discussed the rooftop. A sample of the rooftop was passed around. David noted that the busstop is of the highest priority to the city and that he will attend a hearing on the matter. The work done on the roof was valued at \$24,000 (approximately) but we only paid \$12,000 (approximately). Many thanks to the contractor for this break.

It was next indicated that Daniel Clifton Tony would follow up with Steve Silver at Beach Blanket Babylon with respect to a fundraiser for Family House.

David Joy next indicated that we recieved a Xerox as a contribution by George Hill. Many thanks, George.

Carol Aldrich then introduced Susan Goltsman, again, who discussed the rooftop potential playground. There was some uncertainty as to cost. It was noted that a fence will be very important and not inexpensive. Sand or dirt may be too heavy for the rooftop. It's generally understood that the roof will need to be reinforced before any activity can take place on the roof. The reinforcing costs may be anywhere from \$3,000 to \$6,000. It may cost an additional, upto \$10,000 or \$15,000 to then "furnish" the play area.

Art artfully summed up the roof playground issue by noting that without new support not much more than a sitting area will be available. **Carol Aldrich will continue to work on this project. It was noted that for "liability" purposes, an engineer has to approve what we do. It was concluded that David Joy would invite the engineer to one of our next board meeting.**

Nancy Hair next discussed the mailing list noting that it was greatly improved. If you have anymore information on the mailing list send it to Nancy ASAP. She will be sending the revised list to Mailing Management and will be using it for Christmas cards and the dinner/dance auction.

It was noted that if we recieve any auction items we should consider putting the donor on our mailing list for the dinner/dance auction. It was next indicated that the tax rates are scheduled to go down in 1988; therefore, a tax deduction is generally more beneficial in 1987. So, solict those donations before year end.

Linda Edwards noted that she had developed a plan to address the Christmas cards and it would involve the board members, etc. Dan Clifton Tony graciously volunteered his daughter and her classmates to assist in the addressing of Christmas cards and the dinner/dance auction invitations. The dinner/dance invitations need to be out by early January.

Joan Finton next presented the auction update. **There will be a meeting at Joan's house on December 15 to further develope and coordinate the auction.** Call her if you plan to attend. The theme for the auction will be **"A Night of Magic".** Bob Reed is trying to secure a car. Art Ablin will assist him on the "car task force!". Art will also check on a cruise (both a new one and our use of the prior unused cruise contribution).

It was indicated that it is reasonably easy to get a boat contributed. There was some interest on following up on this.

There was a discussion of being able to sell items to individuals who "lost" on both the silent auction and the live auction. "Wine" may be an answer. A staggered silent auction may be an answer, etc. The auction committee will further review this. It was noted that we are probably missing revenue to the extent of \$200 or \$300 for people who want to spend, but get "locked" out of the live auction and the silent auction items.

It was noted that we should probably focus on getting medium priced items, such as \$3,000 trips, a weekend and brunch in New York, etc. **This will be reviewed by the dinner/dance auction committee.** **If you have connections with a travel agent or airlines, please advise Joan's committee.**

Don't forget the December 15 meeting at Joan's house. Mary Lou noted that Rex Allen will have a trio playing during dinner and that the "big band" will start at "9ish". There was some thoughts of a reverse auction i.e. start high and the first bid wins.

Dan Clifton Tony, playfully noted that his friend had bought the Family House Board of Directors dinner and paid \$750 at the '87 auction and now wants to collect. **Nancy Hair seemingly volunteered Chuck's house and will coordinate the matter with Cindy Smith. Art and Bill were volunteered to be waiters, assuming the timing is right.**

Daniel Clifton Toney next discussed the wine. We have a wine label permit that allows us to re-sell. The list was passed around with respect to the number of cases needed by board members immediately. Dan will coordinate the delivery of the wine. Gretchen Harrison will coordinate pick-up and payment. Dan also has a supply of peel-off labels for each bottle. The labels will explain the Family House message. Dan further noted that Nunzio Alioto may purchase the wine for use in his restaurant at Fisherman's Wharf. Nunzio is a wine expert extraordinaire. He will assist us in PR efforts as to the quality of the wine. This will appear in the next newsletter.

It was next moved, seconded, and passed that Steve Johnson of the S.F.P.D. be invited to join the board. His inability to attend a couple of meetings was deemed to be special circumstances and he was invited, notwithstanding strict compliance with our nominating procedures.

A nominating committee for the next term was annouced. It is David Joy and the past presidents. Contact Dave by December 10 if you have recommendations. The nominating procedures will be modified to some extent this year. The nominations will be in January and the vote will be at the February meeting. The committee will review the two year term concept and advise the board.

Linda Edwards indicated that there was progress on the Family House video. Dru Foote indicated that the newsletter was moving along well, she will have a wine coupon in it that will state that if people buy three or more cases, there will be free delivery in the bay area, to include Marin County, San Francisco, Contra Costa, and San Mateo. See Dru if you have any ideas for the newsletter. She is planning ahead for the future newsletters. There will also be a theme in the newsletter to patronize those who help Family House.

Finally, it was noted that the sprinklers were in and the ceilings will be sprayed soon. The sprinkler project came in approximately "on budget" (\$32,000).

Finally, Finally, Christmas cards will be stuffed on December 12 from 10:00-2:00. Board members need to return the addressed envelopes no later than that.

Faithfully submitted,

HGO₂

HGO2

HGO:jbs

Tax Supplement

Following are the general rules with respect to the tax consequences of contributing property to Family House, a Section 501(c)(3) public charity:

- 1) Individuals can deduct the fair market value of contributions made to Family House. A limitation is that the total contribution to public charities by an individual donor cannot exceed 50% of the donor's adjusted gross income.
- 2) If appreciated property is contributed, the difference between the donor's basis in the property and the fair market value of the property is a tax preference item that could result in a potential 21% tax if the donor is subject to the alternative minimum tax.
- 3) Generally, inventory items of a trade or business can only be deducted to the extent of a donor's basis (rather than the fair market value) in the contributed property. For example, a wine shop that contributes wine could only deduct its cost of the wine and not the fair market value or the retail price.
- 4) If property other than cash is contributed and the value is in excess of \$5,000 the donor must secure an appraisal of the property and submit the appraisal with the donor's tax return. **Family House must file a document with the Internal Revenue Service if it receives property valued at \$5,000 or more and immediately sells the contributed property.**
- 5) Deductions are allowed for tax purposes for goods and services purchased from a public charity, but only to the extent the purchase price paid is in excess of the fair market value of the goods or services purchased.
- 6) The tax rates are scheduled to "go down" in 1988; thus, it would generally be better tax planning to make deductible contributions on or before December 31, 1987. However, the maximum benefit as between a 1987 or a 1988 contribution is a function of the specific circumstances of the donor.

FAMILY HOUSE Manager's Report

OCTOBER 1987

INCOME	This Month	Year to Date	Average
Guest Donations	\$3,390	\$12,877	\$1,288
CCS Checks	2,760	11,080	1,108
Other Donations	1,329	24,221	2,422
CCS Billing	\$880	\$9,170	917
Other Billing	-	1,580	158
Total Billing	\$880	\$10,750	1,075

PAYMENT RECORD	#	%	DISTANCES TRAVELLED	#	%
CCS	11	22	Within 50 Miles	-	-
Guest Donation	19	56	Over 50 Miles	24	71
No Payment	1	3	Out of State	9	26
Pending	3	9	Out of Country	1	3
Other	-	-			

HOSPITAL SERVICES UTILIZING FAMILY HOUSE

	Families #	%	Days #	%	Average No. of Days
Pediatric Oncology	11	32	36	13	3.2
Radiation Oncology	5	15	127	45	25.4
Neurosurgery	8	23	42	15	5.3
Ophthalmology	1	3	4	1	4.0
Bone Marrow Transpl.					
Oncology	5	15	57	20	11.4
Non-Oncology	3	9	5	2	1.6
Other Non-Oncology	1	3	12	4	12.0

Number of Families 34

Oncology 30

Non-Oncology 4

New Registrations 3

Total Number of Days: 283

Occupancy Rate 91%

Average \$/Room: \$21.7

McKesson Annex: Helene Torres reports that the beds at the Annex are 100% full during the week and 80% full on the weekends.

Donations this month include \$500 from S.Sosnick for the Children's Halloween and \$594 from the Chat and Chew Club from San Jose.

Work on the sprinklers should be substantially completed by mid-November. Work began on the roof 11/5.

Handwritten signature

We received this month a toy box with toys galore from Greg Schoepp of Crown Hardware. He is going to keep the box supplied for gifts to the children.

**MINUTES OF
FAMILY HOUSE INC. BOARD OF DIRECTORS MEETING
SEPTEMBER 3RD, 1987**

In attendance at the meeting were the following directors and participants:

Carol Aldrich, Joan Finton, Dru Foote, John Foote, Lynda Hutton, David Joy, Ann Leonardo, Charlie McKee, Meg Porter, Robert Reid, John Scully, Mary Lou Youngerman.

The August minutes were accepted and approved as submitted.

Meg Porter gave the House Manager's Report. The occupancy for the month was 85% with the average contribution per room being almost \$10. This is due in large part to the change in our billing system. 40% of the families made personal donations, another 40% were covered by CCS billing, 10% made no contribution and the remainder are still pending. It was requested that the Operations Committee review the feasibility of increasing the suggested room donation and CCS billing and submit a proposal to the Board. They should also look into the potential donations/billings from the Annex at U.C. and submit their recommendations.

Our Treasurer, John Foote indicated that after the 3rd quarter financial statement is final (mid-October) he will be in a better position to submit an Estimated 1987 Operating Statement and a 1988 Operating Budget/Forecast.

John Scully had a very active month investing on behalf on Family House's endowment fund, which currently has a market value of \$64,000.

The plans for the Dinner Dance are progressing on schedule. Mary Lou Youngerman reported that the committee are meeting at the hotel to finalize the menu on Sept. 9th. Solicitation of auction items has already begun. If we want a car donated for the event it was suggested that an ad. be prepared and placed in the appropriate newspapers/magazines. John Reid and John Leonardo volunteered to review the responses to select an appropriate vehicle, and supervise any necessary refurbishing or detailing.

Joan Finton reported that the wine is proceeding on schedule. The label is presently being designed by Nancy Roach. A maximum of 100 cases of the 1984 crush will be available. Any additional wine we require will be 1985.

The artwork donated by Nancy Roach for the possible use in a Christmas card and the four note cards was bid by several printers. It was found that the color separation for the note cards make them prohibitively expensive and not a potential fundraising item. The lowest bid on the Christmas Card was \$970 for 2,000 pieces and \$230 for each additional thousand. It was decided that we should order 5,000 which would give us sufficient

for next year also. It was also decided not to sell Christmas Cards this year but that we should continue to explore alternatives to sell next year - with a decision to be made with the next six months. Donations of printing are being explored to make this a more appealing profit making item.

It is with much regret that we accepted the resignation of Charlie McKee as chairperson of the newsletter. Work pressures make it impossible for her to continue to head up this activity, however, she will still continue to participate in future issues.

Carol Aldrich graciously agreed to do the investigative work, to facilitate a decision on the proposed new roof play area.

It was requested that we re-evaluate the nominating/election procedure for Directors and Officers of the Board and review the length of term for the elected officers. A proposal is to be made to the Board by the end of the year.

Respectfully submitted,

Ann Adamson Leonardo
President

FAMILY HOUSE INCORPORATED
BOARD OF DIRECTORS MEETING
October 1st, 1978

A G E N D A

Approve Minutes of September 3rd, 1987 Meeting

Operations Report : Debbie Ablin

- Managers Report
- Other Operations Business

Long Range Planning : Art Ablin

- Status Report

House Improvements : David Joy

- Status of New Roof for House & Herbst Funding
- Progress Report on Bus Stop/UC

Proposed new Play Area on Roof : Carol Aldrich

- Status of findings/conclusions/suggestions

House Furnishings/Decorating : Norah Grove

- Status Report

Treasurers Report : John Foote

- September Report

Endowment Fund : John Scully

- September Report

Sprinkler System/Permits : Barry Grove

- Progress Report

Special Events : Joan Finton, MaryLou Youngerman, Dan Toney

- Dinner Dance - Status Report
- Wine - Status Report
- Other

Mailing List : Nancy Hair

- Plans for correcting/revising list

Public Relations : Linda Edwards

- Progress Report

Other Business :

- Newsletter Status
- Christmas Cards
- Policy for Nomination & Election of Officers

LONG RANGE PLANNING COMMITTEE

September 29, 1987

MEMBERS PRESENT: Barry Grove, John Leonardo, David Joy, Arthur Ablin

The goals for this meeting were to establish some long-range planning objectives which could be presented to the Board of Directors as a preliminary report. It was thought that the Long Range Planning Committee should learn of the Board's reaction to several suggestions, after which the Committee could meet again to make recommendations back to the Board for specific goals.

The June 7, 1984 report of the Long Range Planning Committee was reviewed. In that report the possibilities suggested were:

- 1) to retain and improve the original goal
- 2) to expand the original goal, and
- 3) to pursue new goals in the areas of psychosocial support, financial aid, support of the UC physical plant, support of research and housing at other locations than the UC campus.

The recommendations in that report were that the alternatives were not mutually exclusive, that the first priority should be the maintenance of the existing facility and that expansion of our housing capability should be the second priority. The possibility of two or more sub-Boards, each with an identifiable goal reporting to a parent Board was mentioned.

At this meeting there was a wide-ranging discussion about possible goals and the following recommendations are made:

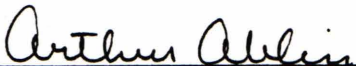
- 1) Family House Incorporated should continue to pursue the same goals that are in its original charter, i.e. to provide comfortable housing, accompanied by an atmosphere of sympathetic understanding toward patients and families who have overwhelming and potentially fatal illness. Since there is ongoing need for more and better sleeping and housing facilities, and since we have been reasonably successful, as well as having acquired experience and expertise in that area, we should stay with what we know we can do well.
- 2) Our first priority must continue to be the maintenance and upgrading of our present facilities on Irving Street and the McKesson Family House Annex in Moffitt and Long Hospital. It is imperative that we generate new ideas for closing the deficit gap in our operating budget and that we generate interest in our Board by new and capable individuals. We should especially look to families who have experienced overwhelming illnesses as a source for potential Board members. Mentioned was the possibility of finding "sponsors-for-a-month" to cover operating deficits.
- 3) The established endowment should continue to be augmented and continued fund-raising efforts on its behalf are necessary. Estate bequests in trusts and wills appear to be one of the most successful ways to augment our endowment and renewed efforts in these areas should be recommended to our Fundraising Committee.
- 4) The need for "long-term" housing has been apparent, i.e. families who have children hospitalized for 30-90 days for bone marrow transplantation, radiation therapy and complicated surgery and medical problems. This group of families counts for a significant portion of our population and sometime displace those with acute and short-term needs. Building new space, i.e. two or three stories with handicapped access over the garage could meet some of these needs and upgrade our whole facility. It was appreciated that going through the planning and permit process

would be a long and complicated one but was thought to be feasible. The possibility of obtaining a planning grant as a means of financing the costly planning stages was also felt to be reasonable.

5) The same objectives could be accomplished by purchasing an existing building in the area and remodeling it. It was thought that the planning and zoning process would be more complicated than building a new structure.

6) The McKesson Family House Annex on the 6th floor of Moffitt-Long Hospital has been a marvelous success. Sleeping space, where it was needed in the hospital, was provided at a relatively low bed cost -- \$85,000 for 18 beds -- as a result of maximal utilization of available space. Conference Rooms and Waiting Rooms, previously not used at night, are available for sleeping. This idea could be spread to other parts of the hospital. The 14th and 15th floors of Moffitt-Long hospital are now being rebuilt to accomodate high-risk obstetrics and critically ill newborn services. Sleeping accomodations similar to the McKesson Family House Annex could be considered for these areas and Family House could play a role in their realization. During this part of the discussion, it became evident to the Committee that the McKesson Family House Lounge does provide a considerable percentage of Family House services and that a position of Vice Presidency for the Annex could be considered by the Board.

The Long Range Planning Committee anticipates another meeting in the near future subsequent to the Board consideration of this report.



Arthur R. Ablin, M.D.

comfortable housing in an atmosphere in supportive

18 beds

LONG RANGE PLANNING COMMITTEE

September 29, 1987

seek up again for a month - sponsor by the month

in annex 5 family house wouldn't be done elsewhere in hosp

MEMBERS PRESENT: Barry Grove, John Leonardo, David Joy, Arthur Ablin

The goals for this meeting were to establish some long-range planning objectives which could be presented to the Board of Directors as a preliminary report. It was thought that the Long Range Planning Committee should learn of the Board's reaction to several suggestions, after which the Committee could meet again to make recommendations back to the Board for specific goals.

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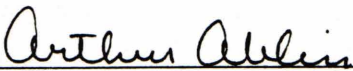
Send cards + letters to ask for long range planning

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Arthur R. Ablin, M.D.

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FAMILY HOUSE Manager's Report

SEPTEMBER 1987

INCOME	This Month	Year to Date	Average
Guest Donations	\$1,060	\$ 9,487	\$1,054
CCS Checks + Other 3rd Party	4,180	8,320	924
Other Donations	1,270	22,892	2,543
CCS Billing	1,030	8,290	921
Other Billing	120	1,580	175
Total Billing	1,150	9,870	1,096

PAYMENT RECORD			DISTANCES TRAVELLED		
	#	%		#	%
CCS	13	39	Within 50 Miles	-	-
Guest Donation	9	28	Over 50 Miles	23	70
No Payment	2	6	Out of State	9	27
Pending	7	21	Out of Country	1	3
Other	2	6			

HOSPITAL SERVICES UTILIZING FAMILY HOUSE

	Families		Days		Average No. of Days
	#	%	#	%	
Pediatric Oncology	12	36	74	28	6.6
Radiation Oncology	8	24	119	46	14.8
Neurosurgery	6	18	35	13	5.8
Ophthalmology	3	9	9	3	3.0
Bone Marrow Transpl.					
Oncology	3	9	15	6	5.0
Non-Oncology	1	3	9	3	9.0
Other Non-Oncology	-	-	-	-	-

Number of Families 33

Oncology 32
Non-Oncology 1

Total Number of Days: 261
Occupancy Rate 87%
Average \$/Room: \$20.1

New Registrations 10

We received over 50 memorial donations this month for Bradley Houghton. His mother stayed at Family House last winter while Bradley underwent a bone marrow transplant.

We also received payment of many outstanding CCS bills and Indian Health Service bills!!

Meg Porter
Meg Porter

**FAMILY HOUSE INCORPORATED
BOARD OF DIRECTORS MEETING
October 1st, 1978**

A G E N D A

Approve Minutes of September 3rd, 1987 Meeting

Operations Report : Debbie Ablin

- Managers Report
- Other Operations Business

Long Range Planning : Art Ablin

- Status Report

House Improvements : David Joy

- Status of New Roof for House & Herbst Funding
- Progress Report on Bus Stop/UC

Proposed new Play Area on Roof : Carol Aldrich

- Status of findings/conclusions/suggestions

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- Status Report

Treasurers Report : John Foote

- September Report

Endowment Fund : John Scully

- September Report

Sprinkler System/Permits : Barry Grove

- Progress Report

Special Events : Joan Finton, MaryLou Youngerman, Dan Toney

- Dinner Dance - Status Report
- Wine - Status Report
- Other

Mailing List : Nancy Hair

- Plans for correcting/revising list

Public Relations : Linda Edwards

- Progress Report

Other Business :

- Newsletter Status
- Christmas Cards
- Policy for Nomination & Election of Officers

Phil \$30,000 fee 10% cost 15%
need: Sharon Planning dept Variance Engineer for construction notify neighborhood

**MINUTES OF
FAMILY HOUSE INC. BOARD OF DIRECTORS MEETING
SEPTEMBER 3RD, 1987**

In attendance at the meeting were the following directors and participants:

Carol Aldrich, Joan Finton, Dru Foote, John Foote, Lynda Hutton, David Joy, Ann Leonardo, Charlie McKee, Meg Porter, Robert Reid, John Scully, Mary Lou Youngerman.

The August minutes were accepted and approved as submitted.

Meg Porter gave the House Manager's Report. The occupancy for the month was 85% with the average contribution per room being almost \$10. This is due in large part to the change in our billing system. 40% of the families made personal donations, another 40% were covered by CCS billing, 10% made no contribution and the remainder are still pending. It was requested that the Operations Committee review the feasibility of increasing the suggested room donation and CCS billing and submit a proposal to the Board. They should also look into the potential donations/billings from the Annex at U.C. and submit their recommendations.

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Respectfully submitted,

Ann Adamson Leonardo
President

FAMILY HOUSE Manager's Report

AUGUST 1987

INCOME	This Month	Year to Date	Average
Guest Donations	\$1 940	\$ 8 427	\$1 053
CCS Checks	690	4 140	517
Other Donations	2 010	21 622	2 702
CCS Billing	\$1 250	\$7 260	907
Other Billing		1 460	183
Total Billing	1 250	8 720	1 090

PAYMENT RECORD	#	%	DISTANCES TRAVELLED	#	%
CCS	16	38	Within 50 Miles	1	3
Guest Donation	17	40	Over 50 Miles	29	69
No Payment	4	10	Out of State	11	26
Pending	3	7	Out of Country	1	3
Other	2	5			

HOSPITAL SERVICES UTILIZING FAMILY HOUSE

	Families		Days		Average No.
	#	%	#	%	of Days
Pediatric Oncology	18	43	88	33	4.8
Radiation Oncology	7	16	92	35	13.1
Neurosurgery	8	19	55	21	6.9
Ophthalmology	3	7	11	4	3.6
Bone Marrow Transpl.					
Oncology	1	3	3	1	3.0
Non-Oncology	2	5	4	2	2.0
Other Non-Oncology	3	7	12	4	4.0

Number of Families 42

Oncology 37
Non-Oncology 5

New Registrations 6

Total Number of Days: 265
Occupancy Rate 85%
Average \$/Room: \$9.9

Donations this month include \$800 from Pennzoil Corp. and \$940 from United Way contributions.


Meg Porter
Manager

FAMILY HOUSE INCORPORATED
BOARD OF DIRECTORS MEETING
September 3rd, 1987

A G E N D A

Approve Minutes of August 6th, 1987 meeting

Operations Report : Meg Porter (for Debbie Ablin)

- Managers Report
- Operations Review
- CCS Billing/Room Donations - House/Anne

Treasurers Report : John Foote

- Financial Report
- Budget
- Endowment Fund (John Scully)

Special Events : Joan Finton, MaryLou Youngerman, Dan Toney

- Dinner Dance Plans
- Wine
- Christmas Cards/Note Cards
- Other event (Linda Hutton)

Newsletter : Charlie McKee

- Status of next Newsletter

House Improvements: David Joy/Barry Grove

- Variance
- Sprinklers
- Elevator/Wheelchair access
- Roof Garden

Other Business:

- Review agreement with U.C. re. Annex (George Nikolaieff)
- Status of Bus Stop (David Joy)

FAMILY HOUSE BOARD OF DIRECTORS

Meeting
August 6, 1987

In attendance at the meeting were the following individuals: Art Ablin, Dru Foote, Mimi Brasch, Bob Brasch, Debbie Ablin, Dave Joy, Mary Lou Youngerman, Carole Aldrich, John Foote, George Nikolaieff, Gordon Oliver, and Meg Porter.

Corrections to the prior minutes include the correct spelling of the Herbst Foundation. It is properly spelled Herbst.

George Nikolaieff promptly nominated Dave Joy to chair the meeting in the absence of the president, due to vacation. David being the gracious, young fellow that he is, gleefully, accepted the task.

Meg Porter gave the house manager's report. She noted that the house was very busy, but had not generated much revenue. \$3.00 was the average room revenue for July, whereas it's generally in the \$5.00-\$6.00 range. She attributed the diminished revenue to the fact that there were some long-term patients staying there and to delinquent CCS payments, etc. Anne Finnigin, a volunteer, has been very gracious with helping Meg with the CCS submissions, etc. Many thanks to Anne. Meg suggested a higher charge to CCS for patients staying at the house for one or two days, as it is more administratively difficult than for "stays" of a week or a month.

It was noted that Susan Johnson as trustee for the Claire and Gordon Johnson Charitable Annuity Trust donated \$5,000. They had previously donated \$5,000 or \$10,000. Gordon Johnson was one of the founders of Thelen, Marrin, Johnson & Bridges. Many thanks to Susan and the trust. We also received \$15,000 from the McKesson Foundation for the annex at the hospital.

Meg indicated that the house was operating very smoothly: we had **fantastic volunteers** and very nice families staying at the house.

Seven rooms were tied up with "long-term stays". There is an issue of limiting long-term stays. In prior meetings it was determined that this should be reviewed by the long range planning committee, etc.

It was suggested that short-term return families (for check-ups, etc.) should not be primary targets for staying at the house. It was submitted that our primary focus is crisis families who have been newly diagnosed. We can provide the most comfort, education, etc. to such families. It was indicated that one long-term family was asked to leave after one month in order to make room for a family with five siblings. There was no problem with the family that departed in order to make room for the new family.

There was a quick discussion of how to recognize contributors of large sums of money (such as the Claire and Gordon Johnson Trust). Do we have a plaque for them?, do we merely send them a thank you?, do we include a thank you in the newsletter?, etc. This subject needs to be reviewed by the executive committee and a solution found.

John Foote next presented his "footnotes" on our financial affairs. We spent \$20,000 on the annex project but received (after the cut-off date for these financial statements) \$15,000 from the McKesson Foundation. John indicated there was slight changes in the presentation of the endowment funds.

John Scully, the manager of the endowment fund, made \$5,000 in trading profits and has made \$5,000 in the short period subsequent to the financial statements. (At this time there seemed to be a telepathic communication amongst all the board members that John should "head up" an investment club for the directors?).

It was indicated that there were also donations from the Dory family and from the Phal family, as well as the Byers.

Debbie next gave the operations committee report. Debbie indicated that she had asked Helena, the McKesson volunteer at the family house annex, to join our board meetings to report to us on the operations, etc. with respect to the annex. Unfortunately, Helena could not attend this meeting. Helena is a volunteer and anticipates doing such for the next two years. Debbie indicated that generally all twenty-one beds are filled at the annex. She noted that having the volunteer is an absolute necessity, as there is somewhat of a state of confusion in the absence of the volunteer.

There was a discussion as to the role of the hospital in managing the annex and the role of the volunteer and the role of FHI. It was indicated that we can bill CCS for each bed used each night. $\$10 \times 19 \text{ beds} = \190.00 in potential revenue each night. There was some suggestion that the hospital should pay the volunteer and that FHI should match such compensation with funds from CCS reimbursement. Debbie indicated that she would ask Art to handle this matter 'cause he's well connected at the hospital.

It was further indicated that we had entered into a two page written agreement (and a oral agreement of sorts) as to the University's role in the annex. George Nikolaieff volunteered to review this and discuss the alternatives with Meg. They need to get together with Art to coordinate the plans.

It was next indicated that Ruth "the operator" Tunney is about to have another garage sale. Ruth approaches these affairs with no-holds barred and generally no change, but a big thank you for the "buyers, contributors". Many thanks to Ruth for her tireless efforts. She raised \$400.00 at the last garage sale.

A Navajo indian family staying at the house is short of money and is attempting to sale a original, authentic, Navajo rug for \$300.00. Contact Meg if you have a buyer.

George Nikolaieff graciously noted that the house looks to be in great shape. **There was a huge swell of applause for Meg and a thank you for the board of director's Monday cleaning committee which generally consists of Debbie, Carole, and Isabelle.** Many thanks. Meg indicated we are now using the Price Club. (What, we gave up on the Bohemian Club?)

Mary Lou next took the floor and indicated that Rex Allen was booked for the February 27 (a Saturday) dinner/dance auction which will be held at the Meridian this year. The price is in the same range as the St. Francis. We will need a \$2,500 deposit in the near future. Mary Lou indicated that she will develop a menu and theme. We can't have a car inside, but there is a balcony or area outside for a car. There was definitely a consensus that we would only have a car if it was "totally donated". Timing was discussed. It was generally felt that we should have an "earlier dinner". Mary Lou stated that the salad would already be at the table when we sat down. It was indicated we would have a small jazz type band play during dinner, but no dancing because of potential problems with waiters, etc. It was suggested that the **auction should be no more than 45 minutes** and that perhaps we should have celebrity type items.

Mary Lou indicated that Linda Hutton is reviewing opportunities for another big shin-dig sometime in the near future.

It was agreed that "the cowboys" should be the auctioneers, however, we should control their miscellaneous charges. We can do this by paying for their room, dinner, and a bottle of libation with a note that all other expenses incurred by them are their's and their's alone.

Bob Brasch next noted that we should attempt to do positive PR for the University as the neighbors are unaware of its importance as a health unit, business generator, etc. There is apparently a California Court of Appeals injunction that will prevent U.C. from moving the School of Pharmacy to Laurel Heights. This is the result of complaints, issues, etc. raised by the neighbors in the area who are afraid of the potential for uncontrolled disease and radiology. Bob indicated that these risks are only perceived risks and are in fact non-existent. Bob noted that the Medical School is a tremendous asset for the community. It has the largest grants of any school in the nation, substantial employment and brings in substantial business for businesses in the area.

Gordon Oliver next discussed the wine committee's discoveries and views. It was indicated that we can get a 1984 Chardonnay from J. Fritz of Fritz Cellars for about \$45 per case including labeling. We could incur an expense of about \$150 to develop the label. Fritz Cellars will deliver the wine, if it's convenient to them such as they are making a trip to San Francisco, etc.; otherwise, we would have to pick up the wine ourselves, or have someone do it for us. It was noted that if we have the finished artwork to Fritz Cellars by October 1 we can have the wine by November 1 in time for the Thanksgiving and Christmas Holiday season. We can use the Fritz Cellar's printer to print the labels. Fritz Cellars will print more labels, if we run out, at no extra cost. It was indicated that a case sells for approximately \$96 but we should sell it for \$100. The board agreed that we should promote the wine through a mailing list, director's personal efforts and at the dinner/dance auction. It was moved, seconded and voted that we buy a hundred cases and initially order labels for 300 cases. There was some suggestion that we may want to order additional cases to possibly serve at the dinner/dance auction and to sell at the dinner/dance auction. It was noted that if we serve it at the dinner/dance auction we don't want to infringe upon the PR for wineries that have contributed wine free of charge. It was stated that we would sell cases for \$100, if someone buys 10 cases they would get a \$90 per case price and if they buy 25 cases they will get a \$80 per case price. Also, we will deliver five cases or more within the bay area, free of charge to the buyer.

Joan Finton was nominated to head up the label committee. Joan needs to contact Dan for the specifics as to the timing of getting the label to Fritz Cellars, etc. Dan needs to order the wine and coordinate the delivery, the label, etc.

It was indicated that the newsletter was out and many people were very pleased with the new format. It was further noted that the long range planning committee is in the process of long range planning. **Makes sense!**

David Joy noted that the busstop is still under consideration. One problem is that if we have a "full-blown" covered busstop we will have to remove the Joanne Daly Garden. It was suggested that we may have a bench and a covered trash receptacle. David Joy will follow up on this matter.

Don't forget to start soliciting auction items.

We may have an early newsletter in order to promote Christmas cards and our wine.

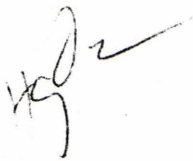
Gordon Oliver noted that there should not be an unrelated trade or business income tax problem for the initial sales of 100 cases of wine. On the other hand, if this fund raising opportunity grows we may have to pay income tax on the wine sales profit. There probably should be a sales tax collected on the wine sales.

Art, Bob Brasch, and Bill Wara will coordinate with the U.C. Newsletter to get an article on Family House, etc. Dru Foote, Meg Porter, and Dave Joy will see Joan Finton and Anne Leonardo to coordinate the Christmas card activity and have the authorization to select and order the cards prior to the next board meeting, if necessary.

The job description for Mark Freeman (the storyteller) is enclosed.

Aloha...

your secretary,

A handwritten signature in dark ink, appearing to be 'HGO2', with a long horizontal stroke extending to the right.

HGO2

Debbie Ablin
Operations Chairperson
Koret Family House

August 5, 1987

Dear Debbie,

This is to confirm my August schedule with you. Similar to last year, I will be able to work part-time for the month, on 1/3 funding.

I will be in each week to Family House, in order to maintain the storytelling on a regular basis and to stay in touch with families who come infrequently.

The third week of the month I will spend at Oncology Camp, as a storyteller and extra help.

I'm also using this time to catch up on acknowledgement of gifts and to investigate funding sources for the future.

In response to the Board request for my current time schedule, the following can be added to the Job Description on file, which remains current. This will continue to be my schedule on return to normal hours in September, 1987:

Tuesdays: 8 AM to 12 Noon; story preparation, book work and writing at home. Available by phone at 861-7943 except hour of 9AM to 10AM (therapy supervision).

12:30 to 1 PM; check-in with house manager or volunteer at Family House, briefing on families in house.

1:00 to 3:30 PM; Oncology Clinic waiting room, briefing with Rita Chacon re hospitalized patients.

3:30 to 5:30 PM; visit patients in hospital on 6LM, 6LS, PCSC, BMU when requested.

6:00 to 8:00 PM; Story Hour at Family House, followed by matching children to library resources (books, tapes).

Tuesday hours 12

Wednesdays: 8 AM to 12 Noon; preparation and research, correspondence at home. Available by phone at 861-7943.

12:30 to 5 PM; flexible time to: follow-up with hospitalized patients, catalog library books, outings with long-term families, be available as library resource person.

Wednesday hours 8

Total hours/wk. 20

FAMILY HOUSE, INC.

TREASURER'S REPORT

April 1 - June 30, 1987

STATEMENT OF CASH REVENUE RECEIPTS AND EXPENSES
FOR THREE MONTHS ENDED JUNE 30, 1987

	<u>APRIL-JUNE</u>	<u>YEAR-TO-DATE</u>
<u>Non-Operating Income & Expense:</u>	\$	\$
Contributions - Restricted		
Endowment	25,000	25,000
Joanne Daly Fund	915	2,060
Other	-	500
Contributions - Unrestricted	4,791	12,835
McKesson Family House Annex	(20,000)*	(20,000)
Interest	1,547	3,634
Income from stock	-	1,620
Net Non-Operating Income	12,253	25,649
 <u>Special Events Income:</u>		
Dinner Dance		
Receipts	2,532	59,040
Expenses	(15,842)	(23,454)
Big Bang Beat - Net	(50)	(240)
Tea Dance - Net	(47)	1,654
Total Special Events Income	(13,407)	37,000
 <u>Operating Income:</u>		
Room Donations	2,737	5,332
Third Parties	1,720	3,090
Total Operating Income	4,457	8,422
 <u>Operating Expenses:</u>		
Repair & Maintenance	800	2,839
Janitorial	2,470	5,320
Utilities	2,197	5,812
Salaries	5,025	9,923
Insurance	-	(46)
Postage	66	116
PR/Newsletter	118	3,928
Supplies (house & office)	575	1,686
Appliances & Furnishings	1,617	3,285
Playroom	-	313
Library/Storyteller	1,677	2,974
Parties	60	60
Joanne Daly Fund Expenditures	617	617
Other (flowers, newspapers, etc.)	1,314	2,855
Total Operating Expenses	16,536	39,682
Net Operating Income/Expense	(12,079)	(31,260)
Excess of Revenue over Expenses	(13,233)	31,389
Endowment Market Value Change	5,156	5,156
Apart From Contributions		

* \$15,000 McKesson contribution received after June 30, 1987

STATEMENT OF ASSETS AND FUND BALANCE
ARISING FROM CASH TRANSACTIONS
AS OF JUNE 30, 1987

	<u>ASSETS</u>	
	<u>6/30/87</u>	<u>3/31/87</u>
<u>Restricted Cash</u>		
Library	2,084	3,761
Laundry Room	6,000	6,000
Chu-Discretionary	962	962
Sosnick Parties	1,267	1,327
Joanne Daly Fund	<u>2,943</u>	<u>2,645</u>
Sub-Total	13,256	14,695
Unrestricted Cash	143,137	179,931
TOTAL CASH	156,393*	194,696
<u>Real & Personal Property</u>		
Land	136,051	136,051
Building	489,735	489,735
Personal Property	24,538	24,538
Library	8,292	8,292
Books	<u>2,649</u>	<u>2,649</u>
Sub-Total	661,265	661,265
Less Accumulated Depreciation	(20,399)	(20,399)
Net Property	640,866	640,866
Endowment Fund	54,082**	23,926***
Deposits - Books	519	519
Deferred Expenses		
Dinner Dance	--	643
Big Bang Beat	--	723
TOTAL ASSETS	851,860	859,937
Fund Balance, Beginning	859,937	815,325
Net Change in Fund Balance	(8,077)	44,622
Fund Balance, Ending	<u>851,860</u>	<u>859,937</u>

* Checking - \$16,434; Savings - \$25,087; CD - \$114,872

** Market value as of 6/30/87 per John Scully Report

*** Previously carried at cost

FAMILY HOUSE Manager's Report

JUNE 1987

INCOME	This Month	Year to Date	Average
Guest Donations	\$ 250	\$ 5,602	\$ 934
CCS Checks	590	3,360	560
Other Donations	2,410	13,967	2,328
CCS Billing	\$1,900	\$ 5,150	858
Other Billing	80	1,340	223
Total Billing	\$1,980	\$ 6,490	\$1,082

PAYMENT RECORD			DISTANCES TRAVELLED		
	#	%		#	%
CCS	14	35	Within 50 Miles	-	-
Guest Donation	12	30	Over 50 Miles	28	70
No Payment	4	10	Out of State	11	27
Pending	6	15	Out of Country	1	3
Other	4	10			

HOSPITAL SERVICES UTILIZING FAMILY HOUSE

	Families		Days		Average No. of Days
	#	%	#	%	
Pediatric Oncology	17	43	83	32	4.8
Radiation Oncology	4	10	81	32	20.2
Neurosurgery	6	15	16	6	2.6
Ophthalmology	3	7	10	4	3.3
Bone Marrow Transpl.					
Oncology	3	7	19	7	6.3
Non-Oncology	4	10	24	9	6.0
Other Non-Oncology	3	7	23	9	7.6

Number of Families 40

Oncology 33
Non-Oncology 7

New Registrations 11

Total Number of Days: 256
Occupancy Rate 85%
Average \$/Room: \$3.3



Donations include \$500 from the Dory Family (who donated an additional \$250 in July while their grandchild was staying in the house); \$1,000 from Beverly Pahl in memory of Adele Brooks Hahn; and \$300 from the Byers, a belated entry into the Dinner Dance donation fund.

An unusually high month for CCS billings and a low month for guest donations.

FAMILY HOUSE Manager's Report

JULY 1987

INCOME	This Month	Year to Date	Average
Guest Donations	\$ 885	\$ 6,487	\$ 926
CCS Checks	90	3,450	493
Other Donations	5,645	19,612	2,802
CCS Billing	860	6,010	858
Other Billing	120	1,460	208
Total Billing	980	7,470	1,067

PAYMENT RECORD			DISTANCES TRAVELLED		
	#	%		#	%
CCS	11	31	Within 50 Miles	-	-
Guest Donation	9	26	Over 50 Miles	21	60
No Payment	5	14	Out of State	14	40
Pending	5	14	Out of Country	-	-
Other	6	16			

HOSPITAL SERVICES UTILIZING FAMILY HOUSE

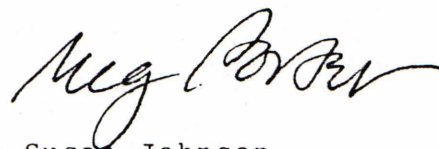
	Families		Days		Average No. of Days
	#	%	#	%	
Pediatric Oncology	13	37	42	16	3.2
Radiation Oncology	5	14	106	40	21.2
Neurosurgery	5	14	24	9	4.8
Ophthalmology	3	9	4	2	1.3
Bone Marrow Transpl.					
Oncology	2	6	11	4	5.5
Non-Oncology	3	9	57	22	19.0
Other Non-Oncology	4	11	20	7	5.0

Number of Families 35

Oncology 28
Non-Oncology 7

New Registrations 6

Total Number of Days: 264
Occupancy Rate 85%
Average \$/Room: \$3.7



Donations this month include \$5,000 from Susan Johnson, Trustee for the Clare and Gordon Johnson Charitable Annuity Trust. Not recorded above is the \$15,000 from the McKesson Foundation for the Annex received this month.

FAMILY HOUSE BOARD OF DIRECTORS

Meeting
July 2, 1987

In attendance at the meeting were the following individuals: Oliver, Joy, Scully, Kramer, Youngerman, Finton, Goldstein (Diane, A guest), Foote, (John and Drew-should that be Feet, since they were both there-my apologies), Ablin (Debbie), Pfeifer.

Mary Lou discussed Christmas cards and indicated that she and Ann, had visited Nancy Roach to discuss the proposed Christmas card. It was decided that they would ask Nancy to do something with a little more Christmas spirit than the proposed scene. It was suggested that a continuation of the "Dove" series might make it a collector's item, if it changes a little bit each year. There was also a discussion of getting everyday "thank you" cards for people to buy from FHI. The FHI name or logo would be on the back.

It was also indicated that we need FHI stationary that could be used for quick thank you notes, etc. Mary Lou and Ann will follow up on this point.

There was next a discussion of long term families staying at FHI, at one time, there were seven (7). The long range planning committee should address this issue. FHI has been full and turning away individuals, which is unusual for this time of year. Robin Kramer indicated she would check into how many people have been turned away from the house, noting that when we indicate to U.C. that we are full, they do not refer individuals.

John Foote was next on the agenda and indicated that he will confirm whether and when the tax exempt income tax returns were filed. Also, the 87/88 budget is getting under way. The Joanne Daley Memorial Fund totalled \$915. It was indicated that she was at U.C. and died of Cancer. Contributions are, apparently, funneled through U.C. to Family House and will be used for a Joanne Daly Memorial Garden or possibly a rooftop garden.

The endowment was next discussed. John Scully indicated the procedure was to make decisions at year end as to how much money Family House would contribute to the endowment. There was a next a discussion of John being able to borrow from Family House to buy "hot new issues" that are, for example, issued at \$10 but trading at \$14. He indicated that he may be able to do this on margin but may later need authorization from the board to quickly borrow funds for such purposes.

It was next indicated that we have new blankets, etc. In the future we will have the rug shampooed rather than doing it ourselves.

Mary Lou next discussed the Dinner/Dance Auction ("DDA"). She handed out the responses to the questions that were sent. (See enclosed.) The location for the 1988 DDA is under review. Considered are the Meredian on Third. It was indicated that the cost at the Saint Francis for the last DDA was \$55-60 per person. Mary Lou was asked to check into the Ramada Renaissance and to consider the new Mandarin on Montgomery Street. There was also a suggestion that she check into some of the Mansions or facilities on Broadway, the P.U. Club, the Hall of Flowers and the San Francisco Aquarium. A 'wave' of excitement gushed through the audience when the aquarium was mentioned as a possible alternative. A "continuance" was granted "till" the next board meeting, so the location could be further reviewed, studied, and analyzied.

It was indicated that we should book Rex Allen, ASAP, when we set the date for the next DDA. Joan, Carol, and Mary Lou are doing a bang up job on this topic for FHI.

There was next a discussion of the newsletter. It was concluded with Dave Joy volunteering to check with Charlie McKee on the status, etc.

There was then a discussion of house improvements. Dave indicated he has some possibilities from the Herps Foundation for approximately 1/3 of the \$124,000 we need for house improvements. We need a plan to give to Herps for their September Board meeting, if we are to seek their funding. Considerations are the rooftop repair and garden, and wheelchair access. Dave indicated we clearly will need a new roof in the not too distant future. There was a discussion of the fund raising committee being too large and, thus far, unable to react quickly.

David Joy indicated that he was in the process of making three (3) presentations for funds.

It was the general consensus of a discussion that we need a specific plan for development of the house physical plant. It was indicated that we previously had considered three alternatives of which two (the endowment and the U.C. project) have been completed. Combined with the development of the physical plant, we need a plan to raise funds for such development. We need a plan, presentation materials, etc. if we are to have access to donors in the \$5,000-60,000 range.

There was a discussion of how the long range planning committee fits into this objective. It was indicated that at the next meeting we need to iron out our ideas and develop plans for making house improvements and funding such house improvements. There was some discussion about building a new house at the present location of the manager's residence. The board was enthusiastic about establishing a building plan and funding it. Generally, it was felt that the building plan should include various levels of ideas; for example, projects that can be done for a few thousand dollars that would be of interest to small donors, etc. Currently, aside from the mandatory improvements, the rooftop and the wheelchair access are the only firm plans.

It was suggested that Dave contact Art Ablin (of the long range planning committee) to get the LRP views as to how their responsibilities should dovetail with the above stated discussion.

It was next indicated that individuals who stay at Family House really like it and are extremely disappointed when they return to U.C. if they're unable to stay at FHI.

THERE WAS NEXT A ROUSING THANK YOU FOR SHIRLEY HAMILTON. She very graciously and hospitably provides the refreshments which the board members so energetically enjoy at each and every board meeting.

There was a discussion of a potential covered bus stop in front of the house (with enclosed garbage facilities). It was indicated that "The City" is putting in 700 such bus stops, but that FHI is not a current planned beneficiary. David Joy indicated that he would follow up with respect to FHI's ability to be a beneficiary of such a facility in the future. David will call the proper party at U.C.

It was further indicated that we can apply to the City and County of San Francisco for certain grants. It was suggested that we consider this source with respect to the covered bus stop. Apparently, there is an October cut-off date for such grants.

The meeting came to a screeching halt at 8:20pm.

Reverently submitted, by your secretary

"Ollie"
"Ollie"

FAMILY HOUSE BOARD OF DIRECTORS

Meeting
June 4, 1987

Present at the meeting were the following directors: Ann Leonardo, Joan Finton, Debbie Ablin, David Joy, John Foote, George Nikolaieff, Carole Pfeifer, Clifton Toney, Linda Hutton, Bob Brasch, Dru Foote, Mimi Brasch, and Art Ablin.

The meeting began at 6:30pm. The minutes were approved without correction (A first!). Committee assignments were next discussed. New names were added to Ann's list. All board members were graciously asked to volunteer for a task or a committee. Nancy Hair had an excused absence. John Foote stated that the transition of the financial records, statements, and checking account was almost complete. At the next meeting, we will have John's "Foot Notes"

It was next reported that an anonymous donor has given \$25,000 to the endowment fund!. We have also sold the shares of stock we held in public companies. The cash value of the endowment fund is now approximately \$50 grand. Barry is energetically working on a contribution plan for "endowment giving."

There was uncertainty as to whether our tax returns had been filed.

Art Ablin asked that the anonymous donor to the endowment be thanked privately as the keystone donor for the fund.

The Joann Daily fund is still receiving contributions. It was indicated that the money may go to a memorial garden or rooftop, etc.

Meg, next gave her report. There appears to be a problem with CCS payments - they are behind and/or non-existent.

The mid-weeklies group has again made Family House the beneficiary of their fundraising. This time we received \$2,900. Many thanks to Linda Edwards for her involvement in this.

Meg and Debbie will do further examination and report to us soon on the prospects of raising the fee for a nightly stay at Family House. They will consider a raise from the present \$10 to \$25. (Inflation!)

The new beds are installed. Many, many, many thanks to Ann, Meg, Ruth, Peter, and David. It was moved, seconded and resolved that we renew Mark Freeman's contract for another year of story-telling. It will continue to cost us \$500 per month. It was noted that Mark is fluent in Spanish, individualizes his stories to each family or child and is very important to both Family House and the Clinic. Mark will be asked to provide us with a current job description. It may be that this will be our last year to fund his work and he should be advised accordingly. Carol Aldrich volunteered to seek funding for future years for Mark and/or pay back the treasury for this years contract payments. Many thanks to Carol.

There was a work day sponsored by your friends on the operations committee on Monday, June 15th. Bring a bag lunch.

Nora Grove is busy working on plans to re-do the house furnishings, notably the bedrooms and the upper living room.

Joan Finton indicated that they were no special events planned in the near future. Christmas card printing was okayed and members need to send their ideas very soon to Joan.

Cliffton Toney next discussed our money making venture in the wine business. Tax problems need to be investigated with respect to this issue. It was moved, seconded, and passed that Dan be authorized to purchase wine suitable for our purposes (which include making money), print labels (Hello! Joan - please help Dan on this) and have it ready definitely for next years auction, if not by Thanksgiving of this year (1987). The price per bottle should be set in the \$8 range. The board tasted and approved of Dan's selection. Order was then restored and the meeting continued.

Dave Joy will need to send photos and measurements of the main roof to Joan Finton and Carol Aldrich as soon as possible. We need to develop our plans for the rooftop play area and garden. See Dave if you have ideas.

We have been working with a consultant on our public relations and print materials. Something should be 'hatching' in this area very soon!

It was indicated that fund raising is a very high priority and that Barry Grove is our chairman. Other board members on the fund raising committee are Art Ablin, Bill Parenti, Dan Toney, Carol Pfeifer, Linda Edwards, Linda Hutton, John Scully, and David Joy (WOW, that was almost everyone at the meeting).

The meeting adjourned at about 8:30pm.

Many thanks to David Joy for taking the minutes in my excused absence.

Graciously submitted by,



HGO2, Your Secretary

***** The next meeting is being held on Thursday, July 2, 1987.**

FAMILY HOUSE INCORPORATED
BOARD OF DIRECTORS MEETING
July 2nd, 1987

A G E N D A

Approve Minutes of June 4th, 1987 Meeting

Items from Minutes Requiring Follow-up:

Treasurers Report: John Foote

- April/May/June Financial Report
- Status: 1986 Taxes & 1987/88 Budgeting
- Status of Joanne Daly Memorial Fund

Operations Report: Debbie Ablin

- Managers Report
- Operations Review

**Special Events Report: Joan Finton, MaryLou Youngerman,
Dan Toney**

- Status of Proposed Private Label Wine (Dan)
- Christmas Cards (Joan & MaryLou)
- Note Cards - Available from Nancy Roach (MaryLou)
- Dinner Dance/Auction - Review results of Questionnaire
Status of Hotel/Night/Rex Allen (MaryLou)

Newsletter : Charlie McKee

- Status of Upcoming Newsletter - In typesetting

House Improvements : David Civitello-Joy

- Status of Wheelchair Access
- Engineers Report after inspection
- Status on Roof/Garden

Other Old Business :

- Status of Variance (Barry Grove)

Any Other New Business :

FAMILY HOUSE DINNER DANCE & AUCTION
ANSWERS TO QUESTIONNAIRE - 50 RESPONSES

1 How many have you attended?

1	8
2	10
3	14
4	8
5	10

2 Did you have a good time?

Very good	12
Good	33
Disappointing	4
Didn't Enjoy	1

3. Do you plan on attending next year ?

Yes	37
No	1
D.Know	12

4. How would you rate this event overall ?

Excellent	7
Good	33
Average	6
Just OK	3
Poor	0

5. Did you enjoy your meal ?

Very Good	18
Good	27
Average	5
Poor	0

Comments:

- Vegetarian meal was excellent
- Good company at dinner
- our friends had vegetarian which was just vegetables and rice - not very creative for such a capable kitchen and ticket price.
- slow service
- service rated very low at our table - waited 30-40 min. after we sat down for food service.
- one person at the table was served 20 minutes after everyone else - poor service.
- I don't like roast beef
- smaller items - could have been better

6. Did you like the variety of auction items?

Yes	34
No	10

Comments:

- enjoyed variety - need more.
- would like to see more
- more the merrier
- nice variety at different cost levels
- more variety
- need more
- not enough variety - of paintings, wine, weekends
- cars didn't do well
- as fundraisers. donated services (weekends etc) are both more personable and profitable (as opposed to cruise and auto)
- not as good as in prior years - need to have better jewelry, art and specialty clothing items (first year we spent under \$300, however, we did bid on several of the weekend getaways which were great, just didn't win this year)
- need more big items
- not as good as usual
- need more practical items - things you can use more
- is it possible to alphabetically index the silent auction and regular auction items in the program
- somewhat
- fair
- smaller items could have been better
- I thought the balloons were great - \$20 for a surprise was fun - most of the items in the \$100 range I couldn't get excited about
- silent auction could be more exciting
- I especially liked the silent auction items

7. Did you have enough time to browse the silent auction items?

Too much	10
Adequate	35
Not enough	4

Comments:

- almost too much
- too much - the silent auction was supposed to end earlier but was extended due to late arrivals
- auction job doesn't include silent auction
- lasted longer than original timetable
- not enough - keep tables open til later for allow more time - 8 p.m. was a mistake this year

8. Did you enjoy the band?

Yes	24
No	14
N/A	10

Comments:

- never heard it
- enjoyed what music we finally had
- need more band during dinner
- can't comment we had to leave by the time they finally started
- ???
- the dancing was delayed too late by the auction
- the idea of quieter dinner music is good, but not that quiet. They didn't seem to have the same appeal as Allen
- started way too late - leader seemed mad - not as good as Rex Allen
- Not enough playing time - please let them start during cocktail hour
- band should play during dinner - too short of dance period
- didn't stay to listen
- didn't stay for band as auction was over too late
- came on too late - events should start on time - that is my biggest complaint
- thought opportunity for dancing extremely limited - was there time for dancing before dinner as mentioned in the program advertising - we weren't aware of it
- did not stay
- they came on too late
- need more contemporary band
- but heard very little of it
- okay
- couldn't stay for the band
- not enough music
- more upbeat music earlier

9. What would make event more enjoyable for you?

Comments:

- this events professional dance slowed down the pace of the auction that followed
- no ballroom dance routine
- too long - need to speed up especially live auction
- dancing during dinner
- it words - don't fix it
- speed up silent and live auctions - get more items
- tighter schedule with more dancing
- start dinner on time - start suction earlier - omit dance instruction - faster moving live auction - omit cars
- better food service - more music (excellent band but not enough playing time)
- move the event along faster - the story of the children was depressing - sounds like they all die
- silent auction was extended due to crowd arriving late and dinner and live auction pushed back. dancing started

- too late. suggest Saturday evening - too hard to get there by 6 - 6.30
- auction takes less time or an earlier auction - much more time for dancing
 - live auction w/bidding cards might have been more profitable and entertaining
 - end the auction earlier - or schedule on Saturday night
 - do not stop
 - not made my wife work so hard!!!
 - start thangs earlier - no cha-cha lessons
 - don't have the dancers
 - better timing, more informal atmosphere, projecting a better sense to people of why we're there
 - I think the committee does an excellent job overall
 - the live auction needs to begin earlier in the evening we had to leave just as it began this year, and I noticed that many others also had left
 - felt the cocktail silent auction time moved a bit slowly if it had taken less time, there would have been more time for band and dancing
 - start auction very early and have time for dancing e.g. dinner 7.30, auction 8.30
 - perhaps entertainment - pace was dull
 - combine dinner and dancing with auction during break
 - no dance lessons
 - move quickly into live auction items - have time then for dancing - also a Saturday affair
 - less expensive for dinner - more time to browse

10. Preference of Day and Time for event?

Friday Evening	30
Saturday Evening	20
Sunday Afternoon	2

11. Like Black Tie Option?

Yes	30
No	5
No Preference	14

12. Suggestions for other types of events?

Comments:

- more tea dances - perhaps less expensive events, my friends like to participate but not at \$75 per crack
- something involving the children
- party on a boat in S.F. Bay
- holiday house tour of 4 or 5 really nicely decorated homes (where local decorators/designers participate)
- family day at amusement park
- tea dance was good
- big bang beat No.2
- a walk/run variation
- wine tasting

- dances
- auction type event without dinner dance - maybe a "cocktail" party
- Bay Meadows Race Day - perhaps in conjunction with another group - Childrens Med Center - U.C.
- the same auction item in a different setting

11. Other Comments:

- more models with dresses/furs etc. - more excitement in description of auction items
- I like the "personal services" items, i.e. haircuts, carpentry, decorating ideas, etc.
- Saturday evening makes more sense as it is hard to make a black tie event after work - also I noticed there were quite a lot of late arrivals
- no cars - headaches from beginning to end
- prefer the Lakeport auction crew
- more live auction items in \$200-300 range
- band playing before dinner to draw people in
- consider silent auction around edge of dining area so there could be a sequential closing of tables during dinner
- get Rex Allen back
- believe dinner-auction is still our best fund raiser
- we must conserve volunteer time and energy and therefore should have 1 or 2 max fund raising events which can bring in sufficient monies
- keep fund raising volunteer and not paid professional - we are a working board and nearly a 100% charity
- start event on time - no dance lessons
- seek out more big hitters to bid up auction amounts
- as the date was the same as other affairs of equal attraction we lost many attendees. though this year a certain spontaneity of joy and participation was missing. "Heavy" I guess was the difference. The dancing seemed to lighten the mood but it wasn't given enough time to fully accomplish it.
- the organizers are overworked and underpaid
- dinner dance must be kept on its schedule. Also need more big items and more big hitters to bid
- charge more and let up on selling so much
- need to keep more of an upbeat mood - more of a happy evening where people are obviously enjoying themselves
- I liked the dancers
- the auction dragged this year (1985 was fun)
- Friday night my husband just wants to go home and sleep so we missed the band - make it more compact or switch to Saturday night when people have more energy
- please start auction earlier and have an "up-beat" slide show

FAMILY HOUSE INCORPORATED
BOARD OF DIRECTORS MEETING
April 2nd, 1987

A G E N D A

Approve Minutes of March 12th, 1987 Meeting

Items from Minutes Requiring Follow-up:

- Updated status of members of The Board
- Thank you letter to attendees with questionnaire for their comments.
- Thank you letter to donors
- Thank you dinner for volunteers

Treasurers Report: Nancy Hair

- 1986 Year End Financial Report
- Financial Results of Dinner Dance and Auction by area.

Operations Report: Debbie Ablin

- Managers Report
- Any Other Business for Board Approval

**Special Events Report: Joan Finton and
Mary Lou Youngerman**

- Status Report of Plans for 1987/88.

Any Other Old Business

New Business :

- Review of Proposed 1987/88 Objectives
- Any other new business.

MEMORANDUM (2nd Draft)

TO: Board of Directors, Family House
FROM: John H. Scully
RE: Family House Endowment

Taking into account the issues raised during our discussion of an endowment for Family House at the August and September Board meetings, I thought I would offer a series of specific proposals for the Board's review and consideration in creating our endowment.

Purpose of the Endowment

I believe we all feel a formalized endowment for Family House is highly desirable for these and other reasons:

- 1) A need to provide security for the House in case fund raising slackens in the future or other sources of income diminish.
- 2) A needed capacity to deal with emergencies.
- 3) Formalization of a perpetual fund to encourage major estate/capital gifts and foundation grants.
- 4) Establishment of a clearly defined set of procedures that will reassure donors by protecting endowment capital, limiting incursions into principal.

Funding

Initial funds for the endowment will consist of excess funds on hand, after reserving for all current needs, hospital commitments and estimated costs to satisfy the S.F. building inspectors. The Board should determine what level is comfortable.

Future funding for the endowment would come from several sources. Specific solicitations would be undertaken to permanently increase the endowment. The Board would designate certain representatives to solicit potential major donors. Appeals would be made to wealthy individual friends of the House and foundations. Recognition could be offered large donors (room plaques, endowed employment positions, etc.).

In addition, the endowment could be supplemented by excess general funds above operating needs in a given year. The Board would pass on this amount, and this funding would come after any new capital projects that the Board viewed as a higher priority.

This approach to funding seems to meet several objectives and concerns that Board members have articulated in the last 2 meetings:

- a) The Board would not be required to add any specific dollar amount or percentage of funds raised to the endowment.
- b) Capital needs viewed as a higher priority could be satisfied first.
- c) If the Board viewed the purchase of a new house as top priority, an entirely separate fund raising/endowment effort could be undertaken.
- d) Notwithstanding the above, an effective endowment structure to perpetuate the house would have been created, specific funds for the endowment could be solicited, and the funds would begin to be professionally managed. In years where general fund raising was successful and there were no higher priority capital projects, these funds could be added to the endowment.

Spending of Endowment Funds

A 67% vote of Board members present would be required to authorize spending of any portion of the accumulated income and net realized gains in the endowment fund. Net realized gains could be spent under this procedure only to the extent that they exceeded unrealized losses, if any. This would serve to prevent invasion of original principal. Such spending would be used to meet the legitimate needs of the House when and if fund raising did not meet operating expenses in a given year or an emergency case.

In order to invade donated principal, assuming all accumulated interest and net realized gains (above unrealized losses) had already been spent, 80% of all current Board members would have to vote affirmatively. Such action would only be taken in a dire emergency and the then existing Board members would agree to work diligently to replace said funds through fund raising activities.

Management

I would offer to manage the endowment fund. I have had my own money management company for 15 years. The compounded annual rate of gain for my clients' invested funds has been 25% over the 15 years. Each \$1.00 invested in August 1971 is currently worth \$33.00 before fees but after all expenses. I have not sought any new clients for many years but am very willing to manage the House's endowment, without any compensation, of course. The Board would be empowered to remove me or any subsequent manager at any time.

Conclusion

The above provisions are, of course, all subject to discussion by the Board. I view them as a workable set of procedures that will allow the House to enjoy the security of permanent funding and finalize our long held desire to formalize an endowment.

JOB DESCRIPTION

TREASURER - KORET FAMILY HOUSE

1986

- Reviews and pays all bills (Hopefully, a volunteer will be found to prepare checks for payment and possibly sign checks under \$100)
- Makes deposits to bank (Borel Bank) operating account after recording all receipts in cash receipts journal
- Prepares financial statements for the Board meetings on a bi-monthly basis and delivers Treasurer's Report at these meetings
- Manages cash and investments
 - Borel Bank Operating Account
 - " " Savings Account
 - " " Certificate of Deposit
 - Stock Portfolio
- Coordinates payroll with ADP (tel. 408-970-7626)
- Prepares annual tax returns (Forms 990, 199, CT-2) or engages auditors (Smith and Lange) to do so
- Assists Operations V.P. with budget preparation

KORET FAMILY HOUSE

JOB DESCRIPTION

JOB TITLE : VICE PRESIDENT OF HOUSE OPERATIONS

JOB FUNCTION : TO ASSURE THE SMOOTH OPERATION OF FAMILY HOUSE.

RESPONSIBILITIES INCLUDE :

- 1) Prepare Budgets and submit to the Board of Directors for approval.
- 2) Oversee House Expenses to keep them in line with the budget.
- 3) Chair the House Operations Committee :
 - Recruit and Appoint Members
 - Chair Regular Meeting of Operations Committee
 - Oversee necessary Maintenance of The House
 - Set up Work Sessions as appropriate
 - Hire Outside Suppliers when necessary
 - Set House Policies
 - Recruit Volunteer Co-ordinator and House Volunteers
 - Submit regular Operation Reports to The Board
- 4) Working with Board Appointed Selection Committee, Select and Hire The House Manager.
- 5) Train and Supervise The House Manager to ensure smooth daily operation of The House.
- 6) In conjunction with House Manager, Select and Supervise Volunteer Co-ordinator and Volunteer Program.

Submitted 8/9/86
A.A. Leonardo

JOB DESCRIPTION
HOUSE MANAGER
KORET FAMILY HOUSE

BASIC RESPONSIBILITY

1. to provide managerial coverage of the House operation and maintenance on a 24 hour a day basis
2. to promote the feeling of a warm, well-run home reflecting the philosophy behind Family House.

OFFICE MANAGEMENT

1. schedule the occupancy for available rooms and make room assignments accordingly
2. communicate with the hospital regarding occupancy/vacancy
3. register guests and orientate them to the House
4. check out guests
5. collect nightly occupancy fee from guests (must often make judgment to decrease or waive fee in special circumstances)
6. handle all telephone calls
7. handle in-coming and out-going mail
8. provide written report to the Board on a monthly basis
9. attend Operations and Board meetings

HOUSE MAINTENANCE

1. inspect and tidy common areas daily
2. supervise housekeeping by outside personnel and guests
3. be responsible for maintaining security
4. supervise maintenance of House and grounds
5. oversee House supplies to insure adequate inventory
6. order/reorder needed supplies
7. maintain inventory check of House furnishings and supplies
8. oversee maintenance of appliances
9. check daily to see that all rooms are stocked appropriately with their needed supplies (linens, paper products, cleaning supplies, etc. . .)

RESPONSIBILITIES TO FAMILIES

1. orient guests to the House, informing them of all rules and responsibilities
2. be available to parents in times of stress or as needed
3. be able to meet people easily, gain their confidence quickly, and relate to them in an open, compassionate, positive and sincere manner
4. keep informed about child's medical situation, being sensitive to family's needs
5. encourage and help facilitate parent to parent support

VOLUNTEERS

1. work with volunteer chairman and committee
2. help with training of volunteers
3. supervise volunteers
4. give directions and guidance to volunteers

- maintain liaison with hospital personnel regarding guests needs

KORET FAMILY HOUSE

JOB DESCRIPTION

TITLE: President

MAJOR DUTY: Chief Officer of the Board of Directors

JOB SPECIFICS: - Presides at monthly meetings of the Directors.

- Can sign for the organization's bank accounts.

- Is available to attend functions and meetings that can bring to Family House the benefits of public recognition and/or contributions.

- Establishes needed committees to conduct house business.

- Responds in writing to donors of services and major financial contributors.

FAMILY HOUSE NEWSLETTER EDITOR

The Family House Newsletter Editor is responsible for the regular publication of "Family Focus." At the time of this writing, the newsletter is published every four months. The Newsletter Editor is responsible for:

1. Identifying writers and photographers for the issues.
2. Determining newsletter content and editing contributions.
3. Working with a typesetter and printer to produce the issues.
4. Working with a mail house to distribute the newsletter.
5. Maintaining the House mailing list, including updates.

The Newsletter editor works closely with the Board to determine the needed content and timing of the newsletter.

THELEN, MARRIN, JOHNSON & BRIDGES

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GARY L. FONTANA
JEFFREY S. ROEHL*
MICHAEL U. ALVAREZ*
ADMITTED TO CALIFORNIA BAR ONLY*

July 18, 1986

David F. Civetello-Joy
President
Family House, Inc.
50 Irving Street
San Francisco, CA 94122

Dear Dave:

Regarding your inquiry on establishing an endowment fund for Family House, Inc., I believe that the formation of such a fund is a relatively simple undertaking. Basically, a resolution of the Board of Directors establishing the endowment fund is all that is required.

There are, however, some related concerns which should be addressed by the Board of Directors and described in the resolution establishing the endowment fund.

First, the purpose of the fund should be described with some specificity. We had often talked about an endowment to sustain the operations at Family House and, if that the focus of the current inquiry, the scope of the operations intended to be covered by the endowment fund should be described. For example, the fund could be limited to providing funds for the maintenance of the House or the staffing of the House or the fund could be restricted to use for supplemental activities, such as story-telling, and even for entertainment of House guests. Whatever the intent, it should be made clear in the Board resolution so as to provide guidance to fund administrators in the permitted use of the income generated by and the principal of the endowment.

David F. Civetello-Joy
July 18, 1986
Page 2

Second, the Board of Directors needs to address what funds are to be available from the fund for the purposes for which the fund was established. Often, the principal of this type of fund is restricted, that is, not available for purposes except in extreme circumstances, e.g., potential loss of the House by foreclosure (not possible in our case) or catastrophic loss. Generally, only the income from the fund would be dedicated to serve the purposes for which the fund was established. Not all of the income need be so allocated and some may be allocated to the principal or "corpus" of the fund so that the endowment principal is continually increasing (thereby generating additional income to offset rising maintenance costs).

Third, the fund needs to be administered in a prudent manner. The Board of Directors will need to determine who should be responsible (in a fiduciary capacity) for administration of the fund and may consider assigning that duty to the bank trust department or other recognized entity which manages trust funds. In this regard, the Board should consider imposing restrictions on the sorts of investments which may be made by the fund in order to avoid speculative investments which may jeopardize the corpus of the fund.

Finally, the Board should consider carefully the need to "market" the fund separately when soliciting funds from the general public. I suspect that many members of the public will continue to earmark funds for particular projects or general operating expenses and the Board may determine to allocate some unearmarked funds to the fund or to make a concerted effort to solicit direct contributions to the fund.

I would be happy to assist in drafting the enabling resolutions for the fund once the Board has made decisions with regard to the purpose, use, administration and solicitation aspects. Thank you for keeping me in mind for the project even though I'm no longer in the Bay Area.

I have not been receiving the Family Focus and am sure that you need my new address to update the mailing list. That address is P. O. Box 788, Great Falls, VA 22066.

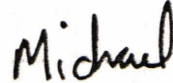
Nancy and I are still living in an apartment while we search out a house to our liking. We are both quite well though a bit warm and are settling in to the Washington, D.C. routine nicely.

David F. Civetello-Joy
July 18, 1986
Page 3

Thanks again for your call and don't hesitate to call me again if you need further assistance.

Very truly yours,

THELEN, MARRIN, JOHNSON & BRIDGES

A handwritten signature in dark ink, appearing to read "Michael". The signature is written in a cursive, slightly slanted style.

Michael U. Alvarez

MUA/mlf

Investment Consultant

July 18, 1986

Mr. David F. Civitallo-Joy, President
Family House, Incorporated
50 Irving Street
San Francisco, California 94122

Dear David,

Thank you for your letter, it is a pleasure hearing from you.

Everything here is going very well. It is quite an adventure with alot of challanges. Working here has been an unexpected pleasure - quiet, orderly, and very productive. Overall - a wonderful experience.

The endowment needs to be incorporated and the funding started absolutely as soon as possible. A \$500,000 fund is a good size. You may not expect any more than a 7% return after expenses however. You must start then fund with - the minimum - a 10% donation (\$50,000). If it is any less the funding community will not take it too seriously until it is at least at that level. One half of the Family House operating surplus (before any other donations) should be committed each year also until the goal is reached.

The economic good fortune that Family House has enjoyed to date should not be taken for granted. Every effort possible to secure the future of Family House should be employed now. This opportunity is a fabulous gift.

There are many types of donors to be approached for this campaign. A brief, to the point proposal should be written and presented as soon as possible to all the corporate and foundation frields the house has. Two proposals and presentations need to be made:

1. Specifically for the endowment. The Koret Foundation expressed interest in supporting this and can give you other people to contact also. Dr. Kushner is the person to make this contact.
2. For many areas of the operating budget to create the surplus to donate to the endowment. McKesson Corp., William Bruener, Maxwell Myers, Soule Foundation, Etc. All need to be invited back and

JAMES N. DEZENDORF

Investment Consultant

Page 2

Mr. David F. Civitello-Joy

July 18, 1986

presented with the needs of the house -
especially Ann's list. Mrs. Ellen Newman
can assist with this part also.

I am pleased something will finally be done on this. It is
long overdue.

The best to all and If I can be of any further service, please
do not hesitate to write or call.

Aloha,

Jim & Robyn

James N. Dezendorf and Robyn Starr Dezendorf

JND:rsd

Manager's Report for July 1986

Income This Month

Guest Donations \$ 915
CCS Checks \$ 880
Other Donations \$3,025

CCS Billings \$1,050

Special donation to Mark
Freeman for August trip:
\$1,000.

Payment Record July:

CCS	8	22%
Guest Donation	11	34%
No Payment	4	12%
Pending	9	24%
Other	3	8%

Distances Travelled:

Within 50 Miles	3	9%
Over 50 Miles	25	71%
Out of State	7	20%
Out of Country	-	-

Hospital Services Utilizing Family House:

	# of Families		# of Days		Average # of Days
Pediatric Oncology	16	46%	64	29%	4
Radiation Oncology	2	6%	2	-	1
Neurosurgery	8	23%	75	39%	9
Bone Marrow Transplant	2	6%	61	28%	30
Opthamology	1	3%	1	-	1
Endocrinology	1	3%	5	2%	5
Pediatric Hematology	1	3%	4	1%	4
Pediatrics	2	6%	8	3%	4
Otolaryngology	1	3%	1	-	1
Neurology	1	3%	5	2%	5

Number of Registrations 35

Total Number of Days 226

Oncology 28
Non-Oncology 7

Occupancy Rate: 73%
Average \$/room: \$8

Meg Porter

FAMILY HOUSE, INC.

TREASURER'S REPORT

JUNE 30, 1986

FAMILY HOUSE, INC.

STATEMENT OF CASH REVENUE RECEIPTS AND EXPENSE DISBURSEMENTS

FOR THE 2 MONTHS ENDED JUNE 30, 1986

	<u>MAY-JUNE</u>	<u>YEAR-TO-DATE</u>
Non-Operating Income:		
Contributions - restricted	\$ -	\$ -
Contributions - unrestricted	7,117	31,237
Interest	1,829	4,432
Dividends	7	286
Other	<u>50</u>	<u>50</u>
Total Non-Operating Income	9,003	36,005
Special Events Income:		
Dinner Dance		
Receipts	825	81,475
Expenses	(7,034)	(35,580)
Christmas Cards		
Receipts	-	205
Expenses	-	-
Net Special Events Income	<u>(6,209)</u>	<u>46,100</u>
Operating Income:		
Room Donations	2,265	8,000
Third Parties	<u>1,996</u>	<u>8,261</u>
	4,261	16,261
Operating Expenses:		
Repair and Maintenance	619	2,111
Janitorial	2,277	6,893
Utilities	2,472	7,059
Salaries	1,377	3,757
Postage	44	267
PR/Newsletter (incl. postage)	2,830	6,659
Supplies (House and office)	647	3,966
Appliances, furnishings	297	854
Playroom	121	275
Storyteller	1,200	2,400
Library	297	370
Parties	-	153
Other	<u>931</u>	<u>2,006</u>
	13,112	36,770
Net Operating Income/Expense	(8,851)	(20,509)
Excess of Revenue over Expenses	(6,057)	61,596

FAMILY HOUSE, INC.

STATEMENT OF ASSETS AND FUND BALANCE ARISING FROM
CASH TRANSACTIONS

JUNE 30, 1986

ASSETS

	<u>6-30-86</u>	<u>4-30-86</u>
Restricted Cash:		
Library	\$6,500	\$7,997
Laundry Room	6,000	6,000
Other restricted	<u>-</u>	<u>-</u>
Subtotal	12,500	13,997
Cash Available for Operations	<u>180,632</u>	<u>185,192</u>
TOTAL CASH	193,132	199,189
Real and Personal Property		
Land	136,051	136,051
Building	489,735	489,735
Personal Property	24,538	24,538
Library	8,292	8,292
Books	<u>2,649</u>	<u>2,649</u>
Subtotal	661,265	661,265
Less Accumulated Depreciation	<u>20,399</u>	<u>20,399</u>
Net Property	640,866	640,866
Marketable Securities	12,430	12,430
Deposits - Books	<u>519</u>	<u>519</u>
TOTAL ASSETS	\$846,947	\$853,004
Fund Balance, Beginning	\$853,004	\$785,351
Excess of revenue over expenses	<u>6,057)</u>	<u>67,653</u>
Fund Balance, Ending	\$846,947	\$853,004

FAMILY HOUSE 1987 OBJECTIVES

Submitted: April 2nd, 1987

MAINTAIN SMOOTH OPERATION OF KORET FAMILY HOUSE.

Chairperson: Debbie Ablin

- Oversee day to day operation of House.
- Continue the Re-Furbishing Program for The Koret House.
- Establish Sources for staple items, e.g. linens, paper products, etc.

BALANCE THE BUDGET.

Chairperson: John Foote

- Prepare 1987/88 Proposed Operating Budget for the house using the last three years historical data as the base.
- Set up complete accounting system to accurately track house expenditures and receivables.
- Prepare Quarterly Operating Results vs. Budget.
- Prepare Monthly Financial Statement for Board Meeting.

ESTABLISH A FUNDRAISING COMMITTEE.

Chairperson: Barry Grove

- Prepare a plan to complete the funding for the McKesson Family House Annex at U.C.S.F.
- Establish a Program to actively solicit funds for The Endowment.

ESTABLISH A PUBLIC RELATIONS PROGRAM.

Chairperson: Linda Edwards

Call her & volunteer

- Broaden the awareness of Family House by actively soliciting media exposure.
- Re-write Family House Brochure/Literature to make them more effective fundraising tools.
- Prepare an audio/visual presentation which gives and history and purpose of Family House. This can be used at community events, luncheons and at future Family House fund raising events.

FAMILY HOUSE 1987 OBJECTIVES

PREPARE A "SPECIAL EVENTS" CALENDAR/PROGRAM FOR THE YEAR.

Chairpersons: Joan Finton/MaryLou Youngerman

- Present a detailed plan for the 1988 Dinner Dance/Auction, indicating date, time, place, band, No. of Live items, type of items desired, No. of Silent items by category, (based on previous years success ratios), detailed program for the evening, layouts of invitation and enclosures, layout of program folder (should have history of Family House printed on it), etc.
- Proposal of additional events/activities under consideration, e.g. Christmas Cards (should start selling no later than July).

ESTABLISH EFFECTIVE MAILING LIST FOR FAMILY HOUSE.

Chairperson: Nancy Hair

- Develop accurate/updated mailing list on a monthly basis or more often as needed.
- Work with either existing company or specialist to set accurate cull parameters for our mailing list, e.g. families, Board contact, cash donors, product donors, zip codes, etc.
- Work with existing supplier to adapt mailing list data files for in-house use - targeted year end 1987.

ESTABLISH MAJOR HOUSE IMPROVEMENT PROGRAM.

Chairperson: David Civitello-Joy

- Followup on existing permits/variances with respect to official use of house. Supervision of necessary changes to bring Koret House up to code, e.g. sprinklers, etc.
- Proposal for new roof and supervision of same when plan is finalized and approved.
- Present proposal/plan for new handicapped elevator.
- Explore possibility of expanding existing Koret House facility and present proposal.

CONTINUE TO PUBLISH FAMILY HOUSE NEWSLETTER

Chairperson: Charlie McKee

- Establish clear goals for the newsletter, e.g. fund-raising tool, information about the house, to announce events, sell Christmas Cards, etc.
- Lay out annual calendar, with emphasis for each issue and estimated cost for publication and postage.

FAMILY HOUSE BOARD OF DIRECTORS

Thursday, March 12, 1987
Minutes

In attendance at the Board Meeting were the following individuals:

Carol Pfeifer (guest), Debbie Ablin, Bob Reid, Carlotta O'Brien (volunteer coordinator), Mary Lou Youngerman, David Joy, Gordon Oliver, John Foote, Anne Leonardo, Robin Kramer, Art Ablin, Ann Corin.

David Joy brought the meeting to order. The egregious minutes from the prior meeting were resoundingly approved. There was a brief discussion re: the founding directors. David indicated that there were nine original founding directors. It was then noted that we had received \$3,000 in contributions as a result of the Dinner, Dance and Auction ("DDA"). Nancy Hair will provide a list of the sales prices for the silent auction items.

200 + There was a brief discussion to the effect that we lost \$500 for the Big, Bang, Beat ("BBB") event, but we learned a lot. Mary Lou noted that the \$500 loss wasn't bad (keep her away from the books). It was indicated that we did not sell enough tickets; only three people, in actuality, sold duckets and we did not have enough publicity at the school. It was agreed that the location of the event was very good.

It was briefly noted that we cleared \$140 on the Cha Cha Cha at the DDA.

It was indicated that Nancy Rehkopf had resigned from the Board and that Robin Kramer asked for, and received, a six months leave of absence.

There was next a discussion of the composition of the Board, noting that one third of the Board was supposed to be from the community, one third parents, and one third doctors or medical professionals. David Joy noted that there are currently 29 directors (subsequent to Nancy Rehkopf's resignation). Fifteen of the directors are from the community, eight are parents, and six are from the medical profession. Debbie made it clear that it is acceptable for spouses on the Board to be characterized individually rather than in a same category as the spouse!!

David Joy then indicated that there were attendance issues with respect to the following Board members: Nora Grove, Joe Kushner, *Founding Bd* William Wara, Lucy Steinberg, Gretchen Harrison, and Cindy Smith. David noted that we now have six vacancies on the Board to get to the maximum 35 limit. Anne Leonardo moved that if a Board member has not attended three meetings out of twelve, on a calendar basis, that the Board write a letter to the member indicating that s/he will be converted to inactive status unless s/he responds and/or requests founding status, or otherwise volunteers for special projects. It was noted that there were a mere 52 directors listed on the DDA invitation. It was noted that Susan and Mike Ferris had resigned because of their move from the Bay Area.

Somebody volunteered Barry Grove to prepare the letters to the directors who had failed to meet the three in twelve attendance test. John Foote was silent on Barry's being volunteered, but seemed to have a grin on his face from ear to ear.

It was indicated that Carol Hardgrove, Barry Grove and Art Ablin were the nominating committee for the new slate of directors.

The meeting next turned to the discussion of the newsletter and securing ideas for Charlie McKee, the editor. It was noted that the newsletter is the second greatest fundraiser for Family

House. The last issue was great and easy to read. There was a discussion on whether we should target three or four newsletters per year; there were three last year. The cost of the most recent newsletter included \$700 in postage necessary to mail it first class to insure prompt delivery prior to the DDA. There were some comments as to the content of future newsletters; noting that a kid's corner was a great idea, a manager's corner, volunteer profiles, "happenings" at the house, contributors, president's corner, (which should set the direction of the newsletter), special events calendar, information for the public, and the story of families at Family House. There was a newsletter in January 1987, there should be one around May, and one around August or September (for Christmas cards, etc.).

Debbi paraphrased Art to the effect that we need an entire issue on a family at the house; Art amiably countered with, "You're putting words in my mouth, honey," or something to that effect. It was also indicated that pictures are important for the newsletter.

There was a discussion of "Teresa", the photographer at the DDA. She shot 28 rolls, some when people weren't eating or drinking in front of the camera. She would like to do a pictorial of FHI. It was next indicated that Peggy Stokes will "shoot" for six weeks on the Wagner family, who are/have been staying at the House.

Art was very excited about the nominations for the forthcoming year of officers and bubbled the nominating committee's recommendations which were Anne Leonardo - president, Gordon Oliver - secretary, John Foote - treasurer (watch those debits and credits, John), Debbi Ablin - vice president of operations, Joan Finton - vice president of events, and Mary Lou Youngerman - "vice president of auction".

Art and the Board then noted David Joy's outstanding contribution as president for the last year, affirming that David was conscientious, hard-working and unflappable.

The operations committee's report was then given by Anne. We now have new carpeting on three floors of the house (but not the ground floor). There was a super effort set forth by fifteen volunteers and the family which volunteered to lay the carpet. There was a very hardy thanks to the volunteer family. There was a sad note in that the child of the volunteer family had recently passed away. The family is from Reno. When they have recovered from their tremendous loss, they will return to the house and finish laying the carpet on the ground floor. Again, there was a heartfelt thank you to the family. It was noted that they worked fourteen hours laying the carpet on one Saturday.

It was next noted that Nora Grove was helping to get needed furniture for the house and that the new drapes were almost completely installed. The next project is Barry Grove and his "sprinklers".

It was then indicated that Meg Porter was doing an absolutely outstanding job. There was also a comment that there had been several children staying at the house who had recently passed away and that this was having an impact upon Meg. Art thoughtfully noted that depression is a very appropriate and helpful response to such situations, and is to be expected. It was indicated that "Ruthie" was also doing a great job and that Ruth and Isabel would soon have a garage sale.

Next there was a discussion of "raising" part of the garden soil so that it would be above the sidewalk. David Joy noted that we should use "dry lock" to seal the house before the soil is raised. He noted that our good friends at Crown Hardware would be able to provide us with this product. It was also noted that

Crown Hardware very graciously donated items to the house and provided some items at their cost.

John Foote (our new treasurer) indicated that the building permit application had been submitted and was waiting for approval.

There was next a discussion of nominations of new directors. It was moved, seconded and unanimously voted that Carol Pfeifer and Linda Hutton join the Family House Board of Directors. Anne Leonardo will contact them regarding their election.

Mary Lou Youngerman next introduced Carlotta O'Brian, indicating that Carlotta was the new volunteer coordinator. There was a healthy round of thanks and applause from the Board for Carlotta. Art indicated that he had spoken, some time ago, with Ed and Nancy Connors with respect to their participating on the Board and that he would follow up on that. It was also indicated that Mary Gaulton might be a prospective Board member. Art next noted that the Leukemia Society, when selecting new Board members, looks for specific needs, such as finance, PR people, etc. It was noted that we need PR people. Anne said that she was focusing on a good friend in the PR business and might be able to interest such person in the Board.

There was next a discussion of the Dinner, Dance and Auction. It was noted that it was a very successful event and there was a hearty thank you for the hard work of Joan Finton, Linda Edwards, Mary Lou Youngerman, Nancy Hair, and all the other people who worked hard on the project and were directly and indirectly involved in its success. It was noted, in the way of constructive criticism, that the recent DDA competed with both the Junior League and the Ohrt Organization. This may have had an impact on attendance, which was somewhat decreased from prior years. Mary Lou indicated she was considering a March 11 or March 17, 1988 date. Hopefully, these dates will not compete

with other functions. It was generally stated that the month of March is tough because events are picking up after the post-holiday lag.

It was indicated that Mary Lou will send a questionnaire to each Board member, asking them for a positive critique of the DDA including comments on the date, day, etc. There was some discussion of having a Sunday auction type event. It was next indicated that Ben Lowe, formally a Fairmont employee, is now in the business of planning and coordinating events and that he does a good job, as it is the way he puts bread on his table. It was indicated that we should consider employing his skills. It was suggested by Anne that we send information regarding Ben Lowe and his abilities to Joan Finton so she can consider Ben with respect to the next DDA and any subsequent events we may have. It was next indicated that a function prior to Christmas might be beneficial and afford an opportunity for people to buy Christmas presents at the event.

Art moved, and it was seconded and voted that the Special Events Committee review the idea of special events and report at the next meeting as to alternatives and suggested directions.

Art again graciously noted that the Board members were very thankful for the outstanding efforts of the 1987 DDA committee for the very fine job they have done and the hard work they have put in. It was noted that the point of the critique of the DDA is to make a good event even "gooder". It was suggested that one problem with the 1987 event, was perhaps, a longer wait for dinner than was absolutely necessary. The dinner started one hour later than had been planned. The auction started at 9:45 p.m., which, unfortunately, was after about 20% of the attendees (some with "deep pockets") had departed. It was indicated that we should have a timekeeper or committee at the next event to "move things along". There was an indication that the issue

really may be the late arrival of attendees because the event is held on a Friday. There was also some suggestion that too few people were doing too much work. It was indicated that the band was very restless because of their late start and was also somewhat relentless with our Mary Lou. It was agreed that the next time around, the band should play "softly" during the dinner.

The auctioneer said an auction should bring about \$500 a minute and that ours had brought in only about \$300 per minute. Mr. Gotshalk indicated that the reason was that our auction started too late and we had too high priced items. There was some discussion that the objective of the DDA has been, historically, to have a good time and not focus too traumatically on the bottom line. It was suggested that, perhaps, we have put too much pressure on ourselves to increase the bottom line at each succeeding event. It was generally agreed that we do not need to get a car next year on a consignment basis as we really didn't make any money on the car. It was noted that the weekend houses were really the best auction items.

It was decided that at the next Board meeting we would make a decision as to the future of the Dinner/Dance/Auction event.

If there are any names you want on the mailing list, be sure to give them to Mary Lou so she can add them to the list. Mary Lou is updating the mailing list.

It was noted that we have an extra "China trip". We need to decide to do something with it. Mary Lou suggested we raffle it away. Art noted that he had sent thank you notes to the auctioneers and that Joan Finton would send other appropriate "thank yous".

Again, there was a special note of thanks to the DDA committee and the individuals who worked for and with them. It was noted that, historically, there is a dinner for the committee.

Finally, Art on behalf of the Board, thanked David Joy and his administration for the very fine job they have done for the year just ended. Art noted that David's efforts were tireless and that we are all very appreciative of David's accomplishments.

Secretarily yours,

HGO₂

HDDII

STATE TEACHERS RETIREMENT
POST OFFICE BOX 15275-C
SACRAMENTO, CA 95851

CAROL HARDGROVE
PROVIDENT CENTRAL CR UN 26719
1825 MAGNOLIA AVE
BURLINGAME CA 94010

PHONE (916) 383-0181
IN CALIFORNIA, TOLL FREE 1-800-228-5453

SERVICE RETIREMENT ALLOWANCE FOR FEBRUARY 1986		
	AMOUNT	MONTHLY DEDUCTIONS
NORMAL ALLOWANCE	642.36	FED. WITHHOLDING 26.17
ALLOWANCE INCREASES	38.55	
TOTAL NORMAL ALLOW.	680.91	TOTAL DEDUCTIONS 26.17
LESS TOTAL DEDUCTIONS	26.17	
NET ALLOWANCE	654.74	

****YEAR TO DATE TOTALS**** |

TOTAL NORMAL ALLOW. 2042.73 |

RECEIVED.

FEB 28 1986

PROVIDENT CENTRAL CREDIT UNION

PASSAGE OF AB-528, EFFECTIVE JANUARY 1, 1986, WILL INCREASE AVAILABILITY OF GROUP HEALTH, WELFARE OR DENTAL CARE PLANS FOR FORMER CERTIFICATED EMPLOYEES OR THEIR SURVIVING SPOUSE. GROUP HEALTH, WELFARE OR DENTAL PLANS ARE AVAILABLE TO THE RETIREE OR SURVIVING SPOUSE FROM THE COUNTY OR DISTRICT OFFICE OF EDUCATION WHERE FORMERLY EMPLOYED. THE FORMER EMPLOYER MAY REQUIRE PART OR FULL PAYMENT OF ALL PREMIUMS, DUES, FEES AND ADMINISTRATIVE COSTS ASSOCIATED WITH ENROLLMENT. THE MEMBER OR BENEFICIARY SHOULD CONTACT THE FORMER EMPLOYER FOR ENROLLMENT INFORMATION.

Ask Ablin abt chin hours - ✓
bill to Nancy - Lwitz - ✓
Thank you letters to
Jane Laddy ✓
Catalog for furniture -

OPERATIONS COMMITTEE MEETING

Family House, Inc.
December 8, 1983

Present: Ablin, Bird, Diaz (2), Hardgrove, Knopf, Leonardo, Kaminou

Also Present: Kathleen Fulmer

Manager's Report: Jeannie

1. In order to avoid confusion, the chain of responsibility concerning House operations needs to be emphasized with decisions and directions coming from the chair of Operations committee.
 - a. Monthly operation meetings are necessary
 - b. An organizational chart might be helpful
2. \$500 donation was received from Sylvia Sornick for a Merry Christmas for the children of Family House
3. Mail donations have increased probably as a result of the Christmas card mailing
4. Arrangements for House tours needs clarification. Jeannie or one of the volunteers are happy to give them but would like at least a day's notice and to know if there are any special arrangements needed, e.g. coffee.
5. Thelma Beckerman has assumed the duties of heading up the Volunteers.
 - a. Volunteer Workshops are planned for the 1st Saturday of the month at 9:30 am at the House. These will be informal with guest appearances scheduled.
6. Christmas Party for the workers from the Rec. for the Handicapped is being planned. Committee approved giving each of them a Family House recognition pin.
7. Recognition of Rita Fahrner's departure was also discussed. Committee approved presenting her with a pin also.
8. A hardware store, a contact of David Joy has offered to donate small power tools, snakes, etc. to the House. The Committee agreed to look into establishing a work area in the garage where small House repairs could be made and tools kept secure.
8. A Christmas Party sponsored by Arthur Anderson Accountants is planned for the House on December 20th.

Social Worker - David

1. The parents support group is continuing to meet at the House twice a month. Meetings are open to House guests.
2. The House has been supersaturated recently, but the established policy of only accepting the number of guests equal to beds has been adhered to.
3. Long-term accommodations in the form of local apartments are available through a contact of David Joy. While there is some disadvantage in the resulting isolation of a family, there might be an advantage in establishing a residence for out-of-staters making State financial aid available to them.

Playroom- Carol

1. The location of the playroom and the teen room have been switched.
2. Jim Aldrich will be doing some construction work in the toddler area.
3. A heater was purchased to make the playroom more comfortable.

4. An equipment list is being finalized and purchasing will start with remaining portion of budgetted \$300. In addition, the \$500 gift (see #2 under manager's report) will be used after Jeannie's discretionary Christmas spending.

5. Storage area:

- a. Low shelves with storage tubs in the playroom
- b. secure game storage cabinets in teen room.
- c. Jeannie and Kathleen will designate where shelves will go. Ann Leonardo's cabinet maker will design and build.

6. Kathleen and Ruth Tani will now assume responsibility for the playrooms with Carol happy to consult as needed.

Library - Ann

1. After careful consideration, the Committee decided to use the north end of the 1st floor common room as the library. Ann's cabinet maker will design plans for shelves against the north wall. The room will be divided by furniture with the future possibility of an accordion divider.

2. The basement room with be the TV room and the TV in the 1st floor common room will be moved downstairs.

3. The adjoining basement room will be a crisis room.

4. Smoking will remain limited to the 1st floor common room and will not be allowed in the basement TV room.

Old Business

1. There is a continuing problem with left over food spoiling in the refrigerators. Only solution appears to be weekly cleaning and encouraging families to dispose of any food they see not being used.

2. The use of the suggestion box is encouraged for families who have minor repairs to report. A list is maintained of such jobs in the office for fathers who would like to help.

3. Increased use of the House for Board related meeting needs to be evaluated. The Committee recommends the use of the common room for once-a-month Board meeting. Operations meeting should also be held in the House but in the downstairs room if possible. All other meetings are encouraged to be held away from the House. To avoid conflicts in meetings, there will be a master calendar in the office where dates should be checked.

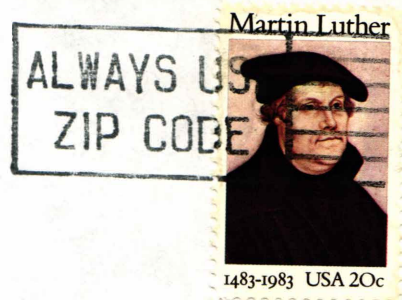
Summary

Committee Recommends:

1. House tours be scheduled with Jeannie at least a day ahead
2. FH recognition pins be given to Recreation for the Handicap volunteers and Rita
3. \$500 donation to the children of FH be used for Christmas at the discretion of Jeannie and the remainder go into playroom fund
4. Library area be established in 1st floor common room and the downstairs room be used as TV room.
5. Adjoining room to TV room be used as crisis room
6. Shop area be set up in garage
7. House meetings be encouraged to be limited to monthly Board and Operations meetings.
8. A master calendar of meeting dates be maintained in the office to avoid date conflicts.

NEXT OPERATIONS MEETING: Thursday, January 19th, 7:00, Family House

Deborah S. Ablin



Carol Handgrove
666 Edna Way
San Mateo CA 94402

Hardgrove

Family House Operations Meeting
Family House, 50 Irving St., San Francisco
January 19, 1984

Present: Ablin, Beckerman, Bird, Diaz, J., Fulmer, Hardgrove, Knopf, Tani

Manager's Report: Jeannie

1. A busy month with more turn-aways than usual.
2. One of the Volunteers felt there should be a Bible in each room. Gideon is willing to supply them. The Committee decided the placement of several Bibles in the Library would be appropriate.
3. Cindy Smith would be able to get us our needed appliances at a suppliers discount. Debbie is to phone Jim Dezendork and Nora Grove to coordinate.
4. The Committee OK'd bars for the basement rooms. Nora Grove to get estimates.

Social Worker: David

1. Occupancy pressure on F.H. should be somewhat relieved when the new Long addition to UCSF is fully functional.

Library : Debbie for Ann

1. The Committee reconsidered the Library location as per Board request. It was felt the 1st floor common room was still the best location. Audio-visual could be handled with ear phones and a small TV. A listening/ viewing corral could be achieved with furniture placement, utilizing a portion of area currently holding books or in the former bathroom.

Playroom: Kathleen

1. Additional play items have been purchased or donated to the playroom. Donations of items for older children are going to be solicited from stores.
2. Claudia Ballard has asked if she could do a Discovery Toy Party at F.H. The Committee voted no.
3. The Committee OK'd additional playroom storage by one of the guest fathers.
4. Carol Hardgrove purchased a doll house and giant blocks. Jim's play structure is getting a lot of use.
5. Attached is a copy of playroom guidelines drawn up by Kathleen.

Volunteers: Thelma

1. There's a scarcity of day--time volunteers. Five to six committed workers are needed. The Committee discussed sources; the Volunteer Bureau, UCSF Volunteer Office, Child Life rejects. It was decided to try Volunteer's Bureau first.

Old Business:

1. Landscaping
 - a. Debbie is to contact Valerie Lockett for quartly maintenance.
 - b. Jeannie is to schedule weekly maintenance. Debbie will purchase tools and gloves.
2. Garage "hop area
 - a. Jeannie will discuss plans and building with one of the fathers currently staying at F.H.

New Business:

1. Search Committee of new manager
 - a. The following committee was appointed: Isabelle Bird, Jeannie Diaz, David Knopf, Cathy Dezendorf, Debbie Ablin.
 - b. Target date for selection set for April to allow the new manager a full month to work with Jeannie.
 - c. Jeannie reported receiving inquiries from 5 couples and requested resumes from them.
2. Newsletter
 - a. Committee decided to print next issue by cheaper off-set printing method.
 - b. Next issue scheduled for April
 - c. Debbie will coordinate with George.

Summary

Decisions

1. Security bars for basement windows
2. 1st floor common room to be used as the library
3. Not to sponsor a Discovery Toy Party
4. Additional playroom storage to be built by guest father. Materials available at the House.
5. Placement of Bibles in the Library OK'd but not in rooms.
6. Search Committee given April target date.

Action Pending

1. Quotes on needed appliances - Cindy
2. Garden tools - Debbie
3. Quarterly Garden Maintenance Contract - Debbie
4. Search Committee - Isabelle
5. Newsletter - Debbie

NEXT OPERATIONS MEETING : THURSDAY, FEBRUARY 16th, 7:00 pm

Welcome to the Family House Playrooms. We are unable at this time to staff the playrooms everyday with volunteers so we depend on parents and relatives to help us. We are trying to supply our two playrooms with toys and games for younger and older children. We are careful in our choices but feel younger children should be supervised. We realize that toys and games will be used in other areas of Family House and ask that you return them at the end of the day. We appreciate your cooperation in picking up the playrooms. It will make them safer and more attractive for the children.

We would welcome your ideas for improving the playrooms. Please let the manager or volunteer know or leave us a note. We gratefully accept donations for the playroom and would be happy to help you choose a needed item.

OPERATIONS REPORT

REVIEW OF AREAS IN NEED OF ATTENTION

CARPETING

The carpeting throughout the house needs replacing during the next year. Basement could be held until 1987-88 year if necessary.

Estimated Cost :	Main 3 Floors	525 sq.yds.	\$5,775.00
@ \$11.00 sq.yd.	Basement	125 sq.yds.	1,375.00
installed	Total House	650 sq/yds.	7,150.00

We have a family who has offered to install carpeting if we can find a good source of supply. The above anticipates that we will not need to replace the pads. We need help locating either "donor or at cost" source for carpet in large quantities of same design.

DRAPERIES

The draperies throughout the house need replacing during the next year. They will not hold up during another cleaning.

Estimate Low End :	Draperies	\$3390 Retail	\$1950 Whsle.
	Shades(14)	2100 Retail	1010 Whsle.
		-----	-----
	Total	\$5490 Retail	\$2960 Whsle.

We will investigate other suppliers for both fabric and labor and get additional estimates.

We need help locating possible "donor/or cost" sources for both fabric (large quantities of same design) and professional labor.

VINYL FLOORING

House - The floor in the 1st floor kitchen needs to be replaced with a rough estimated cost of \$350.00. The two other kitchen floors needs some sealing at the seams but will last at least another year - est. Cost \$50.00. **Estimate \$400.00.**

Managers Apt. - Kitchen floor needs replacing. **Estimate \$250.00.**

APPLIANCES

The Dishwasher in the 1st Floor kitchen needs replacing. We need a donor or "cost" source - **Estimate to replace is \$375.00.**

TILING IN KITCHENS/BATHS

The 3rd floor bathroom floor tile needs replacing or repairing professionally. The 1st floor kitchen needs the coving tile replaced. All grouting needs to be replaced or professionally repaired in kitchens and baths throughout house. **Need estimate.**

CABINET WORK

Food storage cabinets to be built/installed in all 3 kitchens which will give each room its own food storage area.
Wainscoting for wall behind table/chairs in 1st floor kitchen.
Replace or reface microwave cabinet in 2nd floor kitchen.
Install doors on closet in main floor living room.
Reverse entry doors to office.
Install doors on 3rd floor hall closet to utilize as two separate closets - half food storage area/half other storage.
Modify 3rd floor bedroom closet for rollaway storage.
Build shelves above counters in laundry room.

Need estimates

PAINTING/PAPERING

The 1st floor Living Room, Kitchen, Bathroom, Hallway, Office and Entry need painting and papering.
The Bathrooms on the 2nd, 3rd and Basement Floors need re-decorating.
The Managers Apartment needs painting/cleaning late June/early July.

Need estimates

FURNISHINGS

The main floor Living Room needs completely refurnished. We will develop a **proposal and estimated cost** for the next board meeting.

The playpens which have been used as "beds" for infants need replacing and it is proposed that we replace them with two portacribs for bed use and one playpen for confinement purposes.
Need a donor or "cost" source for playpens and portacribs.

GENERAL MAINTENANCE

Items such as towel rails, door stoppers, faucet covers, need to be replaced. Items will be purchased from repairs/maint. budget.

WORK PARTY COMING UP SOON - WE HOPE YOU WILL JOIN US

We will be scheduling a work party in the next month to repair items, clean out garage, move furniture, etc.

Submitted 6/4/86 (AAL)

NAME OF BOARD CONTACT: _____

DONOR OR AT COST SOURCES FOR GOODS/SERVICES

ITEMS/SERVICES NEEDED

NAME & PHONE NUMBER

CARPETING

DRAPERY FABRIC

DRAPERY LABOR

VINYL FLOORING

APPLIANCES

CERAMIC TILES

CERAMIC TILE INSTALLATION

CABINET WORK

PAINT

PAINTING

WALLPAPER

WALLPAPER HANGING

ROOFING CONTRACTOR

COMPUTER FOR OFFICE

HARDWARE SUPPLIES

PLAYPENS

PORTACRIBS

LINENS - TOWELS, SHEETS,

FURNISHINGS

TABLE LAMPS/LIGHTING

ARTWORK

OTHER (SPECIFY)

FAMILY HOUSE, INC.

TREASURER'S REPORT

April 1 - June 30, 1987

STATEMENT OF CASH REVENUE RECEIPTS AND EXPENSES
FOR THREE MONTHS ENDED JUNE 30, 1987

	<u>APRIL-JUNE</u>	<u>YEAR-TO-DATE</u>
<u>Non-Operating Income & Expense:</u>	\$	\$
Contributions - Restricted		
Endowment	25,000	25,000
Joanne Daly Fund	915	2,060
Other	-	500
Contributions - Unrestricted	4,791	12,835
McKesson Family House Annex	(20,000)*	(20,000)
Interest	1,547	3,634
Income from stock	-	1,620
Net Non-Operating Income	<u>12,253</u>	<u>25,649</u>
<u>Special Events Income:</u>		
Dinner Dance		
Receipts	2,532	59,040
Expenses	(15,842)	(23,454)
Big Bang Beat - Net	(50)	(240)
Tea Dance - Net	(47)	1,654
Total Special Events Income	<u>(13,407)</u>	<u>37,000</u>
<u>Operating Income:</u>		
Room Donations	2,737	5,332
Third Parties	1,720	3,090
Total Operating Income	<u>4,457</u>	<u>8,422</u>
<u>Operating Expenses:</u>		
Repair & Maintenance	800	2,839
Janitorial	2,470	5,320
Utilities	2,197	5,812
Salaries	5,025	9,923
Insurance	-	(46)
Postage	66	116
PR/Newsletter	118	3,928
Supplies (house & office)	575	1,686
Appliances & Furnishings	1,617	3,285
Playroom	-	313
Library/Storyteller	1,677	2,974
Parties	60	60
Joanne Daly Fund Expenditures	617	617
Other (flowers, newspapers, etc.)	1,314	2,855
Total Operating Expenses	<u>16,536</u>	<u>39,682</u>
Net Operating Income/Expense	(12,079)	(31,260)
Excess of Revenue over Expenses	(13,233)	31,389
Endowment Market Value Change	5,156	5,156
Apart From Contributions		

* \$15,000 McKesson contribution received after June 30, 1987

STATEMENT OF ASSETS AND FUND BALANCE
ARISING FROM CASH TRANSACTIONS
AS OF JUNE 30, 1987

	<u>ASSETS</u>	
	<u>6/30/87</u>	<u>3/31/87</u>
<u>Restricted Cash</u>		
Library	2,084	3,761
Laundry Room	6,000	6,000
Chu-Discretionary	962	962
Sosnick Parties	1,267	1,327
Joanne Daly Fund	<u>2,943</u>	<u>2,645</u>
Sub-Total	13,256	14,695
Unrestricted Cash	143,137	179,931
TOTAL CASH	156,393*	194,696
<u>Real & Personal Property</u>		
Land	136,051	136,051
Building	489,735	489,735
Personal Property	24,538	24,538
Library	8,292	8,292
Books	<u>2,649</u>	<u>2,649</u>
Sub-Total	661,265	661,265
Less Accumulated Depreciation	(20,399)	(20,399)
Net Property	640,866	640,866
Endowment Fund	54,082**	23,926***
Deposits - Books	519	519
Deferred Expenses		
Dinner Dance	--	643
Big Bang Beat	--	723
TOTAL ASSETS	<u>851,860</u>	<u>859,937</u>
Fund Balance, Beginning	859,937	815,325
Net Change in Fund Balance	<u>(8,077)</u>	<u>44,622</u>
Fund Balance, Ending	<u>851,860</u>	<u>859,937</u>

* Checking - \$16,434; Savings - \$25,087; CD - \$114,872

** Market value as of 6/30/87 per John Scully Report

*** Previously carried at cost

FAMILY HOUSE Manager's Report

JULY 1987

INCOME	This Month	Year to Date	Average
Guest Donations	\$ 885	\$ 6,487	\$ 926
CCS Checks	90	3,450	493
Other Donations	5,645	19,612	2,802
CCS Billing	860	6,010	858
Other Billing	120	1,460	208
Total Billing	980	7,470	1,067

PAYMENT RECORD			DISTANCES TRAVELLED		
	#	%		#	%
CCS	11	31	Within 50 Miles	-	-
Guest Donation	9	26	Over 50 Miles	21	60
No Payment	5	14	Out of State	14	40
Pending	5	14	Out of Country	-	-
Other	6	16			

HOSPITAL SERVICES UTILIZING FAMILY HOUSE

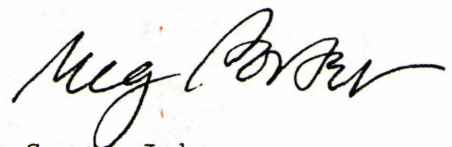
	Families		Days		Average No. of Days
	#	%	#	%	
Pediatric Oncology	13	37	42	16	3.2
Radiation Oncology	5	14	106	40	21.2
Neurosurgery	5	14	24	9	4.8
Ophthalmology	3	9	4	2	1.3
Bone Marrow Transpl.					
Oncology	2	6	11	4	5.5
Non-Oncology	3	9	57	22	19.0
Other Non-Oncology	4	11	20	7	5.0

Number of Families 35

Oncology 28
Non-Oncology 7

Total Number of Days: 264
Occupancy Rate 85%
Average \$/Room: \$3.7

New Registrations 6



Donations this month include \$5,000 from Susan Johnson, Trustee for the Clare and Gordon Johnson Charitable Annuity Trust. Not recorded above is the \$15,000 from the McKesson Foundation for the Annex received this month.

FAMILY HOUSE Manager's Report

JUNE 1987

INCOME	This Month	Year to Date	Average
Guest Donations	\$ 250	\$ 5,602	\$ 934
CCS Checks	590	3,360	560
Other Donations	2,410	13,967	2,328
CCS Billing	\$1,900	\$ 5,150	858
Other Billing	80	1,340	223
Total Billing	\$1,980	\$ 6,490	\$1,082

PAYMENT RECORD			DISTANCES TRAVELLED		
	#	%		#	%
CCS	14	35	Within 50 Miles	-	-
Guest Donation	12	30	Over 50 Miles	28	70
No Payment	4	10	Out of State	11	27
Pending	6	15	Out of Country	1	3
Other	4	10			

HOSPITAL SERVICES UTILIZING FAMILY HOUSE

	Families		Days		Average No. of Days
	#	%	#	%	
Pediatric Oncology	17	43	83	32	4.8
Radiation Oncology	4	10	81	32	20.2
Neurosurgery	6	15	16	6	2.6
Ophthalmology	3	7	10	4	3.3
Bone Marrow Transpl.					
Oncology	3	7	19	7	6.3
Non-Oncology	4	10	24	9	6.0
Other Non-Oncology	3	7	23	9	7.6

Number of Families 40

Oncology 33
Non-Oncology 7

Total Number of Days: 256
Occupancy Rate 85%
Average \$/Room: \$3.3

New Registrations 11



Donations include \$500 from the Dory Family (who donated an additional \$250 in July while their grandchild was staying in the house); \$1,000 from Beverly Pahl in memory of Adele Brooks Hahn; and \$300 from the Byers, a belated entry into the Dinner Dance donation fund.

An unusually high month for CCS billings and a low month for guest donations.

FAMILY HOUSE Manager's Report

AUGUST 1987

INCOME	This Month	Year to Date	Average
Guest Donations	\$1 940	\$ 8 427	\$1 053
CCS Checks	690	4 140	517
Other Donations	2 010	21 622	2 702
CCS Billing	\$1 250	\$7 260	907
Other Billing		1 460	183
Total Billing	1 250	8 720	1 090

PAYMENT RECORD	#	%	DISTANCES TRAVELLED	#	%
CCS	16	38	Within 50 Miles	1	3
Guest Donation	17	40	Over 50 Miles	29	69
No Payment	4	10	Out of State	11	26
Pending	3	7	Out of Country	1	3
Other	2	5			

HOSPITAL SERVICES UTILIZING FAMILY HOUSE

	Families		Days		Average No.
	#	%	#	%	of Days
Pediatric Oncology	18	43	88	33	4.8
Radiation Oncology	7	16	92	35	13.1
Neurosurgery	8	19	55	21	6.9
Ophthalmology	3	7	11	4	3.6
Bone Marrow Transpl.					
Oncology	1	3	3	1	3.0
Non-Oncology	2	5	4	2	2.0
Other Non-Oncology	3	7	12	4	4.0

Number of Families 42

Oncology 37
Non-Oncology 5

New Registrations 6

Total Number of Days: 265
Occupancy Rate 85%
Average \$/Room: \$9.9

Donations this month include \$800 from Pennzoil Corp. and \$940 from United Way contributions.


Meg Porter
Manager

Dear David,

Many thanks for your lovely letter and for bringing me up to date on what is happening at Family House.

I thank you for caring and for asking about my health and happiness. You are so kind.

Please tell me what kind of help you need financially for your roofing project. I don't know how much help I can be but I will do whatever is feasible for me!

Again, thank you.

Cordially,

Arlene Sosnick

A.K.A. "FAIRY GODMOTHER"

I love it!!!!

SOSNICK

HAPPY PUMPKINS, CANDY,
GAMES AND TREATS ON
HALLOWEEN FOR THE
DEAR CHILDREN AT
FAMILY HOUSE

WITH LOVE,

Sylvia Sosnick

\$500

Carol-

Give me a call!
David would like us to
put our heads together
and come up with a list
that he can write
his letter to Sylvia from.

Meg

FAMILY HOUSE BOARD OF DIRECTORS

Meeting
January 7, 1988

In attendance were the following board members: Gordon Oliver, Phil Corin (guest), Mary Lou Youngerman, John Scully, Debbie Ablin, Art Ablin, Nancy Hair, Carol Hardgrove, Linda Hutton, Ann Corin, Bill Wara, Carol Pfeiffer, John Foote, Barry Grove, Bob Brasch, Mimi Brasch, Gretchen Harrison, Dru Foote, David Joy, and Linda Edwards.

The managers report was given. The operation's group will review all materials and information pertaining to room donations. The issue to be addressed is, how much of the cost of the room is being recouped by donations and should more donations be requested. Also, in the manager's report there was a substantial difference in the category of income entitled "Other donations" in the years 1983 and 1984, as compared to 1985 and subsequent years.

The prior minutes were approved by David Joy and Linda Edwards.

The forthcoming dinner/dance and auction was discussed. It was indicated that several 49ers would be in attendance (to some extent funded by FHI) and if anyone wants to sponsor a 49er at their table, contact Joan.

See the enclosed listings of jobs that need to be performed at the dinner/dance auction. Please call Joan if you are able to assist in one of these jobs or know of someone who can assist.

If you wanted to stay at the Meridian the night of the dinner/dance auction, you should have notified Joan by January 11, 1988!!

Art will check on the donation of an automobile. Debbie will check on the auctioneer.

John Foote had prepared the budget, but it was "tabled" to the next meeting so that the board could continue working on the addressing of invitations to the dinner/dance auction. John did indicate that he had reviewed the sales tax issue and that we would have to at least pay sales tax on the wine and possibly on the sale of other items.

John is also checking into the requirements that FHI have a liqueur license and concluded that we handle this matter the same way that Stanford does (the Stanford shuffle). That is, deposit all the sales proceeds from the sale of liquor on one day, rather than throughout the year. Apparently, this is mandated by the fact that we must get a limited liquor license.

It was indicated that we received 65 cases of wine from the winery and have approximately 30 cases left on hand.

It was moved, seconded, and approved that we charge \$100 per case of wine and collect \$106 to include the cost of wine and the sales tax.

John Scully next discussed the endowment (See the statement attached). He indicated that we had a slight drop on **Black Monday (October 19)** and that we have recovered. He stated that FHI put \$10,000 in cash in the endowment and \$10,000 in fair market value of securities.

Barry Grove indicated that the fund raising committee was meeting and would have a report at the next board meeting.

John Scully received a \$25,000 anonymous donation to the endowment. He thanked the anonymous donor, but preferred that Ann not send the "thank you" as that might vitiate the anonymity of the very gracious donor.

It was next indicated that the card sales were going very well and that we may, even, break even.

Art Ablin next gave the long-range planning committee meeting recommendations ("LRP"). He indicated that the alternatives include the acquisition of a new separate house, additions over the garage to the current house, the endowment, and more room at the hospital.

It was next suggested that the FHI president send a letter to the hospital indicating our interest in the hospital maximizing the sleeping facilities at the hospital. And that FHI would help in the planning, but that the hospital would be responsible for the execution.

The board approved, in principal, the discussion with architects solicitation of ideas, etc. with respect to building "garage towers" over the garage. It was also approved that we focus on continuing to fund the endowment with FHI receipts in excess of operating expenses.

It was suggested that the near-term focus should be the endowment and the study of the potential of "garage towers"

There was some discussion as to having a chair for pediatric oncology in the name of Family House. The benefit would be loyalty to the sponsor of the chair. The cost would be one to one and a half million dollars. It was agreed that this would be a long, long, long, range planning idea.

It was agreed that Barry and Art would discuss with an architect the concept of the "garage towers" and would report to the board at the next meeting.

It was indicated that the hospital may assist in funding of the "garage towers". The hospital is concerned about living space for patients, etc. because to attract patients, housing is needed.

There was next a discussion of whether there is a problem for treatment of kids with Aids.

The response was that there has not been an experience of problems for housing, etc. at U.C.

There was a question or thought as to how we could benefit from the potential donations for kids with Aids. Bob Brasch discussed successful fund raising in Texas.

The rooftop garden was next discussed by Carol Hardgrove. She had talked to Susan Goldman (who was at the last board meeting). Susan quoted \$4,000 for her consulting services with respect to the rooftop garden. **It was moved, seconded, and approved (with one abstention and one nay) that the \$4,000 be spent for Susan's services.** There was a discussion of the interplay between the rooftop garden and "garage towers". The focus was, we did not want to spend money on the rooftop and have it replaced, etc. when "garage towers" is constructed. It was indicated that "garage towers" is in the future.

There was some concern of whether the rooftop would be more than a setting space. It was indicated that the rooftop is very strong and that it would hold almost anything except, a lot of sand or water. (No pool, folks!). It was further indicated that we have had funding for the concept and that Sylvia Sosnick may give more. David Joy will follow up with Sylvia.

A rooftop workshop group was set up consisting of: Linda Edwards, Meg, and Debbie.

It was agreed that we should solicit suggestions for improvements. Perhaps tenants can complete a suggestion card when he/she leaves the house.

The nominating committee next gave its recommendations. They include that there need not be an election of the continuing board members, as we are not over the maximum limit at this time. It was also recommended that starting in 1989, we move to 2 year terms. It was recommended that the 1987-88 slate be re-elected consisting of Ann as president, Joan as first vice-president, Gordon as secretary, and the honorable John Foote as treasurer. It was indicated that the first vice-president must head one major committee and chairs the board meetings in the absence of the president. The election will be held at the next board meeting. Call Dave if you have questions, complaints, or, even,

compliments.

Surprise!! We need auction items now.

Linda Hutton next discussed the McKesson annex at UC hospital. There was a discussion of the payment of compensation to Helene as concierge at the hospital. Documents indicate that UC should pay and not FHI. However, there is some inconsistency in that it could be inferred from some of the documents that FHI has somewhat of a commitment to make part payment. FHI is charged with getting CCS reimbursement. It is clear that UC should administer the annex.

Helene would like to be paid for her services, otherwise, she may have to work elsewhere.

It was agreed that we should encourage the hospital to pick up the tab and that FHI should bill CCS. Linda Hutton will discuss this matter further with Dennis at the hospital. Bill Wara will assist.

The central issue is that should this position be volunteer or compensated. It was clear that it was a policy issue for the position and not an issue with respect to Helene, as she has been a very gracious hostess at the facility. It was further suggested that the payment or non-payment of the position is a decision for UC.

Our interest is the quality at the McKesson annex because of our involvement there. Because of this, we should be involved in the policy decision.

It was moved, seconded, and passed that we should be involved in the decision and that we should see that UC does the proper thing.

Finally, if you have any friends, kids, etc. who would like to work at the auction, contact Joan.

Sincerely,

A handwritten signature in dark ink, appearing to be 'HGO2' with a stylized flourish.

HGO2

A Invitations - Nancy, Mary Paquin

A - Before Event
B - During "
C - After "

A Auctioneer Selection - Nancy, Art

A B Pacing of Evening - Ann P & Ann L

A B Illusionists Ann & Phil Perry

A Decorations - Nora, Ann P, Mimi, Drew, Lori K.
B Flowers -

A Bid Sheets - Allison

A Catalog Cover - Nancy & Joan

A Catalog Descriptions - Carol P, Nancy, Drew, Mike Knepler
Jan Tuttleman

A Catalog Typing -

A Catalog Printing -

A Gift Certificates - Printed - Joan

A Caligraphy - Victoria Roberts, Joan

Large Bid Boards -

A Advance Printing - Live - Virginia LaRoux
Silent - Allison

Visual Aids -

A slides - Ann L & Linda & Art

A menus, hotel brochures - Carol P.

A B Wine for Evening

B. Transportation of Items to Hotel
from FH - David
from ? -

B Front Table - Debbie, Sara, Shirley

B Identification of Bd. Members - flower, ribbon ?

^A
B Computer - Paul

B Hosts of 49ers - ^{Perry's,} Linda, Dan

B Volunteers -

Teenagers - Mimi

Adults - Mary Lou + David

B Balloons & Balloon Prizes - Anne C., Ruth Tan
purchase assemble
inflate list with numbers
number organize for retrieval
*supervise +
organize sellers
(have baskets + change)

^A
B Entertainment - Ann + Phil Perry

*B Auctioneer Rehearsing - Mary Lou, Nancy, Joan

B Spotters -

B Bankers - Gloria

⁴
B Video - Ann & Phil

B Notecard^{Organization} + Sales

B Silent Auction Staggered Tables Closing -
Sara A. & Linda H.

B End of Silent Auction Bid Sheets - Linda Hutton
Collection of Bid Sheets - teenagers
Data Entry Supervision - Linda
or Hand-entered on prepared alphabetical name & bid no. list

B Big Boards
Winner's Names - Mimi & kids, Carol P

B Removal of Items - teenagers
Organization of Items - Monica?
Retrieval by Purchasers

B Storage - Monica

B End of Evening Sales
FH Wine - (sales tax, license)

B Cleanup - Art, Corrins

B Overnight Storage

C Pickup + Delivery of Stored Items

C Accounting + Return of Borrowed Items, Vis. Aids etc.

C Delivery of Large Items to Purchasers - David, George

C Follow up

Unclaimed Items

Unclaimed Gift Certificates

Thank you Letters

Special notes to Big Donors

C Evaluation + Suggestions for Next Year - Pyramid of responsibilities
5 people with 2ms under each

1/7/88

Family House EndowmentPORTFOLIO REVIEW

Month Ending	Cash and M.L. Fund	Portfolio Value	Total Endowment Value
12/31/86	\$ 88.50	\$11,750.00	\$11,838.50
1/31/86	10,088.50	13,131.00	23,219.50
2/28/87	10,123.14	13,587.00	23,710.14
3/31/87	2,394.29	21,862.00	24,256.29
4/30/87	2,552.50	20,295.00	22,847.50
5/31/87	49,221.75	0	49,221.75
6/30/87	54,081.75	0	54,081.75
7/31/87	28,408.14	30,800.00	59,208.14
8/28/87	63,865.10	562.00	64,421.10
9/25/87	30,218.18	36,375.00	66,656.18
10/30/87	4,949.16	53,050.00	57,999.16
11/27/87	5,160.73	54,350.00	59,510.73
1/6/88(approx.)	5,200.00	61,687.50	66,887.50

NEW CASH RECEIVED

1/31/87	\$10,000.00	- from Family House
5/31/87	25,000.00	- from new donations
	<u>\$35,000.00</u>	

STOCK PURCHASES AND SALES - JHS Transactions

Date	Buy	Sell	Amount	Profit/Loss
3/17/87	300 FAMR		\$(21,532.50)	
5/14/87		300 FAMR	21,532.50	0
6/22/87	900 BHW (52 1/4)		(47,025.00)	
6/29/87		900 BHW (57 3/4)	51,885.00	4,860.00
7/8/87	2,200 FNM wts. (11 3/4)		(25,982.00)	
8/11/87		2,200 FNM wts. (16 3/8)	35,689.79	9,887.79
8/21/87	25 McCaw (21.75)		(543.75)	
8/26/87		25 McCaw (24.25)	602.25	62.50
9/11/87	500 MLL (68.775)		(34,417.50)	
10/20/87	1,400 DH (22)		(30,884.00)	
10/20/87		1,400 DH (27 1/4)	38,064.72	7,180.72
10/21/87	1,200 HTN (27.271)		(32,797.20)	
12/31/87	25 MLL (stock dividend)		0	

TOTAL REALIZED GAINS - 1987

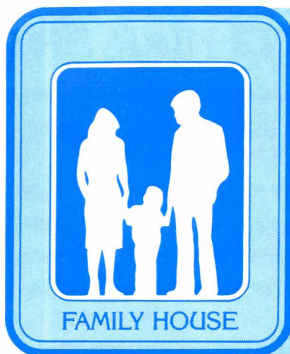
\$21,991.01

CURRENT POSITIONS

	Price	Cost
525 MacMillan, Inc.	58.25	65.500
1,200 Houghton Mifflin	26.75	27.271

YEAR END SUMMARY OF INFORMATION 1983 - 1987 / FIVE YEARS

	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>
Number of Guest Registrations	532	527	526	458	406
Oncology	75%	76%	77%	87%	88%
Non-oncology	25%	24%	23%	13%	12%
Income:					
Guest Donations	\$10348.	\$12912.	\$12840.	\$15,307	\$18,267
CCS Checks	13412.	13905.	13850.	10,060	12,510
Other Donations	6872.	7355.	18519.	32,970	33,333
Payment Record:					
CCS	44%	42%	39%	33%	33%
Guest Donation	37%	37%	39%	33%	39%
No Payment	3%	4%	14%	12%	9%
Other/Pending	12%	11%	8%	22%	19%
Distances Travelled:					
Within 50 Miles	17%	9%	5%	5%	-
Over 50 Miles, CA residents	63%	62%	66%	66%	71%
Out of State	19%	24%	27%	25%	27%
Out of Country	1%	5%	2%	4%	2%
Hospital Services Served (number of families / percentage of days)					
Pediatric Oncology	223 / 31%	200 / 25%	198 / 31%	178 / 24%	167 / 28%
Radiation Oncology	44 / 21%	54 / 29%	58 / 29%	65 / 24%	58 / 32%
Neurosurgery	124 / 24%	147 / 24%	138 / 23%	119 / 30%	79 / 15%
Other	56 / 12%	124 / 22%	129 / 17%	97 / 22%	102 / 24%



Vol 4 No. 2 July 1987

FAMILY FOCUS

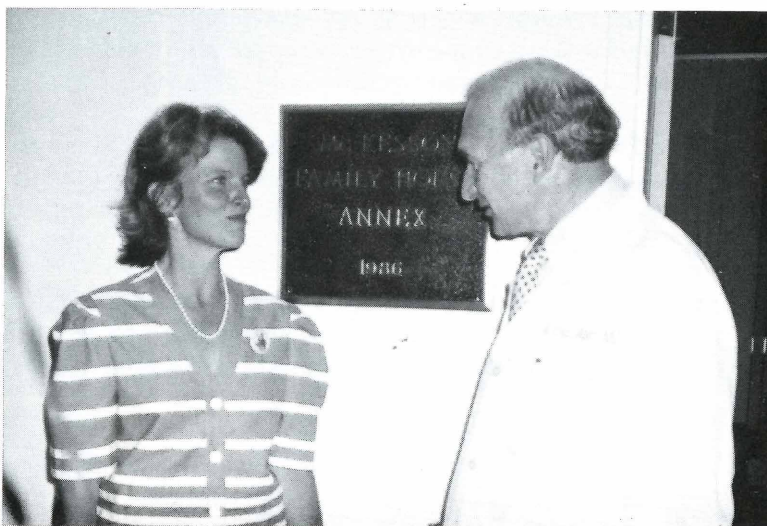
A publication of Family House, Inc. which operates Koret Family House, a residential facility for the families of children receiving cancer treatment at the University of California San Francisco Medical Center.

MILESTONE MET: McKesson Family House Annex

On May 6, 1987, the final piece of a six year old dream to provide decent sleeping space for the families of the children being treated for cancer at U.C.S.F. Medical Center became a reality. On that date, the McKesson Family House Annex was dedicated in Long Hopsital's pediatric wing, and 2 beds became available in the wing for parents' overnight use. At last, **parents no longer have to sleep on the playroom floor** in order to stay close to their child.

The founding of the Koret Family House in 1981, across the street from the Medical Center, was a major achievement in realizing the dream of the original visionaries who wanted to provide as 'normal' a family environment for pediatric oncology patients as possible. Family House has continued over the last six years to keep this dream a functioning reality. However, it became apparent over time that, as Family House president Ann Leonardo said, "Even when there is Family House space available, there are some parents who won't leave the hospital. They want to stay close to their child."

Thus, in late 1984, Family House board members and friends expanded their original dream to include the



Marsha Argyris, McKesson Foundation Representative and Dr. Arthur Ablin

ingenious idea of utilizing daytime conference and waiting area space for nighttime sleep space. The first planning meeting actually took place in the doctors' conference room that now magically doubles as the largest of three sleeping areas.

Through more than two and one half years of holding on to a vision of how it **could** work, of dedication and extraordinary effort on the part of many individuals, of financial support from the McKesson Foundation and your contributions to Family House, the dream has been realized as an accomplished feat of state-of-the-art architectural sleight of hand.

The three converted areas (the conference room, the waiting/lounge area, and the sleeproom suite) are beautifully and softly decorated in comforting shades of mauve and smokey blue, with modern seating and work space that is fully utilized during

the day. By night, the seemingly impossible transformation into sleeping accommodations takes place through the ingenious conversion of seating into beds, wall cupboards into personal storage space, and unobtrusive curtains into privacy partitions. The foresightful design was the brainchild of Family House board

members, John Leonardo and Norah Grove.

John credits the singular success of the project, however, to the "innovative and effective cooperative effort between our small, private organization and the huge U.C. hospital complex". He continues, "It seems extraordinary to me that through three Family House presidents' tenure — Mike Alvarez, George Nikolaieff, and David Joy — we have managed to retain the same vision and purpose proposed by the Board on that evening over two and one-half years ago. George Nikolaieff made this project the goal of his presidency and richly deserves the recognition for keeping it alive. He was also instrumental in consummating the McKesson sponsorship that will contribute \$50,000 of the \$85,000 Family House funding for the Annex."

(cont'd, pg.2)

PRESIDENT'S LETTER: Goals and Objectives

Editor's Note: **Ann Leonardo**, a silent force behind Family House for many years, was elected the new President of the Board of Directors on March 12, 1987.

Thanks to your generous support over the last 6 years, Koret Family House celebrated its 5th Anniversary this February, having housed over 2,500 families! In addition, a major objective of the boards was realized with the May opening of the McKesson Family House Annex, which offers overnight accommodations for parents who wish to stay in the U.C. Medical Center with their children.

Despite these two significant accomplishments, we still have much more to do and many objectives to meet to keep Family House functioning happily and successfully.

■ **A major goal this year is to continue the facelift of the House** that was begun last fall and is well underway. The House looks much lighter and brighter with its new draperies, mini-blinds, and carpeting. The bathrooms throughout the House have also been redecorated and wear a much fresher look with new wallpaper and fixtures. As usual, this was accomplished with the help of Family House's friends. **Roland Belliveau of R. B. Interiors** supplied the draperies and mini-blinds at cost. **Sharon and Ray Block** installed the generously donated carpet. **Barbie Bradley** spent many hours selecting wallpaper, while **Crown Hardware** supplied the bathroom light fixtures and hardware at cost. Our thanks to all for their unflagging support.

■ **Another extremely important goal for the year is to install a fire safety sprinkler system throughout the House.** Although we are still caught in the morass of red tape at the Building Commission, we hope to actually begin the project soon. It is a very large and costly one, estimated from \$50,000 - \$75,000, but one which we believe to be a top priority for the safety of our residents.

■ **We have a continuing objective to replace worn furnishings and bedding.** **Norah Grove** is diligently working on this project to obtain as many items donated by manufacturers or retailers as possible. In June, thanks to a wholesale source, we replaced 9 of our 27 twin beds with top quality beds for a cost of \$1,600. The additional 18 beds will be replaced as funding is available.

■ **Finally, we have a major goal to computerize the Family House office.** This will give us word processing capability and reduce our costs by allowing us to produce the newsletter, maintain our own mailing list, perform House management tasks, and automate other time-consuming, manual activities. We are hopeful that we will be able to acquire the computer, laser printer, and software through manufacturing sources for approximately \$6,000.

This year is a very challenging one, as we are operating under a very tight budget with many mandatory incremental costs, the major one being our sprinkler installation. In 1986, the cost to operate Family House was \$250 per day or just over \$90,000 for the year. Only 28.6% of the total was provided by Family House room donations. The remainder was generously donated by many of you, either at our Dinner Dance and Auction or by your contributions throughout the year. **We thank each and every one of you.**

We are working very hard to hold the operating costs to their 1986 level, while trying to raise the additional funds necessary to achieve the goals listed above. **We enlist your continuing support through a critical year** to make it possible for Family House to continue to be that 'home-away-from-home' for our families in their times of crisis. **Thank you.**

Ann Leonardo
President

(Annex cont.)

The enthusiasm and conviction of the Medical Center staff were invaluable, as well, to the realization of the dream. As John Leonardo perceptively comments, "Dr. Art Ablin (who also serves as cornerstone to the Family House board) has again found the energy and guile to guide this project around its many obstacles while never once getting caught in the

middle...masterful and effective! In addition, Dr. Mel Grumbach, Carl Heller, and Dennis Brimhall of the hospital development staff get 100% of the credit for not only embracing the seemingly impossible objectives set forth by Family House, but then finding the persuasiveness and matching resources to make it better than even we envisioned."

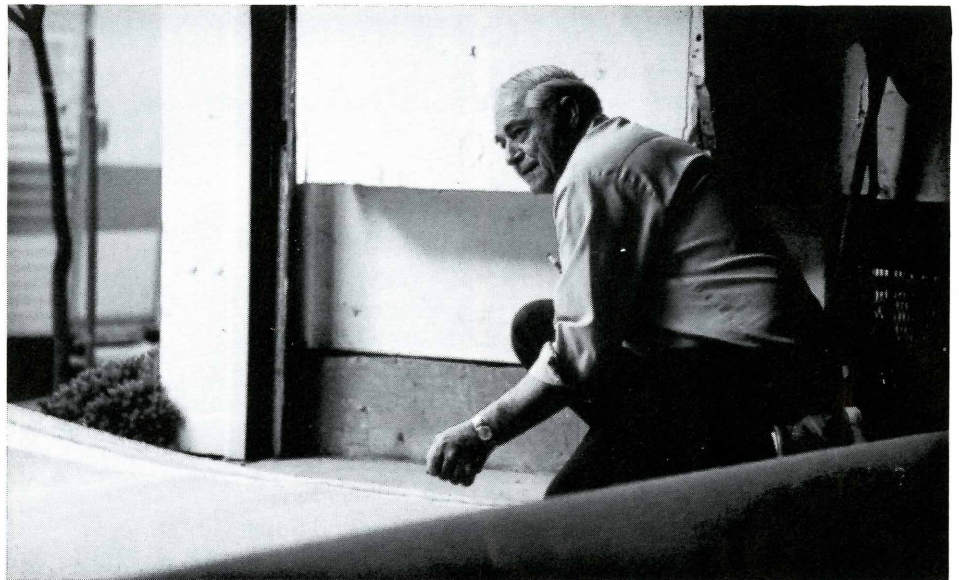
Thanks to the generosity of the McKesson Foundation, as well as the continuing support of your Family House contributions, John concludes, "the opening of these facilities within the hospital has accomplished the original goal of getting parents off the hospital floor in a way that we never dreamed of in 1981."

MANAGER'S CORNER: Rug Rats & Pizza!

We at Family House have had a wonderfully busy spring, and one of the most memorable occasions was the Rug Laying weekend of February 21! **Brand new carpeting**, donated by a very generous benefactress and representing a significant contribution to the overall facelift being given to the House (see the President's Corner), **was installed throughout**. Naturally, we made it a party!!

On Friday night, a crew of 12 enthusiastic volunteers arrived by truck and mobile home from Sparks, Nevada. It was a **group of professionals from Quality Carpets** — Barry Grider, Lon Stultz, Dennis Stevenson, Rod Deskin, Nolan Block, Tony Grider, and Wayne Murphy. This awesome team was augmented by the company bookkeeper, Carle Mann; by friends, Don and Corrie Rosenbalm; and by hardworking wives, Debbie Stevenson, Kathy Crider, and Dariel Block. **Family House volunteers were also on hand for the project, but were obviously playing second string to the pros!**

The Rug Rat Team went into action, and the furniture moving began even before Nolan Block's pineapple hotcakes on Saturday morning. A mere 12 hours later, over 500 square yards of new carpet had been laid, 500



Nolan Block, Feb. '87



New garden, May '87.
Debbie Albin, Operations Mgr.



Barry Grider, Feb. '87

square yards of old carpet was in the dumpster, and all the bedrooms had been put back together with clean linen! It was an incredible feat and one that made a tremendously visible and sparkling difference in the look and feel of the House. The tired crew celebrated a wedding anniversary, a birthday, AND a job well done with a much deserved pizza.

Doris Jenson, a grandmother staying in the House, commented on the project: "I'll never forget this as long as I live! This is the way people **should** work together." There was close communication by radio between the cutters in the garage and the layers in the House. The pace was fast and furious, but most of all **fun**, as the Rug Rat Team made their lasting contribution to the House.

We are extremely grateful to the family of Tony Block for putting the project together. Tony and his family were in residence at the House when the Team arrived and were able to return home when the job was finished. Tony, in fact, manned the office on Saturday while he proudly watched his grandfather, father, and friends do the job. He was a special kid, and we share some very special memories with his family. Tony passed away on March 10, 1987.

Meg Porter
Resident Manager

KIDS' KORNER: Kaleidoscope of Family Fun & Frolic

Springtime at **Family House** brought a magical mix of colorful and fun events that have patterned a gorgeous kaleidoscope of memories for our families and friends.



VALENTINE'S DAY - and the House vibrantly filled with a rainbow of bright balloons.



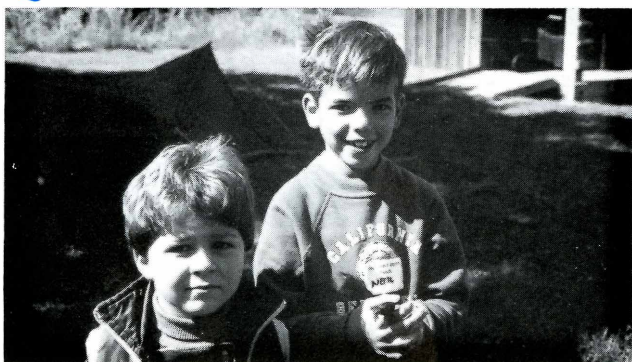
ST. PATRICK'S DAY - and a visit to downtown S.F., where our ex-representative, Robin Dredge (age 15),



entered our champion snake in the St. Paddy's Day Snake Race. Although 'Kory' never left the starting line, we were all wearin' the Green and cheerin' on the Irwin Memorial Blood Bank's wiggler, 'O' Positive'!



AUDUBON CANYON RANCH - we were privileged to enjoy a fabulously refreshing and inspiring nature weekend,



hosted by Audubon Canyon Ranch near Bolinas Lagoon in West Marin County. Debbie Ablin had the Herculean task of organizing 35 of us, our sleeping bags, food, and other paraphernalia for two beautiful days learning playing, and getting to know the world of the creatures around us. The resident Audubon naturalists, Ray Peterson and Anne Monk, led us to special spots where we were treated to observe deer, baby blue heron, and even shiny black stink bugs. Mark Freeman inspired us to creative heights in our group mask-making and children's theatre, which gave our new animal friends a chance to observe **us** at play! **We can't wait for our next Audubon weekend (possibly in October), and we'd love to have you join us — so stay tuned!!**



EASTER - our favorite and most beautiful Easter Bunny, Brenda Walker of the S.F.P.D., visited us on this wonderful day, along with her guitar and the balloonist, Daisy



the clown. As if that weren't enough, Steve Johnson of the Department and several department wives organized not only this frolicsome event, but a gourmet dinner to delight everyone. A million thanks to our 'Bunnies in Blue'!!

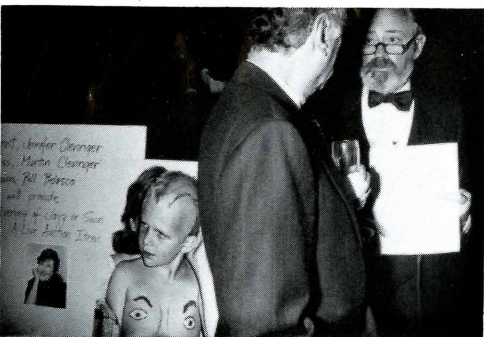
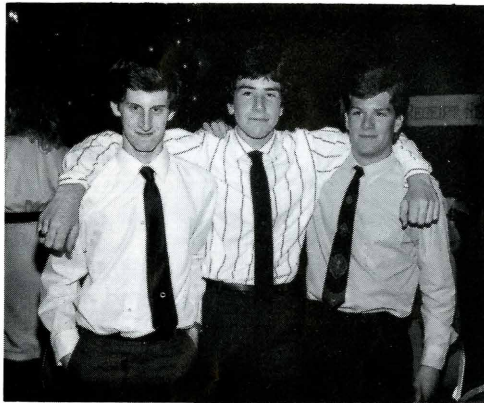


ZOO NIGHT - on a rare warm night in May, we all enjoyed the exciting festivities of San Francisco's Zoo Night as guests of the very generous Zoological Society. We ate our hot dogs while enjoying the antics of the night monkeys, visited the new baby lambs, and were entertained by the Pickle Family Circus.



THE MAIN EVENT: Fifth Annual Dinner Dance & Auction!

On March 6, 1987, for the fifth successful year in a row, Family House hosted its elegant Dinner Dance and Auction in the St. Francis Hotel Ballroom in San Francisco. This fundraising event, which provides the largest single source of operating income to Koret Family House, was once again not only a financial success, but a whole lot of fun!



Thanks to all of you who partook in the festivities and, more importantly, in the lively bidding of the auction, **Family House was able to raise \$35,000** net income toward the operation of the House.

So, thank you everyone!!! To all of you without whose support the Main Event could never take place. **See you there, next year!**

New Officers Elected to the Board of Directors:

On March 12, 1987, the Family House Board elected the following officers to serve through this year:

Ann Leonardo	— President
Debbie Ablin	— Operations Manager
John Foote	— Treasurer
Gordon Oliver	— Secretary
Joan Finton	— Vice President of Events
Mary Lou Youngerman	— Vice President of the Auction

Congratulations to Everyone!! . . . Although we all know the incredible amounts of dedication and hard work that each of these positions requires, we hope it will be an enriching and rewarding experience for both you and Family House.

We Need:

Our deepest thanks to those who have responded to our "We Need" column. As always, our needs continue to grow. Here are our most urgent items:

- Commercial Quality Carpet Cleaner
- Blank Video Tapes - VHS
- Wooden Dressers — Sturdy and pleasing.
- Children's Car Seat - to be available on loan for families leaving the hospital.
- GOOD Polaroid Camera - for instant pictures for the kids.

Friends of our Family:

■ **David and Linda Civitello-Joy**, whose fascinating life story was featured in the President's Letter of our last issue, are now the proud parents of their first-born child. **Aileen Frances Joy** came into the world on April 21, 1987 at 8 obs. 12 ozs. Congratulations and all our best wishes for your very special family's happiness!

■ **David Knopf** has left his six year tenure at U.C.S.F. as its pediatric oncology social worker to experience new adventures. David and his wife

Kathy will be spending the summer in Guatemala and Mexico prior to resettling in San Diego, where Kathy will be serving her internship as nurse practitioner. We will sorely miss David's gentle and caring concern for our families and kids, his understanding of how to communicate in the difficult hospital environment, and his ability to help people accept the challenge of living with cancer. We wish you both a fabulous new life, but wave good-bye with sadness at your parting.

In Memoriam:

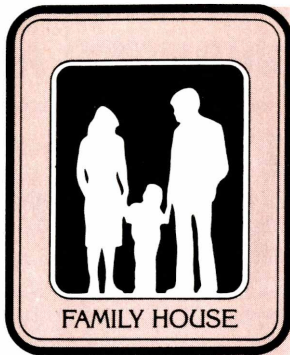
Koret Family House extends its deepest sympathies to the families who have stayed with us who have lost children in recent months. Our lives have been greatly enriched by these young people, and we fondly remember them here:

Tony Block
Michael Borba
Kiren Cheema
Ian Avis Francesconi
Jonathan Harrison
Michael McNeill
Wendy Parcel
Joshua Rivard
Elizabeth Von Gnatensky
Jessica West

Koret Family House
50 Irving Street
San Francisco, CA 94112

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Vol. 3 No. 3 October 1986

FAMILY FOCUS

A publication of Family House, Inc. which operates Koret Family House, a residential facility for the families of children receiving cancer treatment at the University of California San Francisco Medical Center.

FAMILY HOUSE PROFILE: Meet House Manager, Meg Porter

Family House has a new House Manager with the most winning smile you have ever seen. Her name is Meg Porter, and with her husband, Marc Alexander and her four-year-old daughter Jenine, they form a great team. Already, their unique talents are re-enforcing the warm, supportive atmosphere which is the hallmark of Family House.

Meg Porter brings a varied and relevant set of experiences to her new position. As a former guest house manager, cancer foundation administrator and (current) mom, she has a lot to share with our families. Born in Ohio, Meg graduated from Bryn Mawr college and subsequently got her masters in city planning. After an assignment developing a low income housing plan for Marin County, she turned her focus towards spiritual development at the Tassajara Zen Center in Big Sur. There she met her future husband, Marc Alexander, who soon became administrator of the facility.

Meg and Mark devoted many years to the Zen Center, which includes several facilities in the Bay Area. As coordinator of guest programs, Meg learned how to manage a residence and create an environment that fostered mental and spiritual renewal. The Green Gulch Farm near Muir Beach was occasionally used as a hospice. So Meg has also had meaningful experiences providing personal support during these critical times.

Marc also has a history of involvement in programs which help others. He volunteered for Vista in Gary, Indiana where he worked with youth and adults in a settlement house. On returning to get his degree at U.C. Santa Barbara, Marc focused on philosophy and religion. Marc's involvement in the Zen Center culminated with his years as

president.

His recent decision to enter the School of Dentistry at U.C.S.F. probably surprised everyone but his mother. (As it turns out, dentistry runs in the family, with both Marc's father and his grandfather in the profession.) So far, Marc has survived the initial months of the dental program quite nicely. The only occupational hazard is a back injury he sustained by playing volleyball with the other (younger) students!

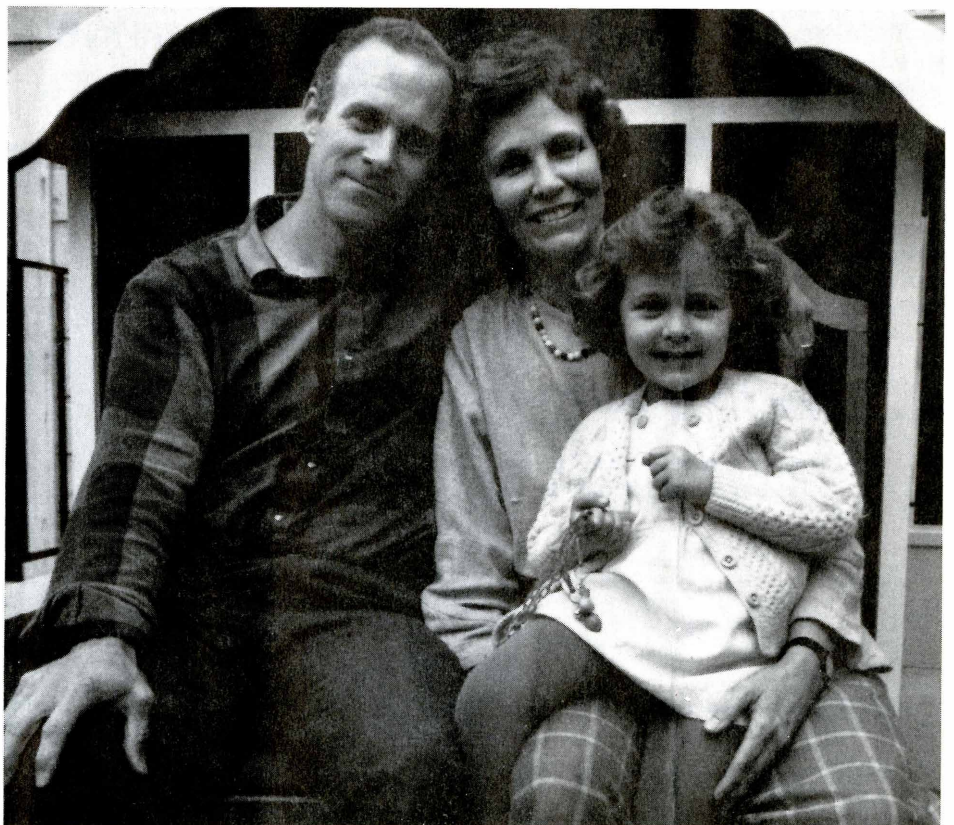
Their daughter Jenine is a vivacious four-year-old who loves to dance. Jenine is already making fast friends with the Family House children next door.

After a month as House Manager,

Meg is impressed with the caring support that the families staying at the House give to each other. She views her role as facilitating this as much as possible by creating a refuge-like environment for the families. Some programs she would like to emphasize this fall are continued development of the library, building a good VCR tape selection, and encouraging House recreation activities.

She would especially like to work with the parents to unleash their productive energy in maintaining the House through special upkeep projects.

Please join us in welcoming Meg and her family to Family House!



House Manager Meg Porter enjoys a rare bit of relaxation with her husband, Marc Alexander, and her daughter, Jenine.

HOSPITAL REMODELING CREATES NEEDED SLEEPING SPACE

On an average night, twelve to fourteen parents sleep on the floor at the University of California Children's Medical Center. Thanks to a Family House grant to the hospital in September, 1986, that will no longer occur.

Koret Family House was founded because parents of children with malignancy had no reasonable place to stay while their children were in the hospital being diagnosed and treated for cancer. Every night now, eleven or more families are able to find comfortable and home-like sleeping quarters at Koret Family House. Our rooms are nearly always filled and we commonly have to turn parents away.

Usually, our oncology families who want to stay at the House are accommodated. There remain, however, families whose children are so sick that their parents do not wish to leave the confines of the hospital, or their children have diseases other than cancer. It is this group of families for which our new project will bring aid and comfort.

Family House has committed to raise \$85,000 for the construction and furnishing of parents' sleeping quarters in the hospital. We are very grateful to the McKesson Foundation which has generously contributed a \$15,000 starter grant and has agreed to provide an

additional \$35,000 in matching funds provided Family House can raise an equal amount. In recognition of its major donors, the sleeping area will be called the "McKesson-Family House Annex" and it is located on the sixth floor of Long Hospital.

The construction of the Annex is rapidly coming to a close. A new, beautifully-furnished family room, which comfortably sleeps six people and has a home-like bathroom and shower is already complete. Custom made furniture has been ordered and will provide four sleeping spaces with a reasonable amount of privacy in a new waiting room. A third sleeping area will be available for six parents in a newly-refurnished conference room. That room, generally not used after 8 or 9 p.m. will have specially designed beds which will pull out from the walls.

We will probably have a part-time host or hostess who will function as a concierge. That person's duties will be to make our McKesson-Family House Annex guests feel welcome, as well as to orient them to the available facilities including those at Koret Family House. Most of all, we would like to communicate that we share these families' concerns while attempting to make their troubled lives a bit easier.

Both the Department of Pediatrics

and our McKesson-Family House guests will benefit from this unique arrangement. By all calculations, these 16 sleeping spaces were constructed very economically through much hard work and close cooperation in negotiations between Family House and University and Hospital Administration. I would like to thank Family House board members John Leonardo, Barry Grove, Michael Alvarez and George Nikolaieff, and University and Hospital administrators, Dennis Brimhall, Carl Heller, and Dr. Mel Grumbach, for their diligent and insightful work on this project. Of course, the entire Board of Trustees of the McKesson Corporation Foundation played a crucial role, and their efforts are gratefully acknowledged.

A Grand Opening and Dedication Ceremony is planned this fall. However, the project is not truly completed until Family House raises the additional \$35,000 that we have committed. We plan to accomplish this by making our supporters aware of the significant benefits offered to these families of critically-ill children and asking for their financial assistance. If you would like to be a part of this effort and can make a contribution to the McKesson-Family House Annex, please use the donation form on page 5. Your gift will be greatly appreciated.

Two young patients enjoy playtime during treatments at U.C.S.F.'s Children's Medical Center. Thanks to the recently completed McKesson-Family House Annex, parents of children like these will be able to sleep at the hospital and remain near their children during intensive care programs.

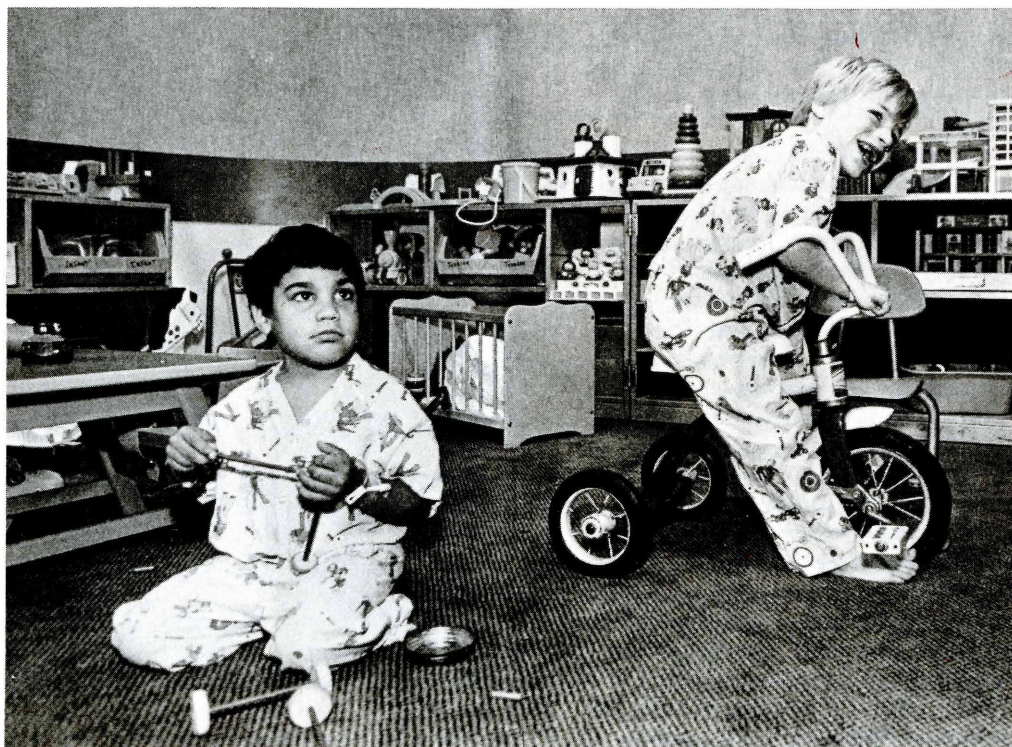


Photo: Anne Dowie

PRESIDENT'S LETTER

Recently, at a party welcoming our new house manager, a board member asked Meg about her early impressions of Family House after one month on the job. Meg replied that she could see that the House really worked because of an experience she witnessed in her first week there.

She happened upon some mothers talking in the living room and was moved by the caring and experience shown by some of the "old pros" to a neophyte. A mother with a child newly diagnosed with leukemia was being educated by some moms who have been there before. One of the moms has a son who has been battling cancer for more than 13 years.

The new mom heard about keeping a journal, how to care for siblings, ways of involving other family members in the treatment, and a host of other important clues to surviving the tragedy of childhood cancer.

I wasn't surprised at Meg's observations on Family House. Any visitor to the House can easily see how the parents help to run it smoothly every day, whether by sharing rooms to give one more family a place to stay, or doing chores and making repairs so we don't have to spend funds to do them.

Still, it pleased me to hear *how well* the House *can* work.

When we began Family House, we were simply trying to provide comfortable housing for families of children with cancer. We did not expect to offer many frills... just warm, clean sleeping rooms at little or no cost to the families, with kitchens for home cooked meals and common areas for laundry and relaxing. We later remodeled our playroom and added a well-stocked library. Donated labor and gifts of money and services made Family House look first class. I know it became more than we anticipated.

In the ensuing years since we opened, we have tried very hard to maintain the high standards of cleanliness and comfort. However, constant washing could not forestall the eventual need for complete interior repainting. Shampoo and spot removers could not remedy the wear and tear of so much foot traffic on the carpets. Our drapes can no longer take another cleaning, our upholstery needs recovering and our bathrooms and kitchens require some remodeling. In a nutshell, we need a



David F. Civitello-Joy is President of the Board of Directors of Koret Family House for the 1986-87 term.

face lift.

Ann Leonardo, our Vice President for Operations, tells me that the cost can be as high as \$20,000. Additionally, the Family House Annex in UC Moffitt Hospital is nearing completion. The facility (to be named McKesson Family House Annex), is a joint venture of UC Medical Center, McKesson Foundation and Family House. It will give parents staying overnight at the hospital clean, private and comfortable sleeping accommodations. Family House will need to raise \$35,000 to do its part in this fundraising effort.

Our roof on the main house has finally worn too thin. As a contractor, I know that patching it at this stage is just throwing away money on a very short-term remedy. The Directors are seeking funding to realize a long sought-after plan to make the roof top into a play yard/garden for the children of Family House and their families.

I believe we have been true to our original intentions through the years, and we have also been able to afford some frills. I do not wish to mislead anyone into thinking 'frills' equates with non-essential luxury items. Our frills made a building with ten bedrooms into a home-away-from-home for a great many families. They can settle into their own rooms, relax and fully unpack, cook their own meals, use the resource library or the services of our resident storyteller, use the gameroom/playroom to unwind, and even bring other family members to stay with them and their

sick child. We might have given them a bed and bedding; we chose to give them a home they could call their own.

We think it is in keeping with our original purpose to continue the high standards we set for the upkeep and furnishing of our main house at 50 Irving Street, to expand our outreach and extend a helping hand at the hospital, and to give the children a rooftop play yard that would make outdoor play an everyday reality. We are confident we can find the funding to successfully realize these goals. We hope you may see fit to help us in any way that you are able. Please use the coupon on page 5 to send your tax-deductible donation to Family House. Your gift will be greatly appreciated by our families.

A handwritten signature in dark ink that reads "David F. Joy". The signature is stylized and fluid.

David F. Civitello-Joy
President, Board of Directors

Come to the UCSF Fair!

UCSF's second annual Children and Family Health Fair is set for 10 am to 4 pm, Saturday, October 25, in Millberry Union, 500 Parnassus Ave.

Sponsored by The Medical Center at UCSF, this special one-day event will focus on health education, disease prevention, and safety for adults and children of all ages. All activities are free, and there will be free parking in the Millberry Union Garage.

Among the many fair "happenings" will be free T-shirts sporting the UCSF logo, hospital play with puppets, health screening, the chance to explore the inside of an ambulance, and demonstrations of cardio-pulmonary resuscitation (CPR) techniques for infants and children.

The fair will feature close to 50 booths designed to help fair-goers learn through "hands-on" experience. Exhibitors include UCSF departments and clinical units, the March of Dimes, and the SPCA. The San Francisco Police Department also will be on hand with material on crime prevention, finger printing and child identification, and the local specialty store, My Child's Destiny, will provide educational software for children to explore.

TALL TALES

by Mark Freeman

Originally published in the
SF Sunday Chronicle/Examiner.

Kids today want to be transformed into star pilots rather than transported by galleon to Treasure Island. Rescuing princesses is *pas*se since our modern Madonna is living in the material world.

But for the past seven years, I've been telling fairy tales to hospitalized kids. And I'm pleased to report that now, in the 200th anniversary year of the Brothers Grimm, the traditional tales successfully hold their own against computers and videos, movies and the tube.

These age-old tales are proven passages to sources of comfort in the child's unconscious. While I'm not a psychologist, one thing that has become clear to me is that well-chosen fairy tales are among the few tools available that are as intense as what the child and family face in the hospital, yet at the same moment full of play and delight.

Without any need for explanation, children find in stories some particular details to match their inner logic and meet their needs.

A pre-adolescent brain tumor patient undergoing chemotherapy was plagued with persistent nausea on the days of her treatments. She and her mother both listened enraptured to a romantic Scottish story about a headstrong but charming girl, "The Laird's Lass." In the story a "wee green man" is aided by the lass and in turn provides her with two small berries that, when needed, transform her into a dog and back into a girl again. Maybe our young patient could relate — she often felt sick as a dog. But her focus was on the little green man; she was later able to visualize him galloping in on his wee horse, finding her tumor, pulling it to bits and devouring it.

One day I told four hospitalized boys the Grimms' tale "Iron Hans." During the story a nine-year-old, whose radiation treatment had made him temporarily bald, kept asking questions about the hero's hair, which had been turned to gold in a magic well.



Watermelon Studios

*Fairy tales are still proving they hold
the power to strengthen and heal.*

One of two "kidney kids," who was in a continual contest for control with his parents, paid most attention when the boy is taken from his parents and into the forest by Iron Hans.

Originally, of course, what we now call fairy tales were not only for children. During the hundred thousand years when people lived in tribes and extended families, story played a central role in the lives of all community members, providing not only their primary entertainment, but also their collective treasury, a cache of wisdom. While the tales ranged widely in subject matter, the purpose was usually the same: to help people deal with everything in the world that was bigger than they were — from flooding rivers to marauding animals to the impenetrable power of night.

Our need for story is not a bit diminished today, and in our desire to meet that need we take what we can get. Young children devour cartoons and movies about little creatures even smaller and more vulnerable than themselves. However, unlike a fairy tale told

by a parent, whose warmth and physical presence are proof that the story is worth telling (and the child is worth telling it to), the plots of endless parades of Saturday morning cartoons are forgotten as soon as "That all, folks" flashes on the screen.

But children have been proving to me how much they still want, and need, the old fashioned told-out-loud tales, as well. Movies and cartoons develop all the images for us. Told tales allow us to create our own.

I am constantly amazed to see the very real changes in children's motivation and the family's capacity to face adversity that folk and fairy tales can help effect. The children keep reminding me that, for them, the problem is not serum creatinine levels or white blood cell counts — it's finding their way clear to meet the next challenge, the immediate obstacle to their own sense of growth and development. Would that there were how-to books for dealing with every loss, sickness, separation or death. Well, once upon a time...

Mark Freeman is resident storyteller for Koret Family House, partially sponsored by a grant from the California Arts Commission. Mark recently completed a one month tour of twelve hospitals throughout the nation working with them on developing storytelling programs with therapeutic value.

A FRESH NEW LOOK FOR FAMILY HOUSE

It is hard to believe that it is five years since our dedicated crew of volunteers were all hard at work, getting Family House ready for its very first family. Everyone who could paint (even some who couldn't) had a paint brush in hand. The energy and enthusiasm was contagious and we were very lucky to get much needed support from manufacturers, who donated or contributed at their cost, the necessary furnishings, carpeting and draperies to get Family House up and running.

Since February of 1982, Family House has been a "home away from home" for two thousand, two hundred and nineteen families and is truly serving the purpose that everyone dreamed it would. As is expected in a house with such a large family, it is now showing signs of wear and the time has come when we have to do some major maintenance and redecorating.

If you have skill or are involved in a business that could support any of our projects, either by a donation or contributing at your cost, please call or mail in the "Donation Opportunities" form on this page. We really need all the support we can get in order to accomplish everything we have planned. Here are the areas we are working on:

Improved Fire Safety. Before we start our redecorating, we will be installing a new sprinkler and fire alarm system as well as solid core doors on all the bedrooms and furnace rooms. The VonGnatenski Family has kindly arranged to get the installation of the sprinkler system donated. We do not yet have a supplier for the doors.

Painting and Wallpapering. We have hired a painting contractor to paint the interior of the house. This is being scheduled during the next few months to allow for the installation of our sprinkler system. Crown Hardware is again donating the paint! The six bathrooms in the house require new wallpaper which we would like to receive as a donation.

New Carpeting. The carpeting throughout the house needs replacing. The Block Family has volunteered the services of Tony's grandfather (who has been installing carpeting for 30 years) to install all our new carpeting. We require 750 square yards for the house and are hoping to purchase it at factory cost. Our anticipated out-of-

pocket cost for carpeting is \$6,000.

Ceramic Tile/Vinyl Flooring. The three kitchens and six bathrooms also need refurbishing. The ceramic tile counter tops and floors need repairing and new grouting installed. Two of the three kitchens also need new vinyl floors, which Mr. Block is also willing to install if we can get a donation of the material.

Draperies and Blinds. All the draperies need replacing because they are both sun-damaged and worn from continued cleaning. For practical purposes, we are planning to install mini-blinds, in the entry hall, stairway, kitchen and bathroom areas, and draperies in the bedroom and living room areas. Our best estimate for this project to do a quality job is \$10,000. Ideally we would like to obtain the draperies and blinds at wholesale cost if we can find a donor.

Furnishings & Accessories. Furnishing is an area where we have been very successful in the past in getting manufacturers to contribute product at their cost. If you know of any suppliers that would help us, please let us have

their names. The areas which need immediate attention are the living room on the first floor and the bedroom furnishings.

Plumbing, Electrical and Cabinet-work. We have some specific projects in these three areas where it is going to be necessary to hire a contractor in the near future. We would really appreciate the services of volunteers skilled in any of these fields.

Next Year's Project. 1987 will be the "Year of the Roof." It will be necessary to replace the roof, and we are hoping that if we have enough funds available, we will be able to make an outdoor sun and play area on the roof at the same time. We would be pleased to hear from anyone who is interested in participating in this project.

If you feel you can help in any of the above areas please let us know. The more help we can receive the faster we will get everything completed. It would be wonderful to start 1987 off with a fresh new look.

Ann Leonardo
Operations Manager

DONATION OPPORTUNITIES

Are you able to assist us with any of the numerous and needed Family House projects? If so, please indicate below the area where you can donate either materials or funds and return this form to us with your name and phone number. We will contact you to arrange the details.

House Refurbishing

- ☐ Solid core doors for fire safety.
- ☐ Wallpaper for bathrooms.
- ☐ Carpeting, estimated at \$6,000 total cost.
- ☐ Vinyl flooring for kitchens.
- ☐ Ceramic tile for kitchen counters.
- ☐ Draperies and mini-blinds, estimated at \$10,000 total cost.
- ☐ Furniture for living room and bedrooms.

- ☐ Skilled plumbing, electrical and cabinetmaking work.
- ☐ New roofing.
- ☐ Other items.

The McKesson-Family House Annex

- ☐ \$35,000 is required to complete the funding of this project.

Donor Name _____

Address _____

City/State/Zip _____

Phone (day) _____

(eve) _____

Your contributions are tax-deductible. Please make checks payable to "Koret Family House" and mail them with this form to **Koret Family House, 50 Irving Street, San Francisco, CA 94122**

THE NEWS

Volunteering at Family House

By Shirley Hamilton

A volunteer, basically defined, is a "person who offers to do something of his own free will." Doesn't sound too exciting, does it?

I have been pleased to learn volunteer work is much more satisfying than the definition would lead you to believe. Aside from the normal community requests that accompany raising a family, I resisted accepting any volunteer obligations. Now that my youngsters are independent... and the job market doesn't encourage my participation... I "succumbed" and made a pleasant discovery.

My volunteer time is spent at Family House, a homelike facility in which children with cancer and their parents live while undergoing treatment. The families care for themselves and their rooms. They make few, if any, demands on our time. They share common problems, and offer support to each other. Often, the parents need a sounding board and many a cup of coffee is consumed, as well as many warm friendships made. There is much satisfaction gained from our time spent in these situations. We also experience grief in association with our terminally-ill friends.

On our office wall are two colorful posters... one with the caption "Vol-

unteers make the difference," the other, "Volunteers add that special touch." We like to think those statements accurately reflect our time spent at Family House

If you have some time and caring to give, please join us. Our volunteer coordinator, Susan Lissberger will be happy to hear from you at (415) 753-3505.

We Need:

Our deepest thanks to those who responded to our last "We Need" column! As always, our needs continue to grow. Here are our most urgent items:

Set of Dishes
Paper cutter for the office
19" portable color television
"Classic" Board games, i.e. Trivial Pursuit, Monopoly, Scrabble
Dustbusters
Can openers (electric or heavy-duty hand)
Blank VHS VCR tapes
Joy of Cooking or other cookbooks (3)
Upright vacuum cleaner
Donations of coffee
Ice cream machine
Wooden dressers for bedrooms

If you can donate any of these items, please contact Meg Porter at (415) 753-3505.

IN MEMORIAM

Koret Family House extends its deepest sympathies to the families who have stayed with us who have lost children in recent months. Our lives have been greatly enriched by these young people, and we fondly remember them here:

Selene Choo
Dana Dean
Christina Mata
K.C. Menghini
Amber Montoya
Bryan Pahl
Kristina Townsend

Letter of Thanks

Dear Koret Family House
Board of Directors:

I wish to make a small donation in memory of Selene and in highest honor of Dr. Michael Edwards and Dr. Art Ablin.

Throughout her trial, Selene found the greatest joys and comfort while with the "family" of Family House. We will always cherish the memories of this family of volunteers and friends. We will remember America for the warmth and love we were given at Family House. Selene's spirit will certainly forever protect all of you.

May God be with you always.

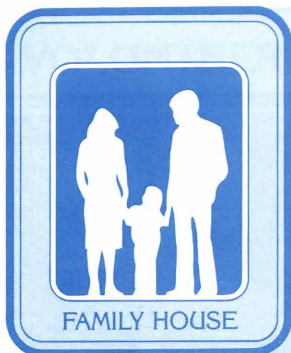
Ker and Irene Choo
44 Gentle Road
Singapore 1130

Koret Family House

50 Irving Street
San Francisco, CA 94112

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Vol. 5 No. 1 January 1988

FAMILY FOCUS

The Family House organization was created to respond to the needs of families of children receiving treatment for cancer at the University of California Medical Center in San Francisco.

SIXTH ANNUAL DINNER DANCE AND AUCTION

Enjoy a 'Night of Magic' at the sixth annual Family House Dinner Dance and Auction to be held on Saturday, February 27th, 1988 from 6:30 p.m. until 12 midnight. As you may have noticed the evening has been changed from Friday to Saturday so that you can enjoy an evening of entertainment without being tired from a full workday. We have also selected a new location. This year the Dinner Dance will be held at The Le Meridien, an elegant hotel located in the heart of San Francisco.

The evening will begin at 6:30 p.m. with a cocktail reception and silent auction followed by dinner at 8 o'clock. An Eggplant Terrine with Red Bell Pepper Coulis will be served to awaken your appetite. It will be followed by the main course of Fresh Poached Salmon with a lime and ginger sauce, fresh vegetable and potato. A mixed green salad will be served to cleanse your palate so that you can enjoy the decadent dessert of Passion Fruit Mousse served in a chocolate tulip. The food should be outstanding. Special dietary requests will be honored by contacting Family House at 753-3505.

The evening continues with the live auction and dancing to the Rex Allen Big Band. This year's auction will offer the opportunity to win an exciting cruise, some great getaways, an



A Night of Magic

Join us along with
San Francisco 49'ers
and a famed illusionist
at our
SIXTH ANNUAL DINNER DANCE
AND AUCTION

Saturday, February 27
Le Meridien Hotel

6:30

Cocktails and Silent Auction

8:00

Dinner and Dancing
9:00 - 12:00

Live Auction and more dancing
to Rex Allen's Big Band

athletic club membership, and more magical treats. Please remember that we would be honored to accept additional donated items for the

Auction fundraiser through February 20! Contact Family House if you have an auction item to donate. Your donation will help

Family House meet its 1988 operating budget which will be in excess of \$90,000.

The magic of the evening doesn't end as the clock strikes midnight. If you are lucky enough to win an auction item, you may find, like

Christina McArthur,

that the magic continues. She writes:

"I would like to share with you a lovely experience that resulted out of a bid I purchased at the Family House Dinner Dance. Last week, I invited a group of friends to my home and Mr. Michele Perrella, the pizza chef from Chez Panisse, came equipped with his fresh ingredients and sense of humor, and not only fed us, but charmed us as well.

It was a very special evening and I would like to thank Michele and Family House for making it possible."

The Dinner Dance promises to be a night of magic for all, and we hope you will be able to join us. If you have not yet received your invitation and would like to attend, please contact Linda Edwards at 586-5371.

PRESIDENT'S LETTER: January 1988

The dedication of McKesson Family House Annex; new carpeting, draperies and window blinds, paint and wall paper, appliances and furniture; a new roof; and the completion of extensive renovations required to install a sprinkler system throughout Koret Family House have highlighted the very busy year of 1987. After six years of operation I'm pleased to report that the physical plant is in the best shape ever and continues to operate at full capacity.

As we look forward to 1988 the Board of Directors can again confidently direct its attention to some of the longer range issues facing Family House. At our January meeting the Long Range Planning Committee, under the chairmanship of Dr. Art Ablin, presented a series of recommendations to the Board. Their proposals are both challenging and exciting for those of us who have witnessed the amazing progress that Family House has made since its impoverished inception in 1981.

Briefly the Committee proposes that Family House:

- ☐ Begin a feasibility study for the expansion of the existing facility at 50 Irving Street to better utilize the land presently occupied by the garage and manager's apartment.
- ☐ Commit to a specific fund raising objective of a major endowment fund to assure sufficient operating funds for the perpetuation of the current facility.
- ☐ Offer advice and council of the Board at U C Medical Center to assure that their planning for new pediatric intensive care facilities will include overnight amenities for parents as well as patients.

These are ambitious goals. An expansion of the existing facility has the potential of doubling the sleeping capacity of Koret Family House. There will be formidable obstacles to this project, such as community and city approvals and, of course, money. But we have slain these dragons before.

The simultaneous raising of an endowment will offer a different kind of challenge. Much of the capital support for Family House has come from foundations such as Koret, Irving and McKesson. While we can hope for their continuing support of our expansion, such organizations are usually not chartered to make endowments.

Our endowment funding, therefore, will have to come largely from the generosity of individual contributors. Fundraising Chairman Barry Grove has already begun recruiting participants in this effort and we are thrilled to have Founding Board Member Stanley Herstein volunteer his support. Stan was instrumental in gaining the participation of the the Koret Foundation early in our history and was a strong voice for moving forward with the project after we failed to get support from the McDonalds Owners' Association.

Although Family House continues to show operating surpluses, the costs of operation have escalated from about \$55,000 in 1984 to over \$90,000 in 1987. While the trend will not continue at this pace, it is vital to the continuing financial health of Family House that we address the issue of an endowment now, as we anticipate the need for additional operating income within 3 to 5 years.

It is a continuing miracle to me that Family House prospers, and expands with 100% volunteer support. In our entire history we have applied every penny raised to the creation and sustenance of Koret Family House and the McKesson Annex.

To those of you who generously contributed your time and money in 1987 the entire Board of Directors joins me in a heartfelt thank you and Happy New Year. To those of you who will contribute toward our lofty goals for 1988 and the future, we pledge the same direct application of your support to the task at hand.



Ann Leonardo
President



Air Transportation for Families



At the end of November, Lavonne, Annalee and Charles Wright left Family House after completing Annalee's six week course of radiation at UCSF. They got a special ride home to Reno in a six-passenger Cessna Plane — a service provided by **AirLifeLine** free of charge.

AirLifeLine is a non-profit association of private pilots who donate their time, skills, fuel and aircraft to fly medical missions. The patients must be ambulatory and in stable medical condition, and the family's financial need must be verified by a case worker or physician. The normal one-way distance for travel is 500 miles, but this can vary.

For more information on this wonderful service contact Dorothy Simonelli, Administrative Director, AirLifeLine, 1011 St. Andrews Drive, Suite One, El Dorado Hills, California 95630. Telephone (916) 933-3060. AirLifeLine welcomes inquiries from Families coming to UCSF from some distance when no other form of transportation can be afforded.

FAMILY HOUSE UPDATE

Up on the Roof!

November was the month for home improvements at Family House. Due to several months of concentrated effort by **Barry Grove**, **David Joy** and others the house now has a new roof and a sophisticated sprinkler system.

The roof had been in need of repair for some time and, as so often happens at Family House, need and invention walked hand in hand. The need for repairing the roof also provided the opportunity to realize the dream of a roof top play area. **Carol Hardgrove** originally suggested the idea of a roof top garden as an area for children and parents to get fresh air and light exercise. This idea was incorporated into the roof replacement plan by removing the current roof and replacing it with a Goodyear Rubber Roof. The rubber roof will provide a sturdy waterproof roof which will double as a surface for tricycle riding and play with the additional benefit of softening the falls of active children.

The repair was made possible through a generous donation from the **Herbst Foundation**. **John Siegle**, President of the Foundation, was responsible for making the \$12,000 grant needed to replace the roof. Additionally, through the generosity of **Anko Roofing** and its President **Henry Lee**, the project was completed for approximately half the cost of the initial estimate of \$20,000.

It is hoped that in the near future the play area will be completed. To complete this area, Family House is now in the process of identifying any necessary structural reinforcements and appropriate fencing. Once that has been done the happy work of constructing the play area can begin. Several people have already agreed to contribute time, money and/or materials. In fact, Family House's own **Fairy Godmother** has indicated she is interested in providing playground equipment. If you are interested in contributing some magic to the roof garden please contact Meg Porter at Family House.

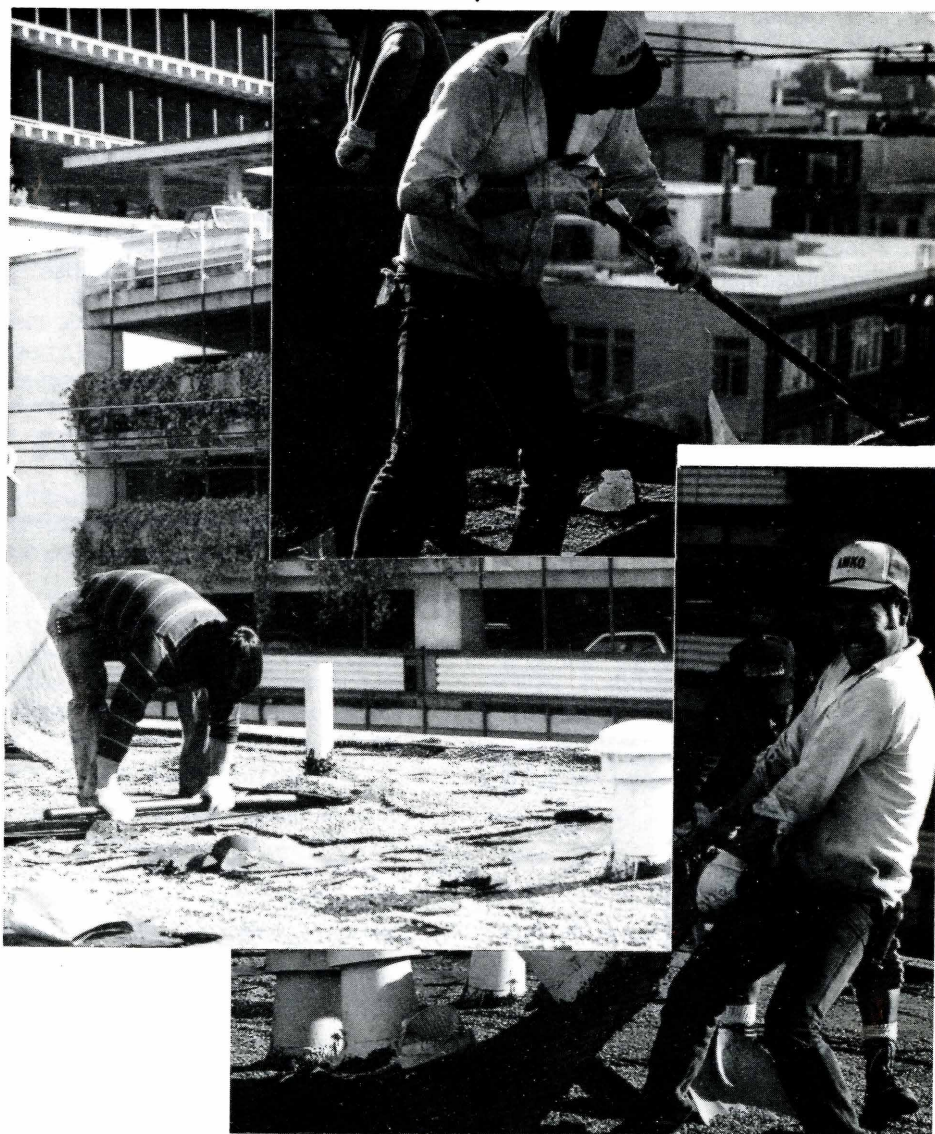
In addition to the new roof Family House also has a new sprinkler system. The new sprinklers are guaranteed to get you all wet, no matter where you

are in Family House. The new heat sensitive sprinkler system responds to an unsafe increase in temperature by activating sprinkler's heads in the immediate area of the heat source. In the event that the House experienced a major fire, all sprinkler heads would be activated covering every inch of the house with a flow of water. Although the Family House Board had the option of only putting sprinkler heads in the hallway, it was decided for the safety of the families who use the house that sprinklers would be placed throughout the house.

This \$45,000 project has been guided by Barry Grove from the permit granting entanglements of the San Francisco Building Department to final installation. **Plant Construction**

Company has been the General Contractor for the project. **David Plant**, became familiar with Family House while his son was a patient of Dr. Michael Edwards. Mr. Plant has demonstrated his support for Family House by refusing to charge for the initial work his company performed. The completion of the project has also relied on **Anshen and Allen**, Architects, and in particular, **Derek Parker**. Mr. Parker has been instrumental in assisting Family House in obtaining permits and has done so without charging for his services.

Family House sincerely appreciates the generosity of the people, companies and foundations who have helped make our home improvements possible.

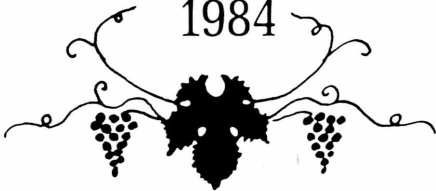


IN VINO VERITAS: (In Wine there is Truth)

DRY CREEK VALLEY

CHARDONNAY

1984



FAMILY HOUSE



PRODUCED AND BOTTLED EXCLUSIVELY FOR
FAMILY HOUSE BY FRITZ CELLARS,
CLOVERDALE, CA. ALCOHOL 12.1% BY VOLUME.
CONTAINS SULFITES.

The truth of the Fritz Cellars Chardonnay, produced and bottled exclusively for Family House, is in the **taste.** Jay Fritz describes the wine as a, "fine balance of varietal fruit with light oaky overtones, medium bodied with lemony flavors that are simple and clean on the palate." Jay is not the only one who enjoys the taste of this wine. The 1984 Fritz Cellars Chardonnay is an award winning wine which has received much acclaim. At the 1987 Orange County Fair, where nearly 3000 wines were tasted, the 1984 Chardonnay was awarded a gold medal. In addition, this wine has received silver medals at the Los Angeles and San Francisco County Fairs and a Bronze medal at the Reno County Fair.

Family House has been able to reserve 100 cases of this award-winning 1984 Chardonnay to sell under its own label. In addition, Family House will be selling a limited quantity of the Fritz Cellars 1985 Chardonnay. Although just recently released for distribution, this wine has already begun to receive recognition. **Larry Walker**, in an article for the **San Francisco Chronicle** stated, that, "in a year of good Chardonnays — Fritz stands out". He rated it a 9.5 on a 10 point scale.

How can you obtain some of this excellent wine?

Simply by completing the coupon below and enclosing a check made out to Family House for \$106.50 per case, twelve bottles of this fine Chardonnay can be yours. The wine will also be available at the Dinner Dance, if you would like to purchase a case at that time.

Through the generosity of Jay Fritz and the support of the Family House community, it is hoped this fundraising project will contribute to Family House meeting its 1988 Operating Costs.



FAMILY HOUSE WINE ORDER

I am interested in purchasing _____ case(s) of Family House Chardonnay (produced and bottled by Fritz Cellars) at a cost of \$106.50 per case. I have enclosed a check made out to: Family House for \$ _____.

Please return this coupon with your check to:
Family House Wine, 50 Irving Street, San Francisco, Ca 94122.

NAME: _____

ADDRESS: _____

PHONE: _____

An order of 3 or more cases will be delivered free of charge in the Bay Area.

If you have ordered less than three cases, please contact Family House at 753-3505 to arrange pick up.

VOLUNTEER PROFILE: A Day in the Life

Helene Torres has been a volunteer at the McKesson Family House Lounge five days a week, 9-4, since the area opened on the 6th floor of Moffit Hospital at UCSF last March.



Helene Torres hangs up the phone — her conduit to the hospital for the parents who wait — and tells a tired father, “The doctor will meet with you in your son’s room. His surgery is completed.” As he rushes out, she reminds him, “Don’t

forget your bag.” But the bag is left in the corner — a helium silver balloon attached to its handle says “Get Well Soon.”

A young mother whose one-year old daughter is scheduled for surgery the next day comes in to register for the night. Helene shows her to bed 5, now functioning as a cabinet in the conference room, but transformed with a gentle tug into a bed platform at day’s end. A partition curtain will then define each of the sleeping units. Helene reassures the weary woman that the nurse will know her bed number in the event that she is needed during the night.

A family with a toddler completes their admission papers and Helene answers their many questions. Although Helene says she speaks no Spanish, she easily translates the inoculation information. In addition to a soft, musical English, Helene speaks Chamorro, a mixture of Spanish, French and Polynesian.

It is 3:30 p.m. The room is still filled with families when Helene calls to remind the nurses to announce the bed sign-up for the night. Her book shows only two beds available in the Lounge. The Intensive Care Unit, which has six bunks available during the day and a direct phone hookup to the nurses’ station, has one bed not signed

for. “We are sleeping full capacity most nights”, says Helene with a bit of the pride of a tireless concierge.

Taking notice of a young couple and their friend, who have been in the Lounge since early morning, she takes the initiative and calls Recovery. “I hate to bother you, but has Katy been brought up yet? Hmmm, not yet? Laura, will you call when she is here?” The call finally comes. Happy and relieved, Helene tells the couple, “Katy will be in her room in about 15 minutes.” Everyone claps. Katy’s father echoes the testimonial of many others: “This place couldn’t run without her.”

At four o’clock Helene pushes her desk until it is against the wall. A few big comfortable chairs are tugged to the corner. The cabinet area which hides the beds in the Lounge is now accessible for tonight’s guests. The young father who left his bag behind steps into the room. Claspings Helene’s hand, he shares with her the news of his son. “God bless you”, Helene replies.

Again today Helene Torres has been a hand-holder. She has reached out to allay fear, to speak of the many options available, mainly the option of hope. No one forgets her kindness after a day of waiting in the McKesson Family House Lounge.

Article contributed by Lynda Hutton

A GARDEN IS A LOVELY THING!

Count on a garden to give your heart a lift. Family House has an especially lovely one this year thanks to donations made in the name of Joanne Daly. A garden is a fitting remembrance of Joanne Daly since she was herself a person who gave the heart a lift.

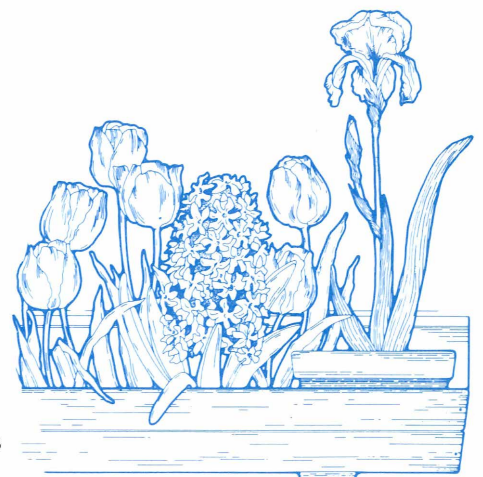
An MSO (Management Service Officer) in the Department of Growth and Development, UCSF School of Dentistry, Joanne died of cancer last year. But it is her zest for life, her empathy for others, combined with a healthy irreverence and sense of fun, that we remember. She was mother hen to a host of Orthodontic students, year after year listening sympathetically to their problems and helping to solve them with straightforward intelligence and a good dose of humor.

Joanne was not one for solemn occasions or sober eulogies. Nonetheless, her friends and co-workers wanted to perpetuate her memory in a manner which would have won her wholehearted approval. Since we knew of her enthusiasm for what was being done at Family House it seemed natural to create a Joanne Daly Fund at Family House. And what better use for the donations than our streetfront garden, and eventually our rooftop garden. In the spring there will be a formal dedication ceremony.

To the casual passerby The Joanne Daly Garden is a very pretty sight. For those of us who knew Joanne there is an added sweetness. A garden is a lovely thing!

Family House is grateful to those who helped make the garden possible. **Katherine Lee** and **Jane Singer** from **Garden Design** in Sausalito for the design; **Rafael Lumber** and **Rafael Nursery** of San Rafael who provided materials at their cost; and **Keith Killer**, the landscape contractor who donated many hours of his time as well as his green thumb.

Article contributed by Joan Finton-Baumrind.



NEWS CORNER

Hello Everyone!

John Morse, Jr., of Chesterfield, Missouri, received a special award in December for his achievement as an Eagle Scout. Congratulations John! It's been three years since we've seen you.

Stephen and Teri Humble are proud parents of Tristan, born September 24th, 1987: "Tristen is wonderful — healthy, calm, strong, responsive and adaptable. Big brothers, Devin and Liam, adore him". Devin's next check-up isn't until next summer! We'll meet the baby then.

Simona Livini sent pictures from Israel of Nadav and the rest of her beautiful family. Nadav is growing fast, studying hard, and "a leader at the Scouts too".

David Knopf, recently departed from the UCSF pediatric oncology group, is settled in San Diego. His address is 1815 Altura Place, San Diego, Ca 92103. "After we moved in I called UCSD Medical Center and they said they had been looking for me and would I please start work right away in their Special Intensive Care Nursery where they just had two social workers quit. Organizational Problems!...It's been six weeks now, and next week the second social worker starts, so things should get a little more reasonable. Unfortunately, there is **no** Family House here!"

Send Us Your News So We Can Pass It On To Others!

Wish List From Family House

- *For the Library:*
A Good Dictionary
- *For Family use:*
Curling Iron, Blow Dryer, Nursery Monitor (2 way intercom)
- *For Kitchens:*
Toasters, Electric Can Openers, Coffee Maker, Good Skillets - med. sz., Silverstone, Measuring Cups & Spoons, Juice and Beverage Glasses
- *For Rooms*
Electric Alarm Clocks
- *General:*
Rechargeable Wall-mounted Flashlights, Books about San Francisco (guidebooks, picture books), Atari Games, VHS Blank Video Tapes, IBM compatible Computer and Keyboard, High Resolution Monitor, Laser or Letter Quality Printer, Subscription to Teen Fashion Magazine, Sweaters and Jackets - All sizes (for families who come unprepared for San Francisco weather), Polaroid Spectra Film, Donations towards new house plants for Family House

Special Thanks

- ♥ To Donna Seckett of Macdoel, CA. for the beautiful Silvertip Firs shipped to us from their Christmas Tree Farm.
- ♥ To J.D. & Vicki Finster Aloha, and to Isabel Eichner and the XiXi Zeta Chapter of Beta Sigma Phi for the vacuum cleaners.
- ♥ To Sharon Magnuson for her continuing supply of care packages with goodies of every sort.
- ♥ To our 'Fairy Godmother' for a wonderful Halloween celebration.
- ♥ To Micki Christoni and the "Chat and Chew Club" of San Jose for their special luncheon benefit.
- ♥ To Mrs. Margaret Civitello for the Xerox Machine.
- ♥ To Golden Bear Travel for the beautiful Spectra Polaroid Camera.
- ♥ To the Brasser Family of Artesia, CA. for the child's car seat.
- ♥ To all of you making donations through the United Way!

Koret Family House
50 Irving Street
San Francisco, CA 94112

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