

West Central Ohio Chapter 0NS

Board Meeting Minutes

March 3, 2009

<p><u>MEETING DATE:</u> <u>3 MARCH, 2009</u></p>	<p><u>ATTENDEES(AS MARKED WITH AN X)</u></p> <p><input checked="" type="checkbox"/> MARY MURPHY, PRESIDENT, OUTREACH OHIO</p> <p><input checked="" type="checkbox"/> LADONNA HINKLE, PRESIDENT-ELECT</p> <p><input checked="" type="checkbox"/> KAREN AGNOR, IMMEDIATE PAST PRESIDENT, OUTREACH OHIO, LIAISON COORDINATOR</p> <p><input type="checkbox"/> NAN LAWARY ,MEMBERSHIP CHAIR</p> <p><input checked="" type="checkbox"/> JAN RAFFERTY, SECRETARY, POLITICAL ADVOCACY</p> <p><input checked="" type="checkbox"/> DARLA SUBLER, TREASURER</p> <p><input checked="" type="checkbox"/> JACKIE MATTHEWS, PROGRAM CHAIR</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> PEGGY JONES, NOMINATIONS, ARCHIVES HISTORIAN</p> <p><input type="checkbox"/> ELENA MIKALAUSKAS, COMMUNITY OUTREACH</p> <p><input checked="" type="checkbox"/> BETTY CRADICK, PROGRAMS/CEU COORDINATOR</p> <p><input checked="" type="checkbox"/> BARB PAXSON, NEWSLETTER & VIRTUAL COMMUNITY</p> <p><input checked="" type="checkbox"/> BARB STERLING, MEMBER-AT-LARGE</p> <p><input type="checkbox"/> SUSIE NEWTON, MEMBER –AT-LARGE</p> <p><input type="checkbox"/> NANCY THOMA, MEMBER-AT-LARGE</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><u>LOCATION:</u></p> <p><u>HOSPICE OF DAYTON</u></p>
<p><u>NEXT MEETING:</u></p>	<p align="center">MAY 5 2009</p>	<p align="center">5:30 DINNER</p> <p align="center">6:00 MEETING</p>	<p align="center">HOSPICE OF DAYTON</p>

AGENDA	DISCUSSION	ACTION/FOLLOW-UP	RESPONSIBLE PERSON
<p>Old Business:</p> <p>1. Strategic Plan</p>	<p>Members that are on community boards, work with programs are a good contact to meet Strategic Plan goals.</p> <p>Need to contact local nursing schools-and recruit nursing students interested in oncology</p> <p>Liasons will be a great help with the Strategic Plan</p> <p>Mary, Karen, and LaDonna will meet to provide more structure and present at the next meeting</p>	<p>All to review strategic plans and to bring input to the next meeting</p>	<p>All on Board</p>
<p>2. Needs assessment update</p>	<p>January was the only month the needs assessment were handed out at the meeting –21 returned</p> <p>We need to hand them out again at the March meeting. LaDonna will then e-mail blast to the members with April being the deadline. Award will be announced at the May meeting</p> <p>The award for filling out needs assessment needs to be less substantial. Consider a Gas Card or something similar.</p>	<p>Jan to collect and tabulate and provide outcome before April meeting. Darla to award certificate.</p>	<p>J. Rafferty</p> <p>D. Subler</p>
<p>3. Newsletter award</p>	<p>Barb does most of the work. We need board and member involvement , articles etc</p> <p>Try to get everyone to e-mail reports, get some of our members to write articles regarding local activity. This will demonstrate member involvement.</p> <p>Need some kind of Clinical Corner with tips or new treatments . Consider categories for publication</p> <p>Community outreach notice to keep members updated.</p> <p>We will need a section announcing awards members</p>	<p>Write articles and encourage members to write articles.</p>	<p>Board</p>

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	<p>have received, up coming programs and local oncology news.</p> <p>We should include a section with pictures members.</p> <p>The Newsletter award requires more interaction.</p> <p>Our web site is up and running. We need to encourage people to use it and visit it.—Jackie will bring our computer to the meeting, set it up so people can use and check it out</p>		
4. ONS Voting-	<p>ONS Officers Voting. All were encouraged to do so. Not sure how we did, we have not received any numbers from national</p>	<p>LaDonna to check when numbers available</p> <p>Mary filled a ONS survey out concerning ease of voting.</p>	L. Hinkle
5. Mentorship Weekend	<p>Mary and La Donna want to go</p>	<p>Board voted and Mary and LaDonna will go</p>	<p>M. Murphy</p> <p>L. Hinkle</p>
6. Nurse Month	<p>Posters are hard to get from National. You order 5 and get 1</p> <p>They will come out May 1st</p>		
<p>7. General Board Updates</p> <p>Change of colors</p>	<p>We will be changing out colors to those of National, Blue and Orange</p> <p>We will need a new table cloth for this change.</p> <p>Stationary—We will need new stationary as our supply is low and in the old colors.</p>	<p>Peggy to look at stationary. Mary will work with Peggy on this issue.</p> <p>Mary and Karen to pick out the stationary and have it ordered</p>	<p>P. Jones</p> <p>M. Murphy & K. Agnor</p>

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<p>New Business:</p> <p>Committee Reports:</p> <p>1 Treasurer</p>	<p>The Balance in the bank--\$10,239.73</p> <p>We are a tax free organization, we have a tax exempt ID #</p> <p>Jackie to send out forms to provide at business sites</p> <p>The yearly report was sent to national</p> <p>Tracking system— How to keep track of people who have signed up for programs and if they have paid or need to pay---Our current fee schedule</p> <p>15.00-for non members</p> <p>10.00 for members</p> <p>The registration table needs to know if the people showing up for the program have paid or need to pay</p> <p>There is a discrepancy from those who have paid but not filled out paperwork. Registration is not sure who needs to pay.</p> <p>We need a new form to keep track of who is paid</p> <p>Betty will be at registration and will have list and for ONS</p> <p>—needs to pay NTP- the abbreviation used to notate someone that needs to pay</p>		<p>D. Subler</p> <p>J. Matthews</p> <p>B. Craddick</p> <p>D. Subler</p>
<p>2.Membership</p>	<p>89-members(total)</p> <p>73-renewal members</p> <p>14-new, 1-associate, 1appointed member</p> <p>Membership directory almost ready still waiting on last –New members will be in italics</p>	<p>Membership directory going out March 15th</p>	<p>L. Hinkle</p>

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	<p>Record Keeping—La Donna archivist. Mary found a list on proposed record keeping in the Presidential advisory board. Where do we keep our information? Much is on the computer and jump drive</p> <p>Fees—should we up non-member fee to 20.00 from 15.00</p> <p>Students-are a \$6.00 fee for membership—</p> <p>Cincinnati’s fees for programs : students-\$10.00, non-member--\$ 20 and members-\$5.00</p> <p>Our fees at present for students-\$ 6.00 for membership and also for programs</p> <p>Increase in fees –on the agenda for the retreat</p>		Board
3. Scholarship	<p>Nancy and Susie-have nothing to report. They will work on new scholarship for the 25th celebration. Alice Jordon Mentorship Award. Nancy to contact family members.</p> <p>Outreach Ohio—will submit Darla again.</p> <p>Newsletter criteria and chapter excellence award-see new business</p>		S. Newton, N. Thoma
4. Board Vacancies	<p>Sandy Hoskins has requested a leave absence for family issues</p> <p>Nancy Thoma- to be member-at-large.</p>	<p>Sandy granted the leave absence, will try and keep up with chapter</p> <p>Nancy to assist with the development of the Alice Jordan Award</p>	Board N. Thoma
5. Outreach Ohio	<p>Next meeting is April 18th—Bertie is the new coordinator</p> <p>They will be announcing the outreach award</p>	Mary to attend	M.Murphy

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6. Newsletter	<p>Mary received a letter from Jenny Shinsky—stating</p> <p>Dates 4/15 next newsletter coming out. Barb could use articles.</p>		
7. Community Outreach	<p>50/50 Raffle-</p> <p>First Quarter-Food Bank</p> <p>Second Quarter-Ostomy Society, they will send a young person to camp in Colorado. We can donate extra if we want.</p> <p>Third Quarter-ONS Foundation</p> <p>Last year we sent inner city kid to camp.</p> <p>New idea always welcome</p> <p>Community outreach—tons of things form ACS. Should be added to the newsletter. Mary sends out items and LaDonna blasts them to members. ACS events passed out at programs.</p>		Board
8. Nominations	<p>Treasurer, Secretary and president elect.</p> <p>Ballots to be sent out in June/July</p> <p>We will be doing them on line, as most of the membership has e-mail access</p> <p>Peggy with Nan assisting</p>	<p>Treasurer-Darla</p> <p>Secretary-Jan</p> <p>Pres Elec—Susie asked but has work related conflicts.</p> <p>LaDonna Pres Elect—will need to have someone to follow. Pres-elect 2011 must be active on board.</p> <p>We need to expand the board, get new people that we can then groom for the positions.</p>	P. Jones, N. Lawry

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9. Archives	<p>Mary will continue to take pictures.</p> <p>Peggy will work with Mary and our tri-fold board.</p> <p>We will put pictures up of all the board members for the 25th</p>		<p>M. Murphy</p> <p>P. Jones</p>
10. Chapter Liaisons	<p>Karen has begun to developed a program.</p> <p>Do we need to recognize the liaisons at chapter meeting?</p> <p>Kathy Smith is willing to help with this. Karen, Kathy, and Mary to meet.</p>	<p>Packets made up need to give them to the sites</p> <p>We need to update people/contacts</p> <p>Kathy Smith is willing to drop off packets and do contact work. Kathy calls on every oncologist office in the area.</p> <p>Karen to put packets together, Kathy to deliver packets to liaisons. We can go from there.</p> <p>Karen to work on liaison guidelines. Start with facility names and contacts</p> <p>Karen to get article on liaisons in newsletter.</p>	<p>K. Agnor</p> <p>K. Smith</p> <p>K. Agnor</p>
11. 2009 Programs	<p>March Meeting:</p> <p>Elena trying to get parking passes</p> <p>Karen- to do coordination of food</p> <p>Honorarium to pay Dr Oulette—what we pay-must decide what is good for local speaker: Jackie and Darla-\$500.00, Mary says local palliative care group pays \$200.00. Mary to check with Out reach about what others are paying.</p> <p>Jackie-Have 2 drug reps to help and a grant request- for \$1000 from Nexavar for this program.</p> <p>Tom Lambert- ?? Rep for 500 will talk about Cubisin for MRSA</p>	<p>Elena will help with parking pass and getting signs and directions to meeting place</p> <p>Karen to coordinate food delivery and pick up Jackie to e-mail information to Karen. Elena will be helping with getting people</p> <p>Jackie and Karen to work with Kohler—\$25 delivery, \$10.50 per person for buffet, coffee, Ice tea, and desserts</p> <p>We must provide 3 8 foot table they will provide table cover, disposable plates and flat were. Will set up at 5:30. Must let Beth know the Monday before 16th. Rsvp</p> <p>Must send out official application/flyer with the correct approver unit statement included.</p>	<p>E. Mikalauskas</p> <p>K.Agnor</p> <p>M. Murphy</p>

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	<p>\$500 –speaker fee for Dr Oulette</p> <p>April meeting –CE requirement for OBN on leagal Momentum states that the credit must have OBN approval.</p> <p>Place- Possibly Chinese Restaurant. Chinese can be expensive if allowing people to order. Suggested Mr. Lee’s, China Cottage. Thought to be \$15-18/person. Too expensive? Can we get any funding for this?</p> <p>Other suggestions --DiSalvo’s, Marions, Subway. HOD community room not available on Thursday night. Another suggestion DLM—school of cooking. Kettering Education Center Next to MCL—Rae has her program there, good parking.</p>	<p>\$500.00 agreed upon for honorarium to Dr. Oulette</p> <p>Jackie to follow up on April meeting</p> <p>Mary to take care of paper work for CEU’s</p>	<p>D. Subler</p> <p>J. Mathews</p> <p>M. Murphy</p>
<p>12. 25th Anniversary Meeting</p>	<p>Program committee checked out Carillon Park and liked.</p> <p>Karen looked into gifts/ memento’s as gifts</p> <p>Nice framed print \$36 for speaker. Not sure who the speaker will be, but will be someone from National. They will also send us several movies in regards to history.</p> <p>Mary --Logos at work- votive logo on ours, wine glass reasonable. Balloon—Balloonarama--\$10 for delivery. Bouquet of 3 Balloons-\$7.00 and 5 Balloons is \$9.50</p> <p>Are we inviting Alice’s family—Would be nice to invite not sure if they will be able to come.</p> <p>How are we getting info/invites to members esp.</p>	<p>Karen looked into gifts/ memento’s—to include: miniature Wright Flyers, note cards, silver ornament, pen&pencil set, biplane clocks, aviator bear. We will get 15% off and not taxed.</p> <p>Note cards from print shop--\$2 easy to do. Voted on cards as gifts</p> <p>Committee will need to have another meeting to decide food . Will also discuss invitations especially to past presidents The Alice Jordan Fund will be initiated at the meeting. Mary has 1 picture of Alice. Family to be invited,</p>	<p>Program Committee</p> <p>K. Agnor</p> <p>M. Murphy</p>

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	<p>past president and family—Karen to look into</p> <p>Budget—\$2500-\$3000. The room cost \$300. A big cost will be the food and alcohol</p> <p>Will ONS pick up tab on their speaker?(to be determined)</p>	<p>Nancy to check with the family</p>	<p>N. Thoma</p> <p>J. Matthews</p>
<p>Next Board Meetings</p>	<p>At Hospice Of Dayton 5:30 p.m. Please let Mary know if you cannot attend.</p> <p>Please send Jan and Mary your reports and what you plan to speak about that evening . Please send even if you are attending. This will increase the clarity of note taking and record keeping. Thanks for all you do.</p>	<p>5/5, 7/11(board retreat). 9/1, 11/3, & 12//1 (x-mas party. Barb to confirm)</p>	