

West Central Ohio Chapter 0NS

Board Meeting Minutes

Board Annual Retreat

July 11, 2009

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<p><u>MEETING DATE:</u></p> <p><u>JULY 11, 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</p> <p><input checked="" type="checkbox"/> NAN LAWARY ,MEMBERSHIP CHAIR</p> <p><input checked="" type="checkbox"/> JAN RAFFERTY, SECRETARY</p> <p><input checked="" type="checkbox"/> DARLA SUBLER, TREASURER</p> <p><input checked="" type="checkbox"/> JACKIE MATTHEWS, PROGRAM CHAIR</p> <p><input checked="" type="checkbox"/> SUSIE NEWTON, INTERIM SCHOLARSHIP CHAIR</p> <p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> PEGGY JONES, NOMINATING CHAIR</p> <p><input checked="" type="checkbox"/> ELENA MIKALASKAS, COMMUNITY OUTREACH</p> <p><input checked="" type="checkbox"/> BETTY CRADDICK, CEU COORDINATOR</p> <p><input checked="" type="checkbox"/> ELENA MIKALASKAS, COMMUNITY OUTREACH</p> <p><input checked="" type="checkbox"/> BARB STERLING, MEMBER-AT-LARGE</p> <p><input checked="" type="checkbox"/> NANCY THOMA, MEMBER-AT-LARGE</p> <p><input type="checkbox"/></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">SEPTEMBER 1ST 2009</p> <p align="center">TUESDAY</p> <p align="center">5:30-7:30</p>	<p align="center">HOD</p> <p align="center">5:30- 6:00 DINNER</p> <p align="center">6:00- MEETING</p>	

AGENDA	DISCUSSION	ACTION/FOLLOW-UP	RESPONSIBLE PERSON
Welcome	<p>Welcome and thanks –from Mary to all board members for their hard work</p> <p>Looked at Book on Leadership by John Maxwell and the qualities of a leader- All on board are dedicated and exhibit many of these qualities. All are balancing many things including the board duties</p>	All to help each other so no one member gets overwhelmed	M. Murphy
Approval of minutes	<p>Spelling corrections of names</p> <p>Corrections on wording about the strategic plans</p>	<p>Jan to correct min and forward to Mary</p> <p>Nan motioned for approval of corrected minutes</p> <p>Susie seconded the motion</p>	<p>J. Rafferty</p> <p>N.Lawary</p> <p>S. Newton</p>
Update of Board roster	An update of board roster was sent to the board		K. Agnor
Next Board meetings	<p>2009--September 1st, November 3rd, December 1st - will be our Christmas meeting. Still at J. Alexander's.</p> <p>2010-January 12th, March 9th, May 11th, July to be announced (should we do in June to avoid mentorship weekend) September 14th, November 9th and then Dec for Christmas meeting</p>	<p>Barb to confirm a reservation later this summer when they will take reservations. Will keep board notified</p> <p>All to mark calendars</p>	<p>B Sterling</p> <p>All</p>
Strategic Plan	<p>LaDonna found Cinci's strategic plan and we may want to review and get more ideas for our plans. Could be good reference for when we apply for chapter excellence award.</p> <p>The nationals web site has a power point on strategic plans we should review</p> <p>We want to add our logo to the Plan-at present</p>	<p>The board to look at strategic plans (Cinci's) and will discuss at Sept meeting</p> <p>Peggy to check with the printer that developed our logo & new colors as to how to access our logo</p>	<p>Board</p> <p>P. Jones</p>

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	<p>having trouble downloading our logo for anything. We are unable to copy and paste. Peggy will check with the printer, will try and get us a format we can use</p> <p>Thoughts on Strategic Plan and how to keep current.</p> <ol style="list-style-type: none"> 1.—Assign someone as “gatekeeper” to keep up with. 2.---Look at 1 section/aspect of the plan each meeting 3.—review needs assessment in relation to strategic Plan <p>We renewed our chapter ship on 4/17/09</p> <p>Mentor ship Weekend this coming weekend-Mary and LaDonna attending-Board to give them any questions.</p> <ol style="list-style-type: none"> 1.—question about the newsletter. Can we access any samples of winner’s newsletters? 2.—How are other chapters using their liaisons and what issues are they dealing with? <p>Each chair should give a report to Jan and Mary prior to the meeting. If unable to attend please e-mail the report.</p>		<p>M. Murphy & L.Hinkle</p> <p>Board Chair Members</p>
Treasurer	<p>Amount in our account—\$6902.08</p> <p>We received \$2000 in grants for the 25th anniversary program thanks to Jackie’s efforts. The board thanks Jackie for her hard work.</p> <p>The program cost our chapter \$1841.61 – this bill included everything</p> <p>Treasurer and budget look ok and on target.</p>		D.Subler

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	<p>Honorariums-Discussed.:</p> <ol style="list-style-type: none"> 1. What are we paying? Is it too much? 2. Many speakers have refused or donated back to chapter. 3. We need guidelines/protocol-to discuss in Sept meeting 	<p>Mary to check at Outreach Ohio in August</p>	<p>M. Murphy</p>
<p>Nominations/Archives</p>	<p>We need to elect for 2010 a president-elect, a treasurer, and a secretary. We have on the ballot Karen Agnor, Darla Subler and Jan Rafferty for these seats respectively</p> <p>Peggy has each candidate's information ready for the ballots.</p> <p>Ballots to go out this week. Response/return in 2 weeks or by 1 Aug 2009</p> <p>Record keeping: Mary to check at mentorship. Hopes to get an outline for archiving and what to keep. ONS has a list of what to keep and this was given to Peggy and LaDonna.</p> <p>Peggy did poster for the 25th. We will try and bring it to each meeting/program. L' Auberge we will not be able to bring as it is a small room and there will be</p>	<p>LaDonna will e-mail blast the ballots to all who have e-mail.</p> <p>Peggy will snail mail all who don't have e-mail</p> <p>LaDonna to forward any responses she may get to Peggy</p> <p>Peggy to announce results of board elections at September meeting.</p> <p>Information to be printed in the October newsletter.</p>	<p>P. Jones</p> <p>L. Hinkle</p> <p>P. Jones, N. Lawary</p> <p>L. Hinkle</p>

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	<p>no where to put it.</p> <p>Karen made an album of our 25th celebration program. Will try and bring that also</p>		K. Agnor
Advocacy	<p>Advocacy 101-a free program for ONS members to increase knowledge on legislation</p> <p>AMC has quality of life packets available</p>	LaDonna to continue blasting members as she gets legislative information	L. Hinkle
Membership	<p>Our total # this month is 101</p> <p>1 person did not join locally but was on the National. We will treat this as a potential member.</p> <p>80 renewals form last year</p> <p>19 new members, with 1 associate and 1 appointed</p> <p>We will continue with the incentive of offering a free program for those who join early. Many are taking advantage of this.</p> <p>Fee's—are we increasing or changing</p> <p>\$10.00 for members remains unchanged.</p> <p>\$20.00 for non-members, an increase from \$15.00</p> <p>\$6.00 for students to remain the same</p> <p>Record keeping Mary to check at mentorship</p> <p>An outline for archiving and what to keep</p> <p>Peggy did poster for 25th. Will try and bring to</p>	<p>LaDonna will meet and work with Nan to transfer membership to her</p> <p>Darla will continue to keep track of this and the numbers</p> <p>Jackie motioned for increase in non-member fee's to \$20.00. All of board seconded and agreed. Vote -1nay and the remainder of board for. Fee's for non-members increased to \$20.00 per program.</p>	<p>L. Hinkle & N.Lawary</p> <p>D. Subler</p> <p>J. Matthews</p> <p>Board</p> <p>M .Murphy</p>

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	<p>programs, L'Aub not able to use there –no room. Will try to continue. Have photo albums</p> <p>Karen made album for 25th will bring</p>		
Recruitment	<p>We need to have a new person on the board for 2010</p> <p>We should work on recruiting a new person each year. We are looking for the person with leadership skills</p> <p>We should have a point person, someone (consistently the same person) who will personally invite and discuss joining the board...</p> <p>Sandy- spoke with Mary re the board. She regrets but is unable to fulfill her duties due to family and personal situations.</p> <p>Tammy not coming back</p> <p>Jill Brown, former member of the board, is back as member of our local group. Other names suggested wer Amy Eby, Paula Hutchinson, Karen Pelfrey Does she want to be back on board? Mary to write and invite.</p> <p>We have a low number of Administrators in our local chapter— they could network with clinical nurses. Managers from MVH and Kettering don't come. Why? Many are in a lot of managerial groups.</p>	<p>All of board to check and look into co-workers, acquaintances that may be interested</p> <p>Mary is willing to speak and discuss with anyone interested in joining the board Mary is willing to speak and discuss with anyone interested in joining the boad. Mary will check to see if they are an ONS member and if they are not a member they cannot be on the Board. They must also be a WCO member.</p>	<p>All of Board</p> <p>M. Murphy</p> <p>M. Murphy</p>
Outreach Ohio	<p>Next meeting is in Worthington, OH on Saturday, August 8th.</p> <p>All/ anyone interested in coming welcome can carpool with Mary. Please contact Mary</p>	Mary to organize carpool with all who wish to go.	M. Murphy

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Newsletter/Virtual community	<p>Newsletter due out July 31st 09. Deadline July 15th. The board should consider submitting even a small note, article for this next newsletter.</p> <p>We were one of the top 10 for virtual communities We were #9</p> <p>Barb doing great job-thanks Barb!</p>		All WCO Board
Scholarships	<p>Susie-will fill in temporarily as chair. Requesting help and suggestions for nominations to fill the many available scholarships from the board.</p> <p>Sandy- spoke with Mary re the board. She regrets but is unable to fulfill her duties due to family and personal situations.</p> <p>Tammy not coming back</p> <p>Deadlines:</p> <p>nominate someone for the big meetings i.e. IOL, Congress and Practitioner</p> <p>Congress-Mary- application due in Dec.</p> <p>IOL -Jan- application due 1 September.</p> <p>APN-Jackie not sure will let board know.</p> <p>Pearl More Making a Difference Award—Nancy Thoma . She has developed the breast cancer program at MVH would be great for this award. Will need an MVH coordinator for this</p> <p>ONS has several excellence awards available. This year's application is one with the ability to check the award that you are applying for. Darla was suggested for the Med-ONC</p>	<p>Nancy voted for this award. Elana will coordinate and work with Susie on the paper work.</p>	

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	<p>Chapter excellence award. We have the packet but will take coordination of the board for completion. Mary will assign tasks to each — Due August 14th. Jackie has old application and we can use it as a guide</p>	<p>Mary to assign tasks to be completed by the board</p> <p>Mary to work on final draft</p>	<p>M. Murphy</p>
<p>Alice Jordan Mentorship Award</p>	<p>Several of board members have worked on this first draft</p> <p>Jackie has the time line:</p> <ol style="list-style-type: none"> 1.—January open for applications 2.—March 31st will be the deadline for the application. 3.—April board to review and choose winner 4.—May meeting will announce winner (May in Oncology Month) <p>questions to answer:</p> <p>Nominations –self or can others nominate.</p> <p>Do we want letters of recommendations? Who will the applications go to? Will it be paper, electronic, or both?</p> <p>How to give award? What will be acceptable?</p> <p>Any task or paper to prove have used award and gotten something for it?</p> <p>We need to make this a simple process</p> <p>What is our \$ amount, and how will we sustain it?</p>	<p>Board to review questions and draft</p> <p>Board to work on this at September meeting</p>	<p>Board</p>

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	<p>Who is eligible? Started as an award for a new nurse and has morphed into an award for the seasoned nurse and mentor.</p>		
Community Out reach	<p>50/50 raffle is going well.</p> <p>Jan., Feb., and March raffle went to the food bank</p> <p>April May and June raffle went to the ostomey group to send a teen to camp.</p> <p>Pan Ohio Hope Ride –is a 4 day event. It starts in Cleveland and ends in Cincinnati with a stop in Waynesville. The stop will be Sunday 2 Aug at Corwin Peddler. Our local chapter will collaborate with the Cincinnati local chapter. We will be passing out water, gator aid etc. Our 50/50 raffle from that meeting will go for this. 50/50 raffle will go for water and things, can donate for this. La Donna to blast for Pan Ohio want to donate water, Gatorade and \$'s</p> <p>The Purple Stride in Sept at Clifton mills for Pancreatic Cancer. It is set for 12th Sept. Locally there is not much for Pancreatic Cancer.</p> <p>The Leukemia and lymphoma Association donates to a patient with a blood disorder \$150.00. It is easy to get, you must have MD sign.</p>	Elana to continue to collect the 50/50 raffle	E. Mikalauskas
Chapter Liaisons	<p>The Board was currently sent an updated list. This list is the best we have had.</p> <p>Note was sent to liaisons to bring in any information of members and what they are doing/ accomplishments/awards/education etc. Liaisons encouraged to communicate with the board</p> <p>A newsletter article was written to encourage liaisons with this</p>	Karen to continue working with the liaisons	K. Agnor

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	<p>Planning to have or trying to have meeting with liaisons to organize trying for Sept. Very hard to co-ordinate.</p> <p>Hope for information from mentorship weekend.</p> <p>Kathy Smith is our contact person-she can drop information off with the liaisons.</p>		
Programs	<p>We had 282 attendees for 1st half of year.</p> <p>July is an extra program but is all paid for.</p> <p>September's program is with Gynn/Onc at MVH (many people like this venue) Speakers will be Dr T Reid and Dr D Ditzel. Food from Koehler's</p> <p>October's program we were going to do an electrolyte review, Novartis has another program that we can do on Zometa</p> <p>November's program we are having 2 IMER programs with grant money. We had asked for these programs asked for 1 year ago. The program has CE's.</p> <p>November already sponsored by Eli Lilly may be a bit longer lung Ca followed by survivorship</p> <p>Love your chapter and questionable need for product fair discussed.</p> <p>The programs appear to be meeting our members needs based on the needs assessment. Everything scheduled is on the assessment.</p> <p>We need to make a switch in tracking/tabulating who and how many attendees' we will be having at each program. E-mails and registrations will now go to Jackie. Jackie will provide deposit slip to Darla.</p>	<p>Jackie working with J.Ponziani and J.Rothelsburger to finalize details</p> <p>Karen to co-ordinate food from Koehler's</p> <p>Jackie to give head count to Karen</p>	J. Matthews

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	<p>Many thanks to the years of Darla's assistance in program registration.</p> <p>2010—shaping up for 1st half. January Celgiene has a nice MDS program with an independent speaker.</p> <p>Program Committee to have meeting in near future—date to be announced</p>		
Meeting Dates:2010	<p>Dates for Board Meetings 2010</p> <p>January 2nd</p> <p>March 9th</p> <p>May 11th</p> <p>July- Boards Annual Retreat.--to be announced (do we want to do our retreat in June to avoid the 4th and mentorship weekend?)</p> <p>September 14th</p> <p>November 9th</p> <p>December 2nd –tentative for Boards annual Christmas meeting.</p>		
Next Meeting	<p style="text-align: center;">Tuesday</p> <p style="text-align: center;">September 1st 2009</p> <p style="text-align: center;">5:30-7:30</p> <p style="text-align: center;">Hospice of Dayton</p>	Please bring typed reports to the meeting. If possible please e-mail or forward to Mary and Jan.	

