

CTC-ONS 2017 Board and Committee Meeting November 2, 2017

Location: Schreiner Room, Bethesda North

Attendees: Carol Amfahr, Debbie Heim, Sue Partusch, Brenda Burns, Gigi Robison, Sharon Sanker, Arleen Wuestefeld, Vicki Estridge, Kim Blanton, Nancy Murrin, Amy Voris, Joanne Worthington, Michelle O, Donna Andrews

Call to Order: by Kim Blanton

Topic	Information	Action	Target Dates, F/U
Leadership- Kim Blanton	<ul style="list-style-type: none"> • Kim asks that all board members review job descriptions for each of our positions and edit then approve • Does phone/call-in availability work? Everyone agrees it works • Kim will host the Feb. 2018 Board meeting at her house and provide breakfast/lunch; will update Strategic Plan • 2018 Board Meeting Dates: February 3, May 3, August 2, November 1 (first Thursday of the quarter); will have at Schreiner's room 	<ul style="list-style-type: none"> - Review job descriptions - Strategic Plan update 	End of year- send back to Kim Board Meeting Feb. 3
Secretary- Vicki Estridge	<ul style="list-style-type: none"> • Will look for 2017 Budget; handed out by Sue Partusch. Sue's computer crashed. 	Send 2017 budget to Sue if found	ASAP

<p>Treasurer- Sue Partusch</p>	<ul style="list-style-type: none"> • Balances: 8,425.94 in Savings with 46,374.72 in Checking; actual expenditures lost in computer hack. Need to re-construct budget so if anyone has budget copy, send to Sue. • Double charge from Maggianos for Sept. program fixed • Met with Kim Warman once to review Quicken program. Kim did August/September and Sue did today's budget preparation. Mostly do on Sundays • Working on Budget and End of Year Report • Sue Faulkner's Legislative Meeting under Travel • Project that dues/program fees under budget but with member fees will break even. >\$1913 YTD with 2 months left • 2 Plaques purchased for \$180 which seems expensive. Gigi to investigate if cheaper options available • Karen Kowalski speaker from 2017 Products Fair-\$1500 (if >\$600 must report taxes). Her honorarium should be housed under what category? Meeting expense • Arleen would like to increase Community Outreach Budget to \$1500. See attached page from Arleen. \$450 for donations to CSC, CFC, \$1500 supplies which includes T-shirts. All donations to be housed awards • Casino Night Anniversary Celebration canceled; need addresses of all who RSVPd to send checks back-Send to Sue. • Intuit and Quicken divorced; updated Quicken in 2015, so will need 2018 upgrade 	<ul style="list-style-type: none"> • Send budget copy to Sue if found • Gigi will re-search plaque purchase • Casino Night RSVP emails to Sue • Upgrade Quicken 2018 	<p>ASAP</p> <p>Plaques before spring mtg.</p> <p>2018</p>
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<p>Program Report-Sharon Sanker</p>	<ul style="list-style-type: none"> • Declining Attendance at Chapter meetings: 40- 4/17, 38- 5/17, 52- Products Fair, 47- 2/17, 46- 10/17, 45- 9/17, with 66 at January meeting (lymphedema) • Typically 5 - 8 No Shows with 5 Walk-ins. Same people no-showing. Discuss at meeting? • Last meeting had 6 new people only 4 packets. Could recognize specifics at meeting to include 1st time meeting, 1st time certified, new to joining ONS • \$100 drawing for education went over well. Judy Houchins won. Will buy something and be reimbursed. This budget item should go under Membership. Email out November Program. Will draw \$100 at 7 regular program meetings; Kim has voucher • Also clarify that only one door prize per year to be won. Board members to be included. 	<p>-Effect of millennials? Email those frequent no shows?</p>	<p>Goal for 2018 to increase attendance and membership</p>

<p>Deb Heim and Arleen not here; have written report from Arleen Community Outreach</p>	<ul style="list-style-type: none"> • Still have T-shirts left. Will sell at meetings for \$10, \$12 for sizes > XL • \$500 for Strike Out Cancer; ONS chapter presented on scoreboard and had table. Only 3 members came. Florence Freedom generous, but paid \$243 for unsold tickets • Anniversary Event canceled due to low turnout. ‘A Catered Event’ will allow reschedule within 90 days so \$500 will not be lost. Available for 11/16 monthly meeting? (Replace ‘Kitchen on Wheels’) • Lost photographer down payment-\$500 • Casino down payment-\$1950? • Gift cards to Administrative Asst. Rebecca for labels already done-use left over gift card for Maggianos Products Fair-\$50 		<p>-Get money upfront when CTC-ONS is sponsoring an outreach event. -Brenda to check to see if this is possible</p>
<p>Gigi/ Brenda Burns</p>	<ul style="list-style-type: none"> • Lisa Gebhart for President- bio form obtained • Maria Foley for Secretary-bio form obtained; Mary Ann Witsger for Secretary-NEED Bio form • Survey Monkey Link to vote should go to Joann who will forward to membership. Open until Dec. 1. Remind all at meeting to vote and have laptop available and paper copies to use. 		<p>-Elections to be done Dec. 1.</p>

Newsletter- Donna and Michelle,	<ul style="list-style-type: none"> • Winter Newsletter will be anniversary focused. Historical tidbits from first chapter members (Tammy Tew Besterman, Elyse Turba, Sue Weber, Amy Wallace, Ruth Gholz, Gigi, and Deb Heinrich). No event but celebrate anyway. Will get cake. • How has ONS impacted member's career? • Have \$100 winners write up what money will be used for. 		
Joann Worthington	<ul style="list-style-type: none"> • Problem-running out of disc space • Shannon Holtzer updates coming, but unknown date. • Advocacy NLN-do we want NLN Capital News? • Thank you to Brenda, Sharon, Arleen for helping with website issues 		
Other Comments	ONS Stationary for Vicki to write Thank You notes		
	Meeting adjourned at 8pm. Next meeting at Kim's house Feb. 3rd at 8 am.		

This meeting was adjourned at: 8 pm
Submitted by Vicki Estridge, secretary