

NOSN

NATIONAL ONCOLOGY STATE NETWORK

FINANCE TEAM TELECONFERENCE MONDAY, OCTOBER 15, 2018

10am Pacific/ 12pm Central/ 1pm Eastern

Phone # 866-423-8755 and enter Passcode 858324#

Present: Ricky Newton (*Chair*); Diane Gerards-Benage; Dawn Holcombe; Mariana Lamb; Nichole East; and Wendy Alfaro.

Absent: Warren Fong, M.D.

MINTUES

I. Finance Report:

A. **Balance as of October 3rd:** \$130,424
This amount includes the \$5,000 hotel deposit to the Kahala Resort and the AbbVie \$25,000 payment received on October 3rd.

B. **Industry Sponsors:**

Once the revised Sponsorship Request Letter is finalized, other sponsors will be solicited for renewal.

1. Celgene will be contacted next month to process the renewal.
2. Mariana and Dawn will speak with Ellen Ivey, JNJ at ACCC next week regarding her renewal of support.

Action:

On the November 14th Partner Teleconference, ALL partners will be encouraged to seek new sponsors for NOSN.

II. NOSN Partner Attendance: (Attached)

A. *Per Bylaws, Section 9 - Resignation, termination, and absences: "Resignation from the board must be in writing and received by the secretary. A board member shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a two-thirds vote of the remaining directors."*

(Attached)

1. For 2019, Partners must attend an agreed upon number in calendar year, in order to attend the Annual Meeting as discussed below.

Discussion:

Attendance has become a problem for more than half of the partners are not participating. The Team discussed changing the Bylaws to state that "partners must attend at least 75% of meetings in order to attend the Annual Meeting." Attendance at committee meetings will be bonus attendance for missed general member meetings. The general member meetings with pharma partners are very important and should be attended where possible.

Action:

- a. The Team agreed with this suggestion and will bring this change up to the partners on November 14th for discussion and approval.
- b. Mariana will email the seven partners that have not attended any meetings, the Bylaws and their attendance record. She will also request their attendance on the November 14th call; where this will be discussed further.
- c. These seven people will not make their flight arrangements until after March 2019 meeting.

NOSN Partner Attendance: (cont.)

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- d. Nichole will update the attendance roster to include committee calls as well.
- e. Nichole will provide these reports each month and also make sure that members that are approaching attendance issues are communicated to prior to this being an issue.
- f. The Membership/Finance Team will review attendance issues with partners moving forward to determine any recommendations for releasing a partner if deemed appropriate to the general membership for a vote.
- g. We need to create a separate class for physicians to be members of NOSN in the bylaws to allow them to be members without the attendance requirement.

- B. For 2019, multiple attendees from the same state.

Action:

The Team agreed with the two participants from one state. This will ensure continuous coverage of that state and to lessen any potential burden from assigned tasks.

III.

2019 Annual Meeting in Hawaii:

- A. Purpose of Annual Meeting.

It was brought up that many outside of NOSN see the Annual Meetings as a frivolous free trip. This could not be further from the truth, as the purpose of traveling to California, Alaska and now Hawaii is to visit the NOSN charter states. By traveling to individual states, everyone gets to know the partners and their state better. It is no different than traveling to Chicago for ASCO.

- B. Attendees: **(Attached)**

Partners – 24 + Spouses 20 =	44
Sponsors – 3 + Spouse 2 =	5
Total	49

Discussion:

The Team discussed this and decided to make a few changes that would ultimately lower the overall cost.

Action:

- 1. Only Committee Members (*Amy, Dawn, Diane, Dr. Fong, Dr. Miller, Maria, Mariana, Mary Jo, Nichole, Ricky, Sheryl, Tammy, and Wendy*) will arrive on Wednesday. This will use up some of the required room nights and will also afford the committee time to meet on Thursday Morning to review the Schedule/Agenda of the Annual Meeting.
- 2. The rest of the partners will arrive on Thursday. Just by cutting out one day, it will cut costs by approximately \$20,000.

- B. Total Meeting Costs:

- 1. Option 1 - Cost \$124,046.46. **(Attached)**
- 2. Option 2 - Cost \$105,471.46. **(Attached)**

Discussion:

The Team discussed each option and the associated costs and were able to cut numerous costs.

Action:

- a. By shortening the meeting by one day, will save approximately \$20,000.
- b. The Team agreed that there is no need for a moderator this year. Mariana with the help of the Committee Members mentioned above will moderate the meeting.
- c. Coordination Fee by Allen Greenstein will also be cut. NOSN Staff will take care of the transportation and dinner details. This will save approximately \$4,500.

Total Meeting Costs: (*cont.*)

Action: (*cont.*)

- d. The Team agreed to charge guests/spouses \$200 for the dinners. This fee must be paid upfront before flight is scheduled.
- e. Partner flights will be purchased after the November 14th meeting.

IV.

New Business:

A. Membership:

Moving forward, when NOSN staff is notified of a new potential partner, their name will be shared with everyone on this Team, following by discussion and interview of the person. NOSN will no longer accept everyone. We want quality or quantity.

V.

Next Teleconference:

- A. The next teleconference is scheduled for **November 19th** at 8am-PST/10am-CST/11am-EST.

The meeting adjourned at 11:52am.