

NOSN

NATIONAL ONCOLOGY STATE NETWORK

FINANCE/MEMBERSHIP TEAM TELECONFERENCE MONDAY, NOVEMBER 19, 2018

8am Pacific/ 10am Central/ 11am 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.

MINUTES

I. Finance Report:

- A. **Balance as of October 31, 2018:** \$130,424.12 (*Attached*)
- B. **Budgeted Cash Flow for 2019.** (*Attached*)

Discussion:

Assuming Celgene renews support at \$25,000 cash flow estimate at the end of June 2019 will be \$3,767. Assuming JNJ renews support at \$25,000, AbbVie renews at \$25,000, and cash flow estimate at December of 2019 will be \$13,000.

C. **Industry Sponsors Update:**

Corporate Membership Requests have been sent to the following:

1. Johnson & Johnson – Ellen Ivey on November 5th. No response yet.
2. AztraZeneca – Damon Madison on November 2nd; he is taking the information to his leadership.
3. Merck – Rachel Bartman on November 8th; she is taking the information to her leadership.
4. Celgene will be contacted next month to process the renewal.

D. **Renewal - CQ Roll Call legislative Monitoring tool.** (*Attached*)

(*The fee is based on the number of states with unlimited users.*)

- a. Early renewal – one year agreement \$8,025
- b. One year agreement - \$8,100
- c. Pricing expires on January 22, 2019.

Action:

The Team unanimously approved of renewing the subscription.

1. Nichole will send the invoice to Ricky for payment.
2. Nichole will send description and login details to all partners.

II. 2019 Annual Meeting

- A. **Estimated Meeting Costs for Annual Meeting.** (*Attached*)

Discussion:

After cutting extra costs the estimate is still coming in around \$105,000.

- B. **Coordination Fee** by Allen Greenstein for work done already. (*Attached*)

1. \$500 for work done already.
2. \$650 to complete arranging the transportation, meals, etc.

Action:

Ricky has paid the \$500 invoice as of Nov. 16th. Ricky made the motion that we do not use Mastermind's services for the 2019 program, as this will help keep costs down. The Team unanimously approved. Dawn, Diane and Ricky volunteered to assist Nichole as needed.

2019 Annual Meeting (cont.)

C. Attendance: (Attached)

Partners (24) + Spouses (22) = 46
Sponsors (3) + Spouses (2) = 5
Total 51

D. Schedule/Arranging flights, etc.

Action:

Ricky will work with Nichole on the list of attendees as well as booking flights. Those Partners with attendance issues, will book flights in March. Mariana will email those partners individually regarding their attendance.

III.

NOSN Partner Attendance:

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.”*

1. Suggested changes to Bylaws: (from Partner Call on 11/14/18)
 - i. Partners must attend at least two-thirds OR three-fourths of the Partner Meetings in order to attend the Annual Meeting.
 - ii. Committee meetings will count as “bonus attendance” for missed Partner Meetings.
 - iii. Creation of a separate class for physicians to become members of NOSN without the attendance requirement.

Votes for two-thirds:

Arkansas/Colorado- April Christensen
Connecticut – Maria Sipala
Florida – Amy Supraner
Idaho - Caroline Merritt
Maryland – Pat Troy
Oklahoma - Mary Jo Richards
Utah – Carol Teal-Christner

Votes for three-fourths:

Alaska – Tammy Thiel
California – Dr. Fong
Connecticut – Dawn Holcombe
Georgia – Loretta Goodson
New Jersey/Ohio- Sheryl Riley
President – Mariana Lamb
Secretary – Diane Gerards-Benage
Treasurer – Ricky Newton

Action:

There were fifteen partners online, having met the quorum of 40% of participants the Bylaws were approved to be changed to say the following:

- i. Partners must attend at least three-fourths or 75% of the Partner Meetings in order to attend the Annual Meeting.
- ii. Committee meetings will count as “bonus attendance” for missed Partner Meetings.
- iii. Creation of a separate category for physicians to become members of NOSN without the attendance requirement. Physicians do have voting rights, however, it will not count towards the quorum vote.

Discussion:

The Team discussed revising the Bylaws to also state the following:
The “Partner” represents the “State” not just the state leader. Limited to fifty States represented with fifty voting Board Members, one vote per state, with an unlimited number of representatives/contributing members within the states.

Action:

The Team unanimously agreed with these changes and will share them with all the partners at the next call on January 16, 2019.

B. Updated Attendance Report. *(Attached)*

Action:

1. Mariana will go through the attendance roster and sharpen pencil according to new Bylaws. Mariana will email the Partners the following information:
 - Revised Bylaws as of 11/14/18.
 - List of NOSN Committee's and their responsibilities, meeting requirements, etc. Invite everyone to join at least one committee.
 - Mention that we will be tracking the attendance patterns to ensure Bylaw requirements are being met.
 - Those not meeting the attendance requirements, will not book flights until March and hopefully by then they will be in compliance with attendance requirements.
2. Mariana will also send a personal email to those with attendance issues:
 - According to the current Bylaws (approved with a majority vote) you have not met the minimum attendance requirement and are not eligible to attend the Annual Meeting. *(Bobbi, Alice, LaTanya, Lynn, Linda)*
3. Mariana will also send a personal email to the following people: You have been participating but were not officially voted in, if you are interested in continuing as a representative of your state, please let me know. If you do, you will be voted in on the next Partner Call on January 16th. *(April, Loretta, Denise, Lynn, Robbi, Barry, Carol and Pat.)*

IV. **Election of Partners:**

After reviewing the Bylaws, it was discovered that the 34 Partners had not been officially voted into NOSN. The only legal voting members are Ricky, Dawn and Mariana.

Action:

To correct this error, Mariana made the motion to officially vote in those partners that have attended 7 or more meetings. Ricky, Dawn and Mariana agreed.

1. Tammy Thiel – Alaska
2. Jose Gonzalez – California
3. Dr. Fong – California
4. Sheryl Riley – NJ/Ohio/Connecticut
5. Fran Spine – Delaware, Pennsylvania
6. Amy Supraner – Florida
7. Dr. Miller – Hawaii
8. Caroline Merritt – Idaho
9. Diane Gerards-Benage – Illinois
10. Angela Ladner – Mississippi
11. Peggy Barton – Ohio/Michigan
12. Mary Jo Richards – Oklahoma
13. Dr. Patel – South Carolina

This completes the list of voting Board Members/State Partners as of today.

V. **Election of New Partners:**

Moving forward when there is a new potential partner the following must be done:

- Name must be submitted to the Board, along with a resume and their area of expertise. They must be a leader in their state. The board will discuss and take an official vote.

VI. **Next Teleconference:**

This will be scheduled for some time in January 2019 via email.

Meeting adjourned at 10:02am.