

Meeting Minutes – North Texas Prostate Cancer Coalition Board (BOD)
June 18, 2019

President Tom Dillon called the meeting, held at The Texas Center for Proton Therapy in Irving, Texas, to order at 3:30 PM.

A quorum, consisting of nine members, was present: Tom Dillon, Tom Brown, Wolfram Blattner, Dan Groves, Anthony Nagy, Terry Theiss, Richard Kazura, Gregg Wallace, and Bob Barnett. Absent directors were Bob Williams and Wanda Strange.

An agenda prepared by President Dillon follows along with discussion and proposed action.

1. REVIEW/FINALIZE 2018 FINANCIAL REPORT (See Attachment A)

Mr. Blattner raised an issue of inconsistency in that the budgetary cash on hand for the beginning of 2018 did not agree with the actual cash on hand at the end of 2017. The matter was referred to Mr. Groves for review and clarification. The revised 2018 financial report is attached.

2. 2019 SYMPOSIUM FINANCIALS REVIEW (See Attachment B)

Mr. Dillon stated that the expenses for the 2019 Symposium are \$500 less since Dr. Michael Folkert refused the Honorarium however; the \$500 check has not been returned or destroyed in spite of Mr. Dillon's request of Dr. Folkert to do so. Mr. Dillon is to contact Mr. Folkert to request proper disposition of the check. Attachment B shows the \$500 expense still accounted for. Nullifying this honorarium expense results in net revenue from the symposium of \$6816.23 and an increase in Cash in Hand for 2019 to date.

3. REVIEW 2019 FINANCIALS TO DATE (See Attachment C)

Because of the issues raised in items 1 and 2, the above changes are also required for consistency and finalization of these financials at a later date. Referred to Mr. Groves.

The question arose as to whether or not the organization's financials should be audited. Discussion of the expense and necessity ensued and whether or not it would be beneficial to enhance image to improve status as non-profit organization and thus increase donations. The subject became moot when Mr. Blattner stated the organization is currently registered on donation sites as being audited. Discussion was held as to whether attorney or certified public accountant (CPA) is required. It was pointed out that an attorney would likely be more expensive. Mr. Dillon is to inquire of his contacts regarding a pro bono audit.

4. 2020 SYMPOSIUM DISCUSSION

McKesson, the host of the 2019 symposium, agreed to host the event for 2020. A date of Saturday April 4, 2020 is set.

Potential speakers were discussed. Topics recommended involve treatment of recurrence, new treatments and drugs, and topics for the recently diagnosed. Speakers should realize that the audience is not as medically inclined as they are and language should be appropriate. Slides containing complex data are generally not well understood. Well-recognized speakers are a bonus as well as local speakers who are less expensive because of no travel and boarding reimbursement.

Mr. Brad Nowlin and Dr. Mona Robbins were mentioned up as potential speaker candidates as was Dr. Andrew Lee of the Proton Center. Mr. Dillon to pursue. The topic will again be considered and addressed in future meetings.

5. 2019 NORTH TEXAS GIVING DAY – September, 2019

This is a reminder to tell friends and family about NTXPCC and urge them to make a donation to our cause on this occasion.

The idea of exposure was emphasized using social media including the localized Nextdoor neighborhood avenue.

6. GREAT NONPROFIT REVIEWS

Another means of revenue for NTXPCC is exposure on the Great Nonprofit website. The exposure is enhanced by having at least 10 reviews. So far, there are five. Board members, members, spouses, family members and friends can write and submit these reviews. Anyone who is touched by the organization is eligible. Members are urged to write and submit these reviews.

7. REMAINING 2019 SPECIAL EVENTS

Mr. Brown presented a large spreadsheet showing past and future events requesting the attendance and participation of NTXPCC. There was discussion of what organizations and functions most meet the goals of NTXPCC that agreeably is to promote awareness and provide education to the public.

The matching of events and manpower was discussed with manpower being an issue. The name of a new volunteer, Mr. Auther Jackson, was given to Mr. Brown by Mr. Nagy.

The need for a translator at Hispanic events was discussed and agreed to that it should be a requirement from the requesting organization.

8. 2019 SEPTEMBER PROCLAMATION ACTIVITY

Mr. Kazura is coordinating the proclamation of September 2019 as Prostate Cancer Awareness Month.

Mr. Blattner provided an e-mail containing language and statistics for proclamations by regional city council mayors or other political figureheads and has already approached Tarrant and Parker County officials regarding the proclamations. He also commented that Mr. Pfeiff and Mr. Barnett were asked to approach Carrollton and that Mr. Paul Fahrenbruch had expressed connections to the City of Dallas. In addition, Mr. Terrence Ates was approached to submit a proposal to the City of Tyler.

Mr. Nagy suggested that Mr. Gary Barlow of the Texas Center for Proton Therapy be asked to approach the Irving, Texas Mayor. Mr. Nagy will approach Arlington, Texas. Mr. Dillon will also seek out sources for Plano and Collin County.

Mr. Nagy suggested the possibility of requesting various public sites to display blue lights during September. The Dallas Omni Hotel is a potential participant as is the DREAM sign in Arlington.

9. WEBSITE UPDATES

Mr. Blattner, who has been preparing and maintaining the organization's website, outlined various needs for the site's updating and maintenance.

There is general board consensus that the website is a necessity for the mission of education and public awareness. Mr. Barnett made the point that the internet is a necessity in today's world as a source of information however; the people looking for information on prostate cancer are the recently diagnosed or the people somehow touched by someone near them who is affected by the disease.

After discussion of domains, security, templates, search algorithms, vendor attributes and significant input by Mr. Theiss, it was decided by the group that going forward (depending on a response from website developer YOLA to Mr. Blattner) that the website's purpose is truthful, up-to-date information, from a secure site (SSL), using YOLA's Gold Version, at an annual cost of essentially \$240 (\$19.95 per month).

Mr. Blattner will continue maintaining the site while further discussion and decisions are made concerning hiring professional help and assignment of a new board member for website responsibility.

10. BROCHURE UPDATES

Mr. Blattner brought up the subject of brochure updates.

After discussion of the three brochures, What You Should Know About Prostate Cancer (WYSK) its Spanish Version (SWYSK) and Get Educated About Prostate Cancer (Get Educated), it was decided that revisions regarding statistical data, personnel changes, facility name changes and consistency between WYSK and SWYSK be made when current inventory of the brochures is depleted and that Mr. Blattner will oversee updates for the 2019/2010 versions. All updates require BOD approval.

11. UT-D MARKETING PROJECT

UT-D provided a number of potential donor organizations and contact information that will be pursued by Mr. Dillon. Additionally, the Sam Pack Ford organization was mentioned as a possible donor due to Mr. Pack being a PCa survivor. The Ben E. Keith organization in Ft. Worth was also suggested.

12. FUTURE PROJECTS DISCUSSION

Attendees did not have much to say on this item. The impediment is the absence of revenue. One idea floated was to have a sponsor for the website. It was agreed to table this item for future BOD discussion.

13. POTENTIAL NEW BUSINESS DISCUSSION

There were no comments on this item and, with a general acclamation; the meeting was adjourned by President Dillon at 5:30 PM.

Respectfully Submitted June 27, 2019

Electronically Signed

Anthony J. Nagy
NTxPCC Secretary

Board Approved: July 17, 2019

Attachment A

North Texas Prostate Cancer Coalition			
Actual 2017 - Budget & Actual 2018			
	Actual 2017	Budget 2018	Actual 2018
Income			
DONATIONS AND GRANTS			
Private	\$ 2,461.26	\$ 1,500.00	\$ 5,059.52
Symposium	500.00	2,000.00	6,750.00
Total Income	\$ 2,961.26	\$ 3,500.00	\$ 11,809.52
Expenses			
AWARENESS PROGRAM			
Shirts, Volunteers	\$ 147.95	\$ 300.00	\$ -
Support Material	0.00	500.00	759.34
Brochures	367.40	1,000.00	554.60
Travel	0.00	50.00	0.00
Community	584.00	600.00	770.00
Misc.	0.00	100.00	0.00
Sub-Total	\$ 1,099.35	\$ 2,550.00	\$ 2,083.94
SPEAKERS BUREAU			
Symposium	\$ 7,034.92	\$ 6,000.00	\$ 6,271.65
Printing & Material	0.00	500.00	479.00
Sub-Total	\$ 7,034.92	\$ 6,500.00	\$ 6,750.65
OFFICE EXPENSES			
Travel	\$ -	\$ 100.00	\$ -
Misc (Website, Fees, Awards)	304.11	400.00	1,021.07
Sub-Total	\$ 304.11	\$ 500.00	\$ 1,021.07
CONTINGENCY FUNDS			
Cont. Funds	\$ -	\$ 500.00	\$ -
Sub-Total	\$ -	\$ 500.00	\$ -
Total Expenses	\$ 8,438.38	\$ 10,050.00	\$ 9,855.66
CASH FLOW			
Cash in Hand, Jan. 1	\$ 32,269.53	\$ 26,792.41	\$ 26,792.41
Net Income (Loss)	\$ (5,477.12)	\$ (6,550.00)	\$ 1,953.86
Cash in Hand, Dec. 31	\$ 26,792.41	\$ 20,242.41	\$ 28,746.27

Attachment B

North Texas Prostate Cancer Coalition			
2019 Symposium Financial Report			
<u>Donations/Receipts</u>			
UREF			\$ 750.00
UTSW			1,000.00
Augmenix			1,000.00
Janssen			1,000.00
TH Presbyterian			250.00
Blue Earth Diagnostics			1,000.00
IsoRay Medical			1,000.00
TH Harris Methodist			1,500.00
Proton Center			500.00
Bayer			1,000.00
Genomic Health			500.00
Abbvie			1,000.00
Total Receipts			\$ 10,500.00
<u>Expenses/Disbursements</u>			
Meg Benkel-Poster art			\$ 95.00
Sir Speedy Printing			563.20
Dr. Ashley Ross-Honorarium			500.00
Dr. Marie Woerner-Honorarium			500.00
Dr. Michael Folkert-Honorarium			500.00
Sodexo(McKesson)-food&drink			2,025.57
Total Disbursements			\$ 4,183.77
Receipts over Disbursements			\$ 6,316.23

Footnote: The \$500 Folkert Honorarium is expected to be nullified resulting in a reduction in expenses and a bottom line increase to \$6,816.23.

Attachment C

North Texas Prostate Cancer Coalition				
Budget & Actual 2018 - Budget & YTD 2019				
	Budget 2018	Actual 2018	Budget 2019	Actual 6/15/19
Income				
DONATIONS AND GRANTS				
Private	\$ 1,500.00	\$ 5,059.52	\$ 2,000.00	\$ 1,818.27
Symposium	2,000.00	6,750.00	5,500.00	10,500.00
Total Income	\$ 3,500.00	\$ 11,809.52	\$ 7,500.00	\$ 12,318.27
Expenses				
AWARENESS PROGRAM				
Shirts, Volunteers	\$ 300.00	\$ -	\$ 300.00	\$ 195.78
Support Material	500.00	759.34	600.00	625.02
Brochures	1,000.00	554.60	1,000.00	906.00
Travel	50.00	0.00	50.00	0.00
Community	600.00	770.00	700.00	630.00
Misc.	100.00	0.00	100.00	0.00
Sub-Total	\$ 2,550.00	\$ 2,083.94	\$ 2,750.00	\$ 2,356.80
SPEAKERS BUREAU				
Symposium	\$ 6,000.00	\$ 6,271.65	\$ 6,000.00	\$ 4,183.77
Printing & Material	500.00	479.00	500.00	0.00
Sub-Total	\$ 6,500.00	\$ 6,750.65	\$ 6,500.00	\$ 4,183.77
OFFICE EXPENSES				
Travel	\$ 100.00	\$ -	\$ 100.00	\$ -
Misc (Website, Fees, Awards)	400.00	1,021.07	400.00	87.39
Sub-Total	\$ 500.00	\$ 1,021.07	\$ 500.00	\$ 87.39
CONTINGENCY FUNDS				
Cont. Funds	\$ 500.00	\$ -	\$ 500.00	\$ -
Sub-Total	\$ 500.00	\$ -	\$ 500.00	\$ -
Total Expenses	\$ 10,050.00	\$ 9,855.66	\$ 10,250.00	\$ 6,627.96
CASH FLOW				
Cash in Hand, Jan. 1	\$ 26,792.41	\$ 26,792.41	\$ 28,746.27	\$ 28,746.27
Net Income (Loss)	\$ (6,550.00)	\$ 1,953.86	\$ (2,750.00)	\$ 5,690.31
Cash in Hand, Dec. 31(6/15/19)	\$ 20,242.41	\$ 28,746.27	\$ 25,996.27	\$ 34,436.58

Footnote: The \$500 Folkert Honorarium is expected to be nullified resulting in a reduction in expenses and a bottom line increase of \$500 to Cash in Hand for 6/15/19.