**Florida Society of Oncology Social Workers**

**Board Meeting**

April 4, 2014 at St. Petersburg Bayfront Hilton, St. Petersburg, FL

**Members Present**

Jennifer Maggiore

Chuck Micelli

Beth Page

Deborah Duvall

Amy Roberts

Linda Sapp

Christina Austin Valere (Preapproved Conference call)

**Members Not Present**

Bettye Bradshaw

Cara Kondaki

I. Call to Order/Welcome

* Meeting called to order at 10:09 a.m. by President Jennifer Maggiore
* Board minutes approved from January 17 meeting.

Motion for approval made by Chuck Micelli, Amy Roberts second.

ll. Membership Report – Amy Roberts

* 21 current members / 11 Board
* Discussion of rebuilding membership through use of the following:

1. Sending out constant contact list- emails to encourage to join, welcome and go to conference.
2. Use of Facebook page – Introduction to members/email campaign
3. Showing value of membership: Low membership fee, CE Broker, Networking access, Member only website access, FB posts, Regional –access to CEU
4. Ability to renew membership on website.

* Joining Membership Discussion: Some confusion in membership whether calendar year or from date of submission. Agreement reached to have calendar year membership.

**Motion to vote** by Chuck Micelli to have membership valid for calendar year. Grandfather all current memberships from resubmission until December 2014. Amy Roberts second. All present in favor. Motion passed.

* Discussion of membership that uses and does not use website for renewals.

1. Paypal will be used for online membership process, Linda Sapp will handle paper
2. Discussion of working on PayPal to send confirmation to Amy. Linda will check on setting and email PayPal list.
3. Receipts for dues that are sent by mail and will be scanned to Amy
4. Amy will check to see if new member added to website

* Discussion of considering special membership identification by pins to be given at conference.
* CE Broker process to be identified from Cara.
* New list of Regional Coordinators for Amy to send Welcome Email

Motion by Jennifer Maggiore to approve report and discussion for Membership.

Chuck Micelli second.

III. Communications Report – Beth Page

* New website up- any page changes to be given to Beth.

1. Board members need to send changes to Beth
2. Board can only edit forum

* Discussion of needing 2nd Admin for website. Chelsea Foote added as Admin backup.
* Discussion of categorizing regions on website

1. Ask member’s for ideas.
2. Will be tasked to 2015 Agenda.

* Discussion of keeping membership informed with up to date information

1. Develop template on constant contact to create post quarterly newsletters
2. Need to inform membership of statewide activities
3. Discussion of using newsletter as training tool
4. Ability to send recent news/happenings to Beth on website

* Discussion of the challenge of thinking of things to communicate through, and then call to members items affecting their region /state.

Motion to approve report by Jenifer Maggiore, Deborah Duvall second

IV. Treasurer Report – Linda Sapp (Attachment)

* Checking and savings January – March reported
* Discussion of fees charged by Chase bank

1. Move money to other accounts to avoid fees
2. Reimbursements

Motion to accept report by Jennifer Maggiore, Chuck Micelli- second

V. Conference Report – Mary Turney

* Discussed hotel venue decision

1. Review of venues researched by Tampa team
2. Hilton Bayfront provided best rate, location and conference space

* Theme Discussion

1. Championing SW Expertise in New Era Value-Based Healthcare
2. Discussion of developing logo for conference- Beth will work on
3. Discussion of reaching out to others to highlight theme and save the date
4. Review how raise attendance

* Abstracts

1. Jolene Rowe – Abstract Chair
2. Deadlines for Abstracts- May 5- ( extension to May 15th)
3. Develop template for abstract submission
4. Use constant contact and website to reach out to membership for submission

* Timeline

1. Discussed Conference brochure, and cost factor
2. Registration through constant contact – will purchase constant contact events program as before.
3. Postcards could be sent for registration and save the date

* Keynote Speakers and content

1. Discussion of keynote speakers possible
2. Larger Organization speaker
3. New speaker- name recognition
4. Inspirational Speaker- motivational
5. Business model speaker
6. Board will help with ideas for keynote
7. Offer mandatories and I Can Cope pre-conference

* Sponsorship

1. Discussion of getting good sponsorship
2. Spreadsheet List and letter already developed
3. How to identify possible sponsors – eliminate corporate membership
4. Discussion of cost
5. Accept application up to September 1, 2014

* Conference Cost

Mary Turney submitted conference budget (attached)

Motion to approve Conference report and budget by Chuck Micelli, Jennifer Maggiore second.

VI. Historian Report - Bettye Bradshaw

* Box of archives missing since ACS flood.
* Still looking for a permanent home. Sarah Glenz (ACS) willing to help.
* History will be displayed at conference

Jennifer Maggiore motion to accept report, Deborah Duvall, second.

VII. Regional Coordinator Chair – Christina Austin Valere

* Discussion of reactivating units and reorganize regions, 4 of 15 active

1. Miami/Dade – nominate new chair. Barbara retired unable to fill position. Melissa Marshall Morre and Cara Kadacki express interest
2. Orlando has some interested - no regional meeting yet

* Tampa Unit agreed to host conference
* Goal- to have regional areas meet at conference.
* Continue to develop leadership in regions
* Beth and Christina will meet to discuss regional web design for activities
* Discussion of allocating $150 to each region to help rebuild.

Motion made by Jennifer Maggiore to approve report , Deborah Duvall, second

VIII. I Can Cope – Chrisitina Austin Valere

* Spoke to ACS, Sarah Glanz, still working on hospital licensing agreements to allow access to online version of program for patients to use.
* Once link is available can offer to membership
* Will still be offered as 3 hour, pre-conference training
* Jacksonville region had 3 modules in January, No new trainings scheduled at this time

Jennifer Maggiore motion to accept report, Deborah Duvall, second

IX. Nominations – Christina Austin Valere

* Working with Chelsea to explain duties of chair

1. Call for nominations for President Elect and treasurer on July 11
2. Hard copy book of nominations 2011-2013 will be passed on

* Discussion of 2014 ACS Oncology SW Award, create ballot list to vote
* Review for up to date membership list, emails for voting

Jennifer Maggiore motion for report approval, Deborah Duvall, second

X. CEU Report

* Report has been uploaded, no CEU events noted
* Move forward for CEU approval for conference
* Discussion of regions having access to offer free CEU’s

Jennifer Maggiore motion for approval, Amy Roberts- second

XI. Unfinished Business

* Jennifer Maggiore and Chuck Micelli still working on board job description

XII. New Business

* Develop committees for Communications chair- Chelsea Foote
* Discussions of what will be needed within the next year
* Simplify organization: review corporate memberships and research while under review of web page.

Next meeting schedule possible dates; June 27 or July 18. Jennifer will confirm date. Meeting site - Tampa

Jennifer Maggiore motioned for adjournment at 2:07 pm. Deborah Duvall, second