Us TOO International  
Board of Directors Quarterly Meeting, March 8, 2014  

Minutes  
ATTENDING: C. Todd Ahrens, Fred Allen, Tom Cvikota, Jerry Deans, Jerry Hardy, Keith Hoffman, Tom Kirk, Jeff Mills, David Lubaroof, Jim Naddeo, Jim Rieder, Dexter Rumsey, Bill Seidel  
ABSENT: Jim Hammack  
GUESTS / STAFF: Terri Likowski, John Lupton, Chuck Strand  

1. CALL TO ORDER. The meeting was held at the Hilton Garden Inn, 2930 S. River Road, Des Plaines, IL, and was called to order at 8:30 AM by Chairman Jim Rieder.  
   a. Chairman Rieder began the meeting by outlining his vision of how the board should operate, namely as a board that provides planning, oversight and direction to the organization and one that avoids becoming involved in the details of the operation. He referenced the Executive Committee meeting and conference call, minutes of which were included in the Board Book.  
   b. To assist in keeping board and staff functions separate, the following guidelines are established;  
      i. All communication from board to staff is to go through the President and CEO. EXCEPTIONS are as follows:  
         • When a board member and staff member are working jointly on a single project, such as but not limited to occasions where a staff member serves on a board committee, it is not necessary to go through the President and CEO for each contact, although he should be copied on all correspondence.  
         • If there is a need to proceed on a specific matter without waiting for approval from the President and CEO, the President and CEO is to be notified as soon as possible after the fact.  
      ii. The chairman should be copied on all correspondence between board members and staff.  
      iii. The chairman should be copied on all correspondence from board committee chairmen.  
   c. The chairman asked for questions regarding the informal training session the previous day on Us TOO history, but there were none.  

2. READING OF THE MINUTES. The minutes from the meeting of December 7, 2013 were approved on a motion by Todd Ahrens, seconded by Jim Naddeo.  

   Vote 1: The minutes of the meeting of December 7, 2013 were approved as written.  

3. DEVELOPMENT COMMITTEE. Committee Chairman Jeff Mills reviewed the minutes of the committee conference call conducted on February 27, 2014. Discussion followed.
FINANCE COMMITTEE. Committee Chairman and Treasurer Todd Ahrens reviewed the financial reports for year-end 2013 and January 2014. Todd noted the Minutes of the Finance committee contained a summary of the Draft Financial Statements included in the Board Packet, 1) the QuickBooks Balance Sheet for Yearend December 31, 2013 compared to Yearend December 31, 2012 and 2) Balance Sheet ending January 31, 2014 compared to previous Yearend of January 2013, 3) the Profit and Loss Statement for Yearend December 31, 2013 compared to Yearend December 31, 2012, 4) the Profit and Loss Statement for January 31, 2013 compared to previous year January 2012, and 5) the Profit & Loss Statement for Yearend December 31, 2013 compared to Budget.

The following items were highlighted:

- Our Investment account moved ahead by 24% in 2013
- Information on Chapter cash is now in the office and will be added to the Balance Sheet in the next few weeks
- Our Yearend 2013 Total Assets are at $983,734, down by 2% from last year and are at the fourth highest level in the past 14 years.
- He noted our Current Liabilities contain $353,370 Deferred Restricted Revenue of which $121,979 we are holding for 44 Chapters/support groups and $231,391 for projects we need to implement. The Deferred Restricted Revenue account is up by over $97,000 or 38% compared to Yearend 2012.
- Commenting on the Profit and Loss Sheet Yearend 2013 he noted the SEA Blue event netted $110,000 and he noted that overall Income or Gross Profit was down by $262,000 or 25.54%
- He also noted that Expenses in 2013 we down from 2012 by nearly $95,000 or 9.13% and noted line item expenses that were higher than 2012 reflect more Fundraising event activity
- On the comparison to budget he noted we were $105,000 short of plan or 12% on Income and Expenses were nearly $73,000 over budget or 8.3% higher. He mentioned that this reflects Fundraising activity and staff departure driving higher Professional Fees for independent contractors than budgeted.

On a motion by Bill Seidel, seconded by Jim Naddeo, the Treasurer’s Report was approved as presented.

Vote 4. The Treasurer’s Report is accepted.

OLD BUSINESS. Tom Kirk provided an update on current and projected operations. No board action was required. The meeting was adjourned at 11:00 AM.

SUMMARY OF BOARD ACTION.

- Vote 1: The minutes of the meeting of December 7, 2013 were approved as written.
- Vote 2: The Us TOO relationship with Prostate Pointers will be continued through 2014. The Program Committee will present a recommendation on the future of this relationship at the Annual Meeting in December.
- Vote 3: Both the questionnaire and process for the chapter survey were approved for immediate implementation.
- Vote 4. The Treasurer’s Report is accepted.

Respectfully submitted, William L. Seidel, Board Secretary
a. John Lupton provided an update on developing major donors. The key is personal relationships with potential donors. Family foundations offer potential for significant donations.

b. The general need for board training in fund raising was discussed. It was agreed that the Friday session of the board meeting in June will include instruction by an outside fund raising professional on fund raising by non-profit boards.

c. The potential relationship with Wearever, manufacturer of men’s incontinence underwear, was discussed. No board action was required; staff will continue to develop this possibility.

4. PROGRAM COMMITTEE. Committee Chairman Bill Seidel updated the board on committee activity to date this year.

a. Prostate Pointers. The board decision made last December to discontinue Us TOO’s relationship with Prostate Pointers was brought up for evaluation. Tom Kirk presented his concerns about the discontinuation. On a motion by Bill Seidel, seconded by Fred Allen, the board moved to continue the existing relationship with Prostate Pointers through the end of 2014, and for the Program Committee to present a recommendation to the board on the continuation of the relationship with Prostate Pointers at the December, 2014 Annual Meeting.

Vote 2: The Us TOO relationship with Prostate Pointers will be continued through 2014. The Program Committee will present a recommendation on the future of this relationship at the Annual Meeting in December.

b. Chapter Survey. The draft process and questionnaire for the proposed survey of chapters and support groups was reviewed. Both the process and the questionnaire were approved on a motion by Bill Seidel, seconded by Jim Naddeo.

Vote 3: Both the questionnaire and process for the chapter survey were approved for immediate implementation.

c. 25th Anniversary Recognition. Given the working group chairman’s [Jim Hammack] presence at the Friday session but planned absence from the business meeting, there was much discussion among the board members at that time. Tom Kirk advised that formal approval had been received for a $10,000 grant to help fund the planning process. Keith Hoffman was added to the existing working group. Meaningful input is anticipated from the imminent chapter survey. It was emphasized that the working group is required to present a firm proposal no later than September 30 of this year.

d. Website Update. Chuck Strand has the lead on this project. Completion is expected by June 30, 2014.