Us TOO International Prostate Cancer Education & Support Network

Board Meeting Book of Materials

Us TOO Business Leadership Council Meeting

Friday March 4th, 2016

March 2016 First Quarter Board Meeting

Saturday March 5th, 2016

Meeting Location:
Hyatt Regency O'Hare
9300 Bryn Mawr Ave, Rosemont, IL 60018
(847) 696-1234

Affected by Prostate Cancer?
Us TOO
Support - Education - Advocacy
• Pages 2-3..........................Proposed Meeting Agenda and Anticipated Action Items

• Pages 5-14.........................DRAFT December 2015 Board Meeting Draft Minutes (with Attachments)

• Page 16.............................DRAFT Minutes; December 29, 2015 Finance Committee
• Pages 17.............................DRAFT Minutes; January 26, 2016 Program Committee
• Pages 19-20.......................2016 Committee Assignments (January 2016)

• Page 21.............................2016 DRAFT Us TOO Calendar (November 2015)

• Handouts...........................Operations Summary since December 2015 meeting
                                  Financial Statements
Proposed Meeting Agenda:

Friday, March 4, 2016:

ARRIVALS and CHECK-IN: (Board members and staff arrive and hold 12:30 meeting to prepare for the Us TOO Business Leadership Council meeting which is scheduled for 1:30 start).

BOARD MEETING PROPOSED AGENDA:

1. Noonish-12:30: Snacks/Light Lunch available
2. 12:30: Board and Staff Planning Discussion for Business Leadership Council Meeting
   - What is the BLC? Last June meeting reflections/Summary
   - Contact status since June Meeting
   - Purpose and anticipated outcomes
   - Who will make presentations?
     - Board Members: Jim Rieder, Bill Seidel & Jerry Deans
     - Staff: Chuck & Tom
3. 1:25: Wrap-up and Adjourn for Business Leadership Council Start
   - Reconvene Saturday morning for Board meeting

BUSINESS LEADERSHIP COUNCIL PROPOSED AGENDA:

1. 1:30-1:45: Welcome and Purpose and Intended outcomes
2. 1:45-2:45: Self Introductions
   - Which company and what it does, relationship with Us TOO, tenure with company and staff role
3. 2:45-3:00: Reflections on last June’s meeting (and 25th Anniversary event)
4. 3:00-3:30: Other 2015 activities, issues and accomplishments
5. 3:30-4:30: Working Together: 2016 Priority Areas and Opportunities and Transition Updates
6. 4:30-5:00: Wrap-up, suggestions for next meeting and Adjournment
7. 5:00 Reception and Departures

Saturday, March 5, 2016:

1. 9:00 Breakfast, Call to Order, Agenda Review
2. 9:15 Review and Acceptance of December 2015 Board Meeting Draft Minutes
3. 9:30 Leadership Updates
   a. Chairman comments/Executive & Search committee, Jim Rieder
   c. Operations Update, Tom Kirk & Chuck Strand
4. 10:30 Committee Updates & Strategic Plan Goals & Objectives
   a. Board Membership, Keith Hoffman (Plan for 2016 Officers, contacts made, Objective 6)
b. Development, Bill Seidel (Objective 2)
c. Finance, Todd Ahrens and Jim Schraidt on Audit subcommittee
d. Program, Jerry Deans (Objectives 4 & 5) and Peter Friend (on Objective 3)

5. 12:00 Old Business, New Business & Adjournment (Box lunches available)

Us TOO International
Board of Directors Annual Meeting, December 5, 2015
Draft Minutes

The Annual Meeting of the Board of Directors, Us TOO International, 2720 South River Road, Suite 112, Des Plaines, IL, was held at the Hyatt Rosemont, 6350 N. River Road, Rosemont, IL.

ATTENDING: Tom Cvikota, Jerry Deans, Peter Friend, Keith Hoffman, Chad Little, Jim Naddeo, Jim Rieder, Jim Schraidt, Bill Seidel

ABSENT: Todd Ahrens, Fred Allen, Jim Hammack, Jerry Hardy

STAFF ATTENDING: Tom Kirk, Terri Likowski, Chuck Strand

Minutes of September 12, 2015. The minutes for the meeting of September 12, 2015 were approved as read on a motion by Mr. Deans, seconded by Mr. Cvikota, and approved unanimously by the Board.

VOTE 1. Minutes for September 12, 2015 were unanimously approved.

Next Steps from Meeting of September 12, 2015. The next steps provided in referenced minutes were updated as follows:

- REGISTERING US TOO IN ALL STATS IN WHICH IT DOES BUSINESS. Auditing and legal opinions on whether or not Us TOO should be registered with all states in which it does business has been secured. The recommendation is that Us TOO be registered in all such states. One bid for such action has been placed for $9,842. Mr. Kirk was asked to start the process of registering in all states in which Us TOO does business.

- NAME CHANGE. It was agreed that in light of the imminent retirement of Mr. Kirk, Board discussion of a name change would be tabled until at least the March Board meeting, with a targeted start date of no earlier than June, 2016. Preliminary work, however, should be started such as identifying firms that may be able to provide needed assistance in such a transition. Mr. Kirk will secure the names of several such firms and report to Mr. Rieder for further action.

- RICK DAVIS CALL. Mr. Seidel summarized the conversations and stated that written summaries were available to any Board member who asked.

- ALLEN AND HARDY ABSENCES. Mr. Hoffman reported that Mr. Hardy’s term expires at the end of the month, so that issue is null. Mr. Allen has been dealing with illness and apologizes for the difficulties in reaching him. He has promised to be more actively involved moving forward. Mr. Friend suggested re-opening this issue at the March Board meeting if no improvement has been noted by that time.

- STAFF ORGANIZATION. Mr. Kirk advised that no organization chart was necessary as everyone reported to him. Additional points included:
  - There is no funding for a Chapter Services position.
When you lose me [Mr. Kirk], Us TOO will have less fundraising capability.

**LEADERSHIP UPDATES.**

**Executive Committee.** It was noted that the minutes of Executive Committee calls were included in the Board Book. When asked for comments, there were no responses.

**Finance Committee.** Mr. Friend substituted for Mr. Ahrens due to the latter’s absence. The minutes of the Finance Committee and the Treasurer’s Report were reviewed together. The review was detailed and extensive. The following points were made:

- There were some minor inaccuracies, and Mr. Friend requested supporting documentation for some line items. These will be provided to the Finance Committee.
- Mr. Rieder said he will ensure that the Finance Committee meet again before year-end to review the 2016 budget and to ensure the accuracy of current financial reports.
- The 2016 budget is to include provisions for search expense and related costs.
- The 2016 budget is to include provisions for projected costs associated with a name change.

The Treasurer’s Report contained an inaccuracy that is corrected in the report attached as Supplement No. 1. The Treasurer’s Report was approved as amended on a motion by Mr. Naddeo, seconded by Mr. Hoffman, and approved unanimously.

**VOTE 2. Treasurer’s Report for December, 2015 was unanimously approved.**

**Operations Update.** Highlights of Us TOO Operations Activity Summary was summarized by Mr. Kirk, as was the Annual Review and Update for 2015 which is required by the Bylaws. Both documents are attached as Supplements 2 and 3.

**COMMITTEE UPDATES.**

**Finance.** [Discussed in previous section.]

**Board Membership.** Mr. Hoffman reported the following:

- Current officers have been re-elected for 2016.
- Stuart Gellman has been approved as a Director of Us TOO International.
- Messrs Ahrens and Friend were approved for a three-year term as Directors.
- [Activities regarding attendance issues with Messrs Allen and Hardy were discussed in a previous section.]

**Development.** Development Committee activity has been in support of Objective 2 of the Strategic Plan. Mr. Seidel reviewed the Next Steps outlined in the minutes of this committee’s conference call of December 1. The tenuous nature of Us TOO 2016 funding was discussed.
Program. Program Committee activity has been in support of Strategic Plan Objectives 4 and 5. Items of note include:

- The conference calls for the steering committee keep reverting back to the need to "increase awareness." This is obviously a hot topic in the field.
- The enthusiasm provided by the steering committee continues to build, and is starting to build on itself. The four sub-workgroups created by the steering committee are just now getting started. We are very pleased with the quality of the individuals involved.

Objective 3 (Metrics). Mr. Friend presented an update on the conference call for this work group.

NEW BUSINESS.

2016 Board Meetings are scheduled as follows:

- March 4 & 5
- June 3 & 4
- September dates to be determined. Will be dependent on date we can get for Sea Blue Walk. Mr. Schraidt requested that the date not conflict with the PCRI Annual Conference.
- December dates to be determined.

Board Minutes for Support Groups. Mr. Siedel recommended that a generalized version of the Board minutes be published and emailed to all support group leaders. This was considered a good idea. Mr. Siedel will submit a draft to the executive Committee for consideration.

"Talking About the Future" open discussion.

- [Mr. Little] There is an organization called “Network for Good” that helps non-profits build campaigns and similar efforts. He will be talking with them within the next week to see if there is a potential for mutual advantage.
- [Mr. Strand] We need to develop specific initiatives around which we can build specific fundraising campaigns.
- [Messrs. Deans, Rieder and Schraidt] Emphasized the need for prompt thank yous for all donations received.
- There was a general discussion of the relative value of printed vs. digital educational materials. Mr. Kirk’s comments included:
  - There are still a lot of prostate cancer victims without computer skills.
  - A lot of our corporate support is directed to the printing and distribution of such materials.
- [Mr. Little] we should consider adding a section to the website that describes how to use the website / how to find the information they are seeking. This could be as simple as a link to YouTube. The YouTube segment could consist of a video demonstration. Mr. Little has access to a program called “Compasia” that could be used to accomplish this. A relatively small amount of work would be required to accomplish this. He needs a script from Mr. Strand and/or Ms. Likowski to get started.
• [Mr. Seidel] Recommended that we reserve a half-page of the Hotsheet for reporting Us TOO Board and staff activities.

Adjournment. The meeting was adjourned at 12:55 PM on a motion by Mr. Seidel, seconded by Mr. Naddeo and unanimously approved.

VOTE 3. Meeting adjourned.

SUMMARY OF BOARD ACTIONS.

VOTE 1. Minutes for September 12, 2015 were unanimously approved.
VOTE 2. Treasurer’s Report for December, 2015 was unanimously approved.
VOTE 3. Meeting adjourned.

ACTIONABLE ITEMS:

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
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<tbody>
<tr>
<td>Register Us TOO in all states in which it does business.</td>
<td>Mr. Kirk</td>
<td>OPEN</td>
</tr>
<tr>
<td>Secure names of firms that can assist Us TOO in managing a name change. Provide names to Mr. Rieder.</td>
<td>Mr. Kirk</td>
<td>OPEN</td>
</tr>
<tr>
<td>Ensure meeting of Finance Committee before year-end to review current financial reports and supporting documentation.</td>
<td>Mr. Rieder</td>
<td>Dec. 31</td>
</tr>
<tr>
<td>Ensure provisions in 2016 budget for executive search and related expenses.</td>
<td>Mr. Kirk</td>
<td>Dec. 31</td>
</tr>
<tr>
<td>Ensure provision for projected name change costs in 2016 budget.</td>
<td>Mr. Kirk</td>
<td>Dec.31</td>
</tr>
<tr>
<td>Prepare a draft generalized version of the Board minutes for possible distribution to support group leaders.</td>
<td>Mr. Seidel</td>
<td>Dec. 11</td>
</tr>
<tr>
<td>Contact “Network for Good” to see if services offered are relevant to Us TOO. Advise executive Committee of results.</td>
<td>Mr. Little</td>
<td>Dec 18</td>
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<td>Develop specific initiatives around which fundraising campaigns can be developed.</td>
<td>OPEN</td>
<td>OPEN</td>
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<tr>
<td>Develop a straw model approach with Mr. Strand and Ms. Likowski for providing instructions to website users on how to find the material they are looking for. Report results to Executive Committee.</td>
<td>Mr. Little</td>
<td>OPEN</td>
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Respectfully submitted, W. Seidel
The Finance committee met on November 23rd and we 1) reviewed the Financial reports for January through October, 2) Identified Peter to do the Treasurer’s Report in Todd’s absence, 3) noted that the Audit and Taxes had been discussed in September and submitted on time in mid-November and 4) heard from Tom that the Budget for 2016 was still being developed and would be submitted before our December meeting.

In review, in our September Treasurer’s report (with information through July), it was mentioned that in our Audit (on page 5) our Net Assets increased from $917,216 at the end of the year in 2013 to Assets of $932,289 at the end of year 2014. We also saw that by the end of July 2015, our Total Liabilities & Equity had increased to $942,828 with Total Equity of $605,255 after Liabilities.

In the September report we saw that we were under-spent by 23% at the end of July. In our Expenses, we were lower than budgeted in almost all of the lines with one significant exception, travel. This represents primarily the incentives we were using to drive attendance for the 25th Symposium. We also reported our Income was lower than expected and the bottom-line deficit is higher than planned.

In this December Treasurer’s Report (with information through October) we show that our Assets have been declining since our last report in September (on June’s data). We have financial information now following the 25th Anniversary Symposium, the September SEA Blue events in Chicago and Rochester NY and other activities such as the three Community Conversations education & screening events in Atlanta, PA and CA.

Our Total Assets are now listed at $891,933 ($841,801 in cash and equities), down from the $984,996 last year in October 2014 by $93,068 or 9.45%. Our Revenue/income is below our Approved budget by $387,954 or 34% and fortunately our Expenses remain lower than our budget by $192,144 or 19%. We show a deficit of $73,988 as a result compared to a positive net of $82,478 last year at this time, a difference of $156,467.

We also have a liability in our Deferred Restricted Revenue of $230,437 that we are holding for our support groups/chapters ($155,679) and for Us TOO projects ($74,758). This now shows us with $638,820 in Total Equity as of the end of October.
OPERATIONS HIGHLIGHTS: December 2015
Highlights of Us TOO Operations Activity Summary
Since the September 12, 2015 Board Meeting

- 11th Annual SEA Blue Walk & Run held September 13th, in Lincoln Park and the first Rochester, NY SEA Blue event held on September 20th
  - Wrap-up with UroPartners on November 4th
- Prostate Cancer Registry Project conference call on September 16th with Cancer Support Community, nearly 100 registrants.
- Conference call with PCPC3, the newly formed prostate cancer coalition/roundtable also on the 16th as well as on October 12th and November 10th, next call set for December 1st.
- Submission of 2016 projected projects to Astellas on the 18th
- NHC Standards of Excellence Certification Program requirements met through 1/1/2016 12/31/2018
- HotSheets out in September, October and November
- NYCU out in October and November
- Follow-up Draft Minutes from September Objective 3, Metrics committee meeting
- OYAC monthly conference call, also October 19th and November 9th.
- Income Flow document for Objective 2 developed on November 24th.
- Planning conference calls begin for November Community Conversations events in PA (November 14th) and LA (November 21st)
- Jim Naddeo and Tom attended the NASPCC Annual Meeting, October 2-3, Tom presented remarks.
- Discussions with a new corporate sponsor for HotSheet and Community Conversations.
- Held the fundraising event on October 8th in San Francisco with CPCC.
- Telephone conference calls to plan contact with Inspire critic
- Discussions with a volunteer to do a November Golf event
- Discussions with Convio on Fall and year-end campaign
- Attendance at Janssen Advisory panel in DC on October 27th including a video interview
- Conference call on Objectives 4 & 5 with Tom with Terri and Jerry on October 30th
- Discussion on survey recruitment projects with AUA and Bayer
- Audit & Tax follow-up, signature and filed mid-November
- Follow-up: Prostate Pointers hardware failure and recovering
- Tom on panel presentation at LUPGA conference with PEC and Zero in Chicago on November 7th
- Board Membership committee call held on November 9th
- Board Book e-mailing on November 9th
- Veterans Day donation email sent out and office closed on November 11th
- Boston Scientific/AMS meeting in Boston on November 16th, Chuck to attend
- NCCS Policy Roundtable meeting in DC on November 17th, Tom to attend
- Finance committee set for November 23rd
- Thanksgiving Holiday, Office closed Thursday the 26th and Friday the 27th
- Abbvie Patient emeritus meeting in Us TOO office December 3rd
- Annual/ 4th Quarter Us TOO Board meeting set for December 4th & 5th
Introduction:
From the results of the 2014 election of Officers we saw Jim Rieder continue as Chairman, Jerry Deans step into the Vice-Chairmanship (replacing Jeff Mills who left the Board at the end of 2014 after serving as Vice Chairman for the year), Todd Ahrens continue as Treasurer and Bill Seidel continue as Secretary. Tom Kirk continued as President & CEO (who during 2015 celebrated his 11th Anniversary in the role).

The new members of the Board elected in 2014 and assumed office in January 2015 were Peter Friend and Jim Schraidt from IL and Chad Little from CA. In May 2015 we also saw David Lubaroff leave the Board after serving on the Board since 2010. There were two vacancies on the Board as we ended 2015. In February 2015 we also saw Ed Kaps pass away, one of the Us TOO Founders and an Emeritus Board Member.

As a look back, in 2013, the Board passed a new multi-year Strategic Plan during the first Board meeting of the year in March. In June of 2015, a new Strategic Plan was approved for 2015-2016. It articulated a new Vision and Mission Statement.

Vision Statement: A world without prostate cancer suffering.
Mission Statement: Provide hope and improve the lives of those affected by prostate cancer, through support, education and advocacy.

Goals:
1. Secure annual gross income of $1,216,000 million for calendar year 2015 and $1,350,000 for calendar year 2016.
2. Identify and quantify what Us TOO does for the prostate cancer community.
3. Provide chapter/support group leadership with materials, opportunities and encouragement to strengthen and improve services to the prostate cancer community.
4. Expand the network and reach of both chapters and support services as required to meet the needs of the prostate cancer community.
5. Consolidate all Us TOO information onto a single, maintainable database.

Objectives: There were six Specific Objectives and Strategies defined in the plan.
Staffing Changes:
During January 2014 Chuck Strand was added to the staff and served as Director of Marketing/Communications and John Lupton, who also served as an independent contractor, was also added to the staff as part-time Director of Development/Fundraising. John left Us TOO at the end of the 3rd Quarter 2014 to pursue development of Prostate Cancer Speaks and partner with Us TOO. John was replaced by Amy Woods in late January 2015 who had served as a contractor working on the SEA Blue Walk & Run event since its inception.

Progress Toward June 2015 Strategic Plan Goals and Objectives:
1) Goal 1: Secure annual gross income of $1,216,000 million for calendar year 2015 and $1,350,000 for calendar year 2016. Two specific objectives were developed for minimum levels of Board member contributions and improvements in tracking and acknowledgement of donations. Amy Woods was added in January to fill the Director of Development and Fundraising vacated by John Lupton in the Fourth Quarter of 2014. However, it appears we will end 2015 short of the income targets and short of 2014 levels.

2) Goal 2: Identify and quantify what Us TOO does for the prostate cancer community. Workgroup calls and meetings have addressed the objective of identifying two or three quantifiable services that are provided by Us TOO. A Quarterly reporting metrics plan was agreed upon in September 2015.

3) Goal 3: Provide chapter/support group leadership with materials, opportunities and encouragement to strengthen and improve services to the prostate cancer community. Two objectives were developed for this goal, which creates a new workgroup to develop new support for support group leaders. Volunteers have been recruited, the workgroup has been created and several calls have been held.

4) Goal 4: Expand the network and reach of both chapters and support services as required to meet the needs of the prostate cancer community. This Goal is coordinated with the objectives developed in Goal 3 above.

5) Objective 6: Enhance current processes for recruiting and training new Board members by December 5, 2015. The Board membership committee has replaced a committee member and conference call is set before the December Annual/4th Quarter Board meeting.

Other Issues and Accomplishments:
- There are several areas of the previous 2013 Strategic Plan that continue on the agenda such as re-branding the organization and discussing a leadership transition plan.
- In July 2014, Us TOO fully met all the Better Business Bureau’s Charity Seal Standards and in October 2015 Us TOO was informed we achieved another three year approval and renewal of the National Health Council’s Standards of Excellence.
• As 2015 is Us TOO’s 25th Anniversary, a major initiative was launched and the 25th Anniversary Symposium was held in Chicago in June. There were a series of videos which were produced from the sessions including PSAs on Us TOO.

• Also the Prostate Cancer Business Leadership Council was held during the 25th Anniversary Symposium to discuss and review our corporate collaborations.

• Educational Materials/Activities: During 2015 the monthly HotSheet newsletter was continued and given a new appearance, a draft revision was done for the Us TOO Hormone Brochure, a new Prostate Cancer Info-graphic was completed and the News You Can Use was continued as well.

• Us TOO joined PHEN and PCEC in a survey of caregivers and patients for the development of family education resources.

• Us TOO also served on an advisory panel with Cancer Support Community on the development of a Prostate Cancer Experience Registry.

• Advocacy/Awareness: Us TOO remained involved with roundtable meetings with other organizations including the development of a new collaborative organization known as PCPC3 which was launched in September, national prostate cancer awareness month.

• In February Us TOO was jointly involved in a training of advocacy volunteers with the National Alliance of State Prostate Cancer Coalitions (NASPCC) to create a dedicated group of advocates. Us TOO visited elected officials and once again attended the annual Zero advocacy forum in Washington, DC.

• Us TOO also held its 11th Annual SEA Blue Walk and Run in Chicago and added another in Rochester, NY to raise awareness of the disease.

• Us TOO conducted a survey with American Medical Services (AMS) on challenges of Intimacy and Incontinence in preparation for new material development.

• Work continued with the Department of Defense PCRP for program funding and Consumer Reviewer nominations.

• Us TOO has been actively involved in attending meetings of several corporate advisory groups.

• Us TOO representatives attended and made a presentation at the October Annual Meeting of the NASPCC.

• Us TOO representatives also served on a breakout panel session on advocacy collaborations during the Large Urology Group Annual meeting.

• Us TOO planned and implemented education and screening Community Conversation events in Atlanta, Los Angeles and Coatesville, PA based on the pilot session launched in 2014 in Atlanta.

• Us TOO was also involved in the update of the My Prostate Cancer Road Map, the update of the Bone Health project as well as the international survey and development of the Men Who Speak-up initiative and website.
• The 2014 Annual Report will need to be developed before the end of 2015.
• In December 2015, Us TOO elected Stuart Gellman from NY to the Board effective January 2016.
• Us TOO will have three openings on the Board of Directors as we enter 2016 and Jerry Hardy who served since 2010 and Jim Hammack who served since 2011 leave the Board.
Us TOO Committee/Workgroup Updates

DRAFT Minutes, December 29<sup>th</sup> Finance Committee (2016 Budget)

DRAFT MINUTES: January 26<sup>th</sup> 2016 Program Committee

Objectives 4 & 5; Conference calls set for 1) February 29<sup>th</sup> (Growing Membership & Outreach: Assigned Board Member: Keith Hoffman) and 2) March 1<sup>st</sup> (Support Groups for Support Group Leaders: Assigned Board Member: Bill Seidel)
Attendance: Todd Ahrens, Jerry Deans, Peter Friend, Jim Rieder, Jim Naddeo, Jim Schraidt, Chuck Strand and Tom Kirk

1. Call to Order: Todd Ahrens, Chairman called to meeting to order at 5:02 Central time and stated the meeting agenda included further review of the proposed 2016 Budget with modifications discussed at the Board meeting and a review of the Auditor’s bid for 2016.

2. Audit bid: Todd mentioned that Tom had obtained a bid from our same firm, Calibre for $7,000 to conduct the audit and prepare our taxes. There was a motion by audit subcommittee chairman Jim Schraidt to approve the bid and a second by Peter Friend. Motion passed.

3. 2016 Modified Budget review: There was review of the discussion of the Budget which occurred during the Board meeting. There was not much time for review prior to the Board meeting and it was agreed that we would hold further review at this meeting of the Finance Committee.

Review and discussion covered both the Income projections and Expense side issues. A motion was made by Peter Friend and seconded by Jim Naddeo to recommend to the full Board approval of a budget with Income of $996,000 and Expenses of $987,625 for a positive Net of $8,375. Motion passed.

It was moved by Jim Schraidt that a ballot be prepared by Tom and sent to the full Board for approval. Motion passed.

4. Todd called the meeting to a close at 5:58 central.
Program Committee: DRAFT Minutes
January 26, 2016

The Program Committee met via conference call on Jan 26th. All listed above were present on the call except Jim Reider and Keith Hoffman. Staff members in attendance were Terri, Tom and Chuck.

Jerry began the meeting by describing how the Strategic Plan Steering Committee and four subcommittees arose from the 2014 survey results and from the Town Hall Meetings that have been held across the nation.

Board members from the Program Committee have been assigned as follows:

2. Growing Membership and Outreach: Keith Hoffman
3. Leadership Training and Succession Planning: Stuart Gellman
4. Leadership Support and Content: Jim Schraidt

Jerry described the role of Board members on the committees. Board members do not have to lead or convene the committees but should simply function as members and help to keep the efforts on task.

Terri will initiate the initial committee conference calls and she and Jerry will try to be on each call. We have selected the most talented leaders from across the nation and we want to let each group develop its own personality and leadership.

Jerry then asked Stuart to share his interest in validating the Support group and Chapter leaders.

Stuart described the difficulty he had getting in touch with leaders using the information on the website. He indicated that in order for us to be helpful in support of our groups we need to know who they are and if they are still meeting.

Terri has the most recent info on the groups on a spreadsheet. She agreed to send out a blast email to all group leaders letting them know we want to have current information for our records and website.

There being no other business to discuss, the meeting ended at 5:50 pm.
Other Board Book Materials

- 2016 Board Committee Assignments (January 2016)

- Draft 2016 Us TOO Calendar (November 2015)
Us TOO Board of Directors 2016 Committee Assignments

Executive (standing committee): Chairman, Jim Rieder; Vice-chairman, Jerry Deans; Treasurer, Todd Ahrens; Secretary, Bill Seidel

Responsibilities of the Executive Committee shall be as delineated in the Bylaws and shall be made up of all four officers plus the President/CEO. The Compensation Subcommittee of the Executive Committee shall "be responsible for recommending the compensation policies and programs of the Corporation". The Executive Committee meets face-to-face, at meetings of the Board of Directors, and by conference call as deemed necessary. Officers are expected to be present for all scheduled meetings and conference calls of the Executive Committee, Board of Directors, and the Annual Business meeting. *

Program (standing committee): Chair, Jerry Deans, Keith Hoffman, Chad Little, Jim Schraidt, Bill Seidel and Stuart Gellman

Per the Bylaws this committee, the Program committee is responsible for the policy development and oversight of Us TOO's programs that encompass the areas of research and education, support groups/chapters, the Companions and Families Circles of Love program, screening and outreach through events such as awards and anniversary events. The Program committee will coordinate its activities with other committees when appropriate. (Amendment made by Board action June, 2010). The Program committee will have responsibility of providing research guidance, counsel, oversight, measurements and evaluation for all programs and operations of the Corporation. *

Development (standing committee): Chair Bill Seidel, Tom Cvikota, Peter Friend, Todd Ahrens, Chad Little and Jim Nacdeo

Per the Bylaws the Development Committee shall "ensure the alignment of fundraising activities and events throughout the Corporation". *

Finance (standing committee): Chair Todd Ahrens (Treasurer), Jim Schraidt (also Audit subcommittee chair), Jim Nacdeo and Peter Friend

Per the Bylaws the Finance Committee shall "make recommendations to the Board on all matters of fiscal policy." Subcommittees of the Finance Committee include the Audit Subcommittee, the Corporate Compliance subcommittee and the Investment subcommittee. *

Board Membership (standing committee): Chair Keith Hoffman, Tom Cvikota, Jerry Deans and Fred Allen

Per the Bylaws, the Board Membership Committee shall: "be responsible for recommending, evaluating and nominating all candidates for Directors of the Corporation and its subsidiaries". *

* From Corporate Policies, Approved December 2013.
Rieder: Board Chairman, Executive committee Chairman

Ahrens: Treasurer, Finance committee Chairman, Development committee

Allen: Board Membership committee

Cvikota: Board Membership and Development committees

Deans: Board Vice Chairman, Program committee Chairman, Board Membership committee

Friend: Development and Finance committees

Gellman: Program committee

Hoffman: Chair Board Membership committee and Program

Little: Program committee and Development committees

Naddeo: Finance and Development committees

Schraidt: Program and Finance committees

Seidel: Board Secretary, Development committee Chairman and Program committee
Us TOO International: 2016 Calendar
November 2015

QUARTER I: Closed New Year Day (Friday) and President's Day (Monday, 2/15/14)

January: 2016 SEA Blue permit application with City of Chicago, Year-end work carry-over (Board committee assignments and audit preparation), carry-over project work from 2015 continues/begins, hormone brochure distribution, the HotSheet, etc, grant application discussions, ASCO-GU CA (January 7-9).

February: SEA Blue Thanks/kick-off, NHC 29th Annual Leadership Conference, FL February 10-12, Zero Policy Summit in DC (February 22-26).

**March: Quarter I Board meeting, possible Audit team site visit, Tom transition

QUARTER II: Closed Memorial Day (Monday, 5/30/16)

April: 

May: Federal/State tax filings (or extension until August), AUA (6-10), San Diego,

**June: Quarter II Board meeting, ASCO's Annual meeting (June 3-7, Chicago), Men's Health Month (Father's day June 19), Potential Fundraising ask campaign.

QUARTER III: Closed Independence Day (Monday, 7/4/16) and Labor Day (9/5/16)

July: Active corporate sponsorship activities, follow-up to ASCO.

August: September PC Awareness Month preparations, possible Tax filings if extension filed in May

September: PC Awareness Month, **Quarter III Board meeting, 12th Annual SEA Blue Prostate Run/Walk, Chicago & Rochester), PCRI Annual conference in LA

QUARTER IV: Closed: Veterans Day (Friday 11/11/16), Thanksgiving and Day after, (11/24-25/16) Christmas Eve & Christmas Day (Saturday & Sunday 12/24-25/16)

October: SEA Blue Walk & Run fundraising continues

November: Movember activities

**December: Quarter IV Board/Annual meeting, end of year fundraising and audit preparation,

Unknown dates in 2016

Us TOO Prostate cancer Business Leadership Council (PCBLC) meeting, NCCS and NCCN Roundtable meetings, Us TOO committee meetings, Early Access Committee-Prostate cancer (EAP).

Monthly: HotSheet and NEWS You Can Use preparation and distribution