Us TOO Board Meeting
Book of Materials

June 2014 Board Meeting

Meeting Location:
Hyatt Rosemont
6350 N. River Road
Rosemont, IL 60018

Free Shuttle to and from the airport
• Page 2..........................Proposed Meeting Agenda

• Pages 4-6.........................DRAFT March 2014 Board Meeting Minutes

• Pages 8-12.......................DRAFT May and April Program Committee Meeting Minutes

• Page 14............................2014 Us TOO Calendar (December 2013)

• Page 15............................2014 Committee Assignments (December 2013)

• Pages 16-18.......................DRAFT Program committee Report

• Handouts.........................1) Financial Statements for Finance/Treasurer’s Report
                                 2) Atlanta Community Conversation on Prostate Cancer
                                 3) Chicago September Blues Event with Steve Sanders
                                 4) September SEA Blue Save-the-Date
                                 5) Us TOO new Website Draft
                                 6) New materials, logos and HotSheets
Proposed Meeting Agenda:

Friday – June 6, 2014

12:30 – 1:30 – ARRIVALS and CHECK-IN: Light lunch available
- Hotel Shuttle to Hyatt Rosemont (6350 N. River Road, Rosemont)

2:00 - 8:00 - Discussion items and Presentations: with working dinner (set for 6:00 PM)
- Welcome & Catching Up (health status comments)
- Quick Update on Meetings and events since March 7th Board Meeting
  March 17th, John in Atlanta for planning, visited with Jeff Mills
  March 21st, April HotSheet out
  March 27th, Tom and John to Abbvie for sponsorship discussion
  April 1st, SEA Blue staff meeting
  April 2nd, Helpline volunteer conference calls begin (4 calls total)
  April 8th-10th, Tom to NCCS meeting in DC
  April 17th, Program committee conference call and News You Can Use email out
  April 25th, May HotSheet out
  April 29th-30th, Audit team on-site visit
  May 5th-9th, Terri in office
  May 6th, SEA Blue staff meeting
  May 8th, Chicago-land Planning meeting at River Road Office Center
  May 12th, News You Can Use email out
  May 13th, June Campaign calls begin (5 calls total)
  May 15th, Program Committee conference call
  May 16th-21st, Tom to AUA conference in FL
  May 23rd, June HotSheet out
  May 26th, Memorial Day, Office closed
  May 30th-June 3rd, Tom, John & Chuck attend ASCO
  June 3rd-7th, Terri in office
  June 4th, SEA Blue staff meeting
  June 5th, Finance committee conference call
- Discussion and Presentation by John & Guest, Dennis Golden - Prostate Cancer Speaks
- Presentation by M. C. Kirk - Fundraising Responsibilities: Challenges & Us TOO Plans
- Operations Presentation on Website Draft

Saturday – June 7, 2013 BOARD MEETING PROPOSED AGENDA:

1. 8:30: Breakfast (set up at 8:00AM)
2. 9:00 Call to Order, Agenda Review
3. 9:31 – 9:45: Reflections and comments on Friday
4. 9:45 – Noon: Leadership and Committee Updates & Plans
5. Noon - Working Lunch
6. 12:30-2:00: Old Business, New Business & Adjournment
7. Departures: Transportation to Airport

Potential Action Items: 1) Acceptance of March Minutes, 2) Acceptance of Treasurer's Report
Draft March 8\textsuperscript{th}, 2013 Board Meeting Minutes
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 Lubaroff, 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.
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, manufacture 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.
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
Draft Committee Minutes

1. Program Committee:
   May 15\textsuperscript{th} & April 17\textsuperscript{th}

2. Finance Committee:
   June 5\textsuperscript{th} (Minutes to follow meeting)
5. **Call to Order and Minutes.** The phone conference was called to order at 5:00 PM EDT. The minutes from the conference call of April 17, 2014 were approved on a motion by Todd Ahrens, seconded by Jerry Hardy.

6. **25th Anniversary Celebration.** Bill Seidel advised that a regional prostate cancer conference / Us TOO University event was being considered for a NY/NJ metro location.

   a. Advantages to such a location include a large number of potential attendees within regular commuting distance, thereby eliminating, or vastly reducing, the need for lodging and expensive transportation.

   b. There are several significant concerns about some of the circumstances surrounding this opportunity. Tom K., Jim H., Jim R. and Bill S. will be discussing these next week to determine if and how we should proceed.

   c. Jerry Deans described some of the characteristics of a 2006 eastern conference conducted jointly with Dr. Charles Myers’ organization. Tom K. added considerable detail to that discussion, and Terri L. made the point that Us TOO does not generally have trouble securing speakers for its events.

7. **Chapter Survey Pilot Test.** There was a twenty-minute discussion of various experiences with the survey pilot test. Key points included the following:

   a. The surveying process / experience seems to be of benefit to all parties, including both the caller and the chapter contact. It will be recommended to the Board in June that all Board members participate to some degree because of the appreciation gained from the process as to what Us TOO really is.

   b. A lot of chapters are struggling for meeting content. We need to find a systematic, continuous way to spread the good ideas; to cross-pollinate what works and what doesn’t work for various types of locations. Mention was made of some sporadic Skype efforts in the previous year involving Jean Jeffries that was an attempt to do just that, but it sort of fell by the wayside.

   i. Terri added several thoughts to the discussion:

      - Any efforts of this type should have at least one staff and/or Board member participating because there is a danger of regional groups heading off in directions inconsistent with Us TOO policies.
• We do have something like this that has been going on with both the efforts to secure volunteers, and with the fund-raising conference calls last December and again this past week.

ii. Jim Rieder commented that when his group gets new members, they go around the room with everyone advising their own history and status; this usually gets the new people to open up and generally carries the rest of the meeting with questions and answers. Jim asked if the survey determined if others were doing this. It was determined that the current survey does not. There was considerable support for this practice from other members who have a similar process at their local meetings. Jerry Hardy added that new attendees should be given a new member packet.

iii. Tom C. made note of the general lack of knowledge of the teaming Agreement. This is an almost unanimous finding. Bill will bring this to the attention of the full Board in June.

iv. Another near unanimous finding to date is appreciation of the monthly *Hotsheet*. Several members urged pushing this topic further in future surveys to try to identify what specifically it is that the filed likes so much.

8. **Operations Update.** Reference was made to an email Tom K. issued to Program Committee members as an Operations Update. Several topics in that email were discussed.

   a. Tom K. advised that the target date of June 30th for having the website enhancements up and running is still viable.

   b. There was considerable discussion regarding the management and financial issues at Wellness Place and how these might impact the Sea Blue walk in September. The bottom line is that Us TOO has been taking an increased share of the responsibilities over time and is now the more involved partner of the two. Accordingly, Tom K has been successful in changing the distribution of profits to more closely approximate the level of work involved. For one thing, donations from all sponsors secured solely by Us TOO will go directly to Us TOO and will not be shared with Wellness Place.

9. **Next Steps.**

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<th><strong>What</strong></th>
<th><strong>Who</strong></th>
<th><strong>When</strong></th>
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<tr>
<td>Complete all unfinished surveys and forward to Bill</td>
<td>All</td>
<td>ASAP</td>
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<td>Review known issues regarding a NY/NJ area conference in 2015. Determine initial path forward.</td>
<td>Bill S*</td>
<td>May 21</td>
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<td>Jim H</td>
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<td>Tom K</td>
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<td>Jim R</td>
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<td>Recommend to Board that all Board members participate in survey process to gain greater appreciation of what Us TOO really is.</td>
<td>Bill</td>
<td>June 6-7</td>
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<tr>
<td>Bring survey results RE: Teaming Agreement to full Board and get consensus on how the Board wants to</td>
<td>Bill</td>
<td>June 6-7</td>
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deal with this and the proper priority to assign.

| Prepare draft of committee report to Board for review and approval by full committee. | Bill | May 31 |

The call was adjourned at 5:55 PM.

**Next Conference Call:** Thursday, June 19th 5:00 – 6:00 PM EDT

*Respectfully Submitted, William Seidel, Chairman, Program Committee*
Us TOO International -- Program Committee
Conference Call Minutes, April 17, 2014

ATTENDEES: Todd Ahrens, Tom Cvikota, Jerry Deans, Jim Hammack, Jerry Hardy, Keith Hoffman, Terri Likowski, Bill Seidel
GUESTS: Tom Kirk, Chuck Strand

10. **Call to Order and Minutes.** The phone conference was called to order at 5:00 PM EDT. The minutes from the conference call of February 20, 2014 were approved on a motion by Tom Cvikota, seconded by Jerry Deans.

11. **Partial Preliminary Analysis of Chapter Survey Pilot Test.** The group worked from a document provided earlier by Bill Seidel, dated April 17, 2014, under a similar heading. Highlights included:

   a. **Findings.**
      i. Survey has taken much longer than expected in two respects: (1) length of time it takes to get a response from individual chapters, and (2) length of call, which is averaging about 30 minutes rather than the anticipated 10 minutes.
      ii. Initial indications are that the *Hotsheet* is very well received by the chapters.
      iii. No clear preference(s) has yet emerged regarding the 25th Anniversary celebration.
      iv. There are strong, albeit preliminary, indications that the Teaming Agreement is not well understood by the chapters / support groups.

   b. **Discussion.**
      i. Terri suggested that one reason for difficulty in getting responses may be that the callers are not known to the chapter representative. Terri is a known commodity to many when she calls.
      ii. Jerri Deans suggested a more computer-friendly process, wherein more items could be pre-filled by the chapter / support group and less hand writing was required by the caller. On the other hand, others suggested that requiring work up front before the call might makes respondents even less inclined to participate. General discussion was to the effect that improvements could be made in this direction; Bill Seidel will issue a revised draft process for consideration by the committee.

12. **Operations Update.** Discussion was based on an email from Tom Kirk dated April 15, 2014, SUBJECT: RE: Program Committee Conference Call. Most discussion centered on these items:

    a. **Helpline.** Tom K. and Terri explained how volunteers were solicited, categorized, and trained to assist in this capability. An interesting note was that about a quarter of the
new volunteers did not participate actively in a chapter / support group. This suggests the possibility of a category of members that might be under-served at present.

b. **News You Can Use.** There have been several changes recently with the vendor supporting this. The idea is to release the *Hotsheet* at the beginning of each month, and “News you Can Use” at mid-month. That way there is always something that is relatively fresh.

c. **Website / Updated Brochures.** Tom’s email provided a link where people can view the developing face of the new website. Chuck had earlier sent out drafts of two updated brochures that are in the new format.

d. **Chapter News.** Tom K. pointed out that this feature is one of the few places where visitors and sponsors can find out what chapters / support groups actually do. An effort is being made to get this back to the quarterly publication schedule intended.

13. **Next Steps.**

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<tr>
<td>Determine best format for describing single chapters / support groups that have multiple meetings with different foci, frequently at different locations.</td>
<td>Terri*</td>
<td>OPEN</td>
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<td>Develop revised calling process and form for survey, Submit to committee for revisions and approval</td>
<td>Bill</td>
<td>April 25</td>
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<tr>
<td>Provide next list of calls to committee members</td>
<td>Bill</td>
<td>April 28</td>
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The call was adjourned at 6:00 PM.

**Next Conference Call:** Thursday, May 15th 5:00 – 6:00 PM EDT

*Respectfully Submitted, William Seidel, Chairman, Program Committee*
Other Board Book Materials

- Draft Us TOO Calendar (December 2013)

- 2014 Board Committee Assignments (December 2013)

- Program Committee Report for June Board Meeting
Quarter I: Closed New Year Day (Wednesday) and President's Day (2/17/14)

January: Year-end work (Board committee assignments and audit preparation), carry-over project work from 2013 continues/begins (website content updates, chapter mentoring with Regional Town Hall meetings, Hormone brochure, the HotSheet, etc), ASCO GU Symposium (January 30-February 1, San Francisco, CA) with possible Astellas/Medivation Advisory committee meeting.

February: SEA Blue Thanks/kick-off (6), NHC 27th Annual Leadership Conference (12-14, Tucson, AZ), Dr. Crawford's 24th Int'l PCa Update Conference (19-22, Vail, CO), Possible Audit team site visit (here or in March)

March: Quarter I Board meeting (7-8). Possible Teva international meeting, Possible Atlanta education conference, Possible Patient meeting for Sanofi, SEA Blue celebration event (6).

Quarter II: Closed Memorial Day (5/26/14)

April: Possible Roundtable meeting in DC

May: Federal/State tax filings (or extension until August), AUA (16-21, Orlando, FL), ASCO's Annual meeting (May 30- June 3, Chicago), Possible webinars, one with Zero

June: Quarter II Board meeting (6-7). Potential Business Leadership Council meeting, Men's Health Month (Father's day June 15), Potential Fundraising ask campaign

Quarter III: Closed Independence Day (Thursday, 7/4/14) and Labor Day (9/1/14)

July: Active corporate sponsorship activities, follow-up to ASCO, Prostate Cancer Roundtable in DC (17-18)

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

September: PC Awareness Month, Quarter III Board meeting (12-13), 10th Annual SEA Blue Prostate Run/ Walk (14th or 21st, Chicago), ZERO and PHEN Advocacy Summits in DC, Pints event in Europe, PCRI Annual conference in LA (5-7), and Possible ProNet's Annual Northwestern Prostate cancer conference in Chicago


October: SEA Blue Walk & Run fundraising continues

November: Movember activities, Possible Roundtable meeting in DC

December: Quarter IV Board/Annual meeting (5-6), end of year fundraising and audit preparation, (5-6) Prostate Cancer Roundtable in DC

Unknown dates in 2014

Us TOO Prostate cancer Business Leadership Council (PCBLC) meeting, Us TOO U Town Hall meetings, NCCS and NCCN Roundtable meetings, On the Line and My Prostate cancer Roadmap calls and meetings, Us TOO committee meetings, Early Access Committee-Prostate cancer (EAP).

Monthly: HotSheet preparation and distribution
Us TOO Board of Directors 2014 Committee Assignments

**Executive (standing committee):** Chairman, Jim Rieder; Vice-chairman, Jeff Mills; 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, Bill Seidel, Jerry Hardy, Todd Ahrens, Tom Cvikota, Keith Hoffman, Jerry Deans, Jim Hammack

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.*

**25th Anniversary Event Workgroup:** Chair Jim Hammack, Jerry Deans, Bill Seidel, Jerry Hardy

**Development (standing committee):** Chair Jeff Mills, Dexter Rumsey, Tom Cvikota, Bill Seidel, Fred Allen

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), Dexter Rumsey, David Lubaroff (also Audit subcommittee chair), Jeff Mills, Jim Naddeo

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 Jerry Hardy, David Lubaroff, Jim Hammack, Keith Hoffman, Todd Ahrens

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".*

**Strategic Plan Workgroup:** membership still needs discussion, several meetings before March Board meeting were discussed.

* From Corporate Policies, Approved December 2013.
Us TOO International Program Committee  
Activity Report -- June 7, 2014

Program Committee activity for the past quarter has focused on two areas:

1. Chapter Survey Pilot Test
2. 25th Anniversary Celebration

25th Anniversary Celebration.

- We have been, and continue to be, investigating a proposal from a New Jersey support group to hold a regional Us TOO University type of seminar in the NY metro area.
  - Advantages:
    - Very popular idea with most of the chapters surveyed so far.
    - Easy, low-cost commuting for a very large number of potential attendees, thereby significantly reducing the issue of attendee hotel and travel cost.
  - Disadvantages:
    - The local chapter has some preferences of its own that may not necessarily mesh perfectly with Us TOO International’s preferences.
    - Want to ensure that PCRI does not see this as competition for their annual conference on the West Coast. We don’t see this as a likely problem, but we want to be proactive to protect our relationship.

- There have also been suggestions for some kind of DVD or other electronic media presentation to be used by chapters in their meetings and/or for public service announcements on local stations. This remains to be more clearly defined by the 25th Anniversary Working Group.

- ISSUE: We really need to clarify with staff the chicken/egg issue of probable funding vs. the various potential activities.

Chapter Survey – Pilot Test.

- The survey has produced interesting information that will be detailed in the next section. The chapters contacted were very enthusiastic to talk with a Board member.
  1. Contact success rate is 32 completions of 62 chapter (support groups) contacted, or 52%. This is much lower than expected, especially considering that the 62 chapters involved were those that responded to Terri’s electronic update survey earlier in the year.
  2. Success definitely varies by individuals doing the calling. Individual callers seem to either reach nearly all of their chapters early and quickly, or none. The members who had trouble reaching their chapters in Phase II were almost identical to those who experienced the same problems in Phase I. This suggests that relying on Board and staff members to do the calling may not be an effective approach.

- PILOT TEST FINDINGS.
1. Contacting the chapters is a great exercise for Board members and perhaps should be made an annual requirement to some degree. It is amazing how your understanding of what Us TOO really is expands with just a few calls. *Something for the Board to consider.*

2. The Teaming Agreement is, for all practical purposes, an unknown document. Chapters acknowledging any knowledge of what this is is close to zero...and this is the group of locations that is most in tune with the home office. *The Board needs to decide what it wants to do going forward with the Teaming Agreement as it applies to existing chapters/support groups.*

3. Several locations (Remember: only about 10% of total chapters have responded so far.) have expressed the need for DVDs and/or other training materials to use in their meetings. They believe their inability to come up with really good programs is one of the contributors to low attendance. *This will become a Program Committee action item, with priority below the survey and the 25th Anniversary.*

4. Us TOO currently recognizes two types of field structures: chapters and support groups. These are well defined in the existing Teaming Agreement. Despite the fact that only 10% of the 300+ chapters/support groups have responded to date, it is becoming increasingly evident that there are at least two other structures (or LACK of structures) operating with or in the name of Us TOO International. It will be interesting to see how many different kinds of entities/ways of participation will be discovered as the survey continues. The two identified so far include:
   - Call-in phone numbers for information have replaced chapters/support groups in two locations so far. They seem to be working well.
   - There is a significant network of volunteers that work primarily with the home office on various functions but who are not affiliated with any specific chapter or support group. This is not something that requires immediate attention, but it does seem to be a resource that we might want to track more systematically at some point in the future.

5. Even in this small group of those chapters most in touch with the home office, there were corrections needed in some of the data currently posted. This was not excessive, and it definitely is not a complaint about the accuracy of the website information. It did, however, lead to the discovery (by the Committee. Staff was already aware.) of an administrative issue of some concern.
   - There are at least two, maybe more, databases currently in use by Us TOO, which adversely impacts both accuracy and efficiency.
     - (a) Terri updates chapter information on the website directly.
• (b) Jackie maintains at least some other chapter information in an old MS-ACCESS database. This is not used to update the chapter information on the website.
  ▪ The survey is uncovering the need for additional data fields that do not appear to be in any database, EX: whether a group is a chapter, support group, or something altogether different (which the survey shows we have in several locations).
  ▪ In an ideal world, the organization would have a single database containing ALL information that would be used to update/maintain everything. This requires both time and money, but could offer substantial long-term benefits.

6. As indicated earlier, relying on Board and staff members to conduct the survey does not appear to be effective. A somewhat similar survey was conducted by an outside company in 2004. Hiring an outside service may be the only way to effectively conduct an organization-wide survey.

ISSUES FOR THE BOARD:

1. Provide input/ suggestions for 25th Anniversary events and funding.
2. Determine if there should be a requirement for all Board members to contact a certain number of chapters annually to enhance their understanding of who/what makes up Us TOO.
3. Determine path forward for enforcement of the Teaming Agreement in existing chapters and support groups.
4. Determine of the Board has concerns / recommendations regarding information management in the home office.
5. Determine if the Board wishes to consider use of an outside firm for completion of the survey.