Us TOO Board Meeting
Book of Materials

September 2014 Board Meeting

Saturday September 13, 2014

Sunday September 14, 2014
SEA Blue Prostate cancer Walk & Run
Lincoln Park

Meeting Location:
Hyatt Regency
151 East Wacker Drive
Chicago, IL
312-565-1234
• Page 2..........................Proposed Meeting Agenda

• Pages 4-12......................DRAFT June 7, 2014 Board Meeting Minutes (with Attachments)

• Pages 14-16......................DRAFT August 13 Executive committee Minutes and Operations Highlights: June, July and Early August 2014

• Pages 18-25......................Program Committee Meeting Updates, 25th Anniversary subcommittee Draft Minutes (July 24th and August 12th) and New Disaffiliation Policy

• Pages 26-27.....................Draft Development committee Minutes and Staff Update

• Pages 28-30......................Treasurer’s Report and DRAFT Finance committee Audit subcommittee Minutes

• Page 32..........................2014 Us TOO Calendar (December 2013)

• Page 33..........................2014 Committee Assignments (December 2013)

• Handouts........................1) Financial Statements for Finance
                                 2) Copies of Audit Materials and Taxes (Federal 990 & IL)
                                 3) Draft Board Membership Questionnaire
                                 4) Wellness Place status email
                                 5) Strategic Plan Materials
Proposed Meeting Agenda:

Saturday September 13, 2014:

ARRIVALS and CHECK-IN: *Light Box lunches available*

Meeting start time: Noon
Welcome & Catching Up (quick health status comments on significant changes)

BOARD MEETING PROPOSED AGENDA:
1. 12:30 Call to Order, Agenda Review
2. 12:45 Review and Acceptance of June Board Meeting Draft Minutes
3. 12:50 Leadership Updates
   a. Chairman comments/Executive committee (8/13/14 call), Jim Rieder
   b. Treasurer’s Report (July Financials), Todd Ahrens
   c. Operations Update, Tom Kirk
4. 1:30 Committee Updates & Plans
   a. Board Membership, Jerry Hardy (revised questionnaire)
   b. Development, Jeff Mills (8/27/14 call)
   c. Finance, Todd Ahrens
      i. 2013 Audit & Tax Submissions (7/22/14 call)
      ii. 2015 Auditor Recommendation for 2014 Tax Year
      iii. 2015 Budget Discussion/Planning
   d. Program, Bill Seidel
      i. Chapter/support group Survey Results & Findings to date
      ii. Discussion, Inactive & call-only groups
      iii. Policy for Disaffiliation of Chapters/support groups
      iv. 25th Anniversary subcommittee, Jim Hammack (7/24 & 8/12 calls)
5. 5:00 Old Business, New Business & Adjournment

Potential Action Items: 1) Acceptance of June Minutes, 2) Acceptance of Treasurer’s Report, 3) New Disaffiliation Policy

6:30 Dinner at Giordano’s Chicago Pizza, 135 East Lake Street, Chicago, IL 60601

Sunday September 14, 2014:

SEA Blue Prostate Cancer Run & Walk, Lincoln Park (8:00 Registration, 9:00 Run & 10:00 Walk)
Draft, June 7, 2013 Board Meeting Minutes
Friday Informal Training Session, June 6, 2014

The informal board training session on June 6 consisted of the following four topics.

1. **“Prostate Cancer Speaks”**. John Lupton and Dennis Golden made a presentation on their new LLC, which aims to develop a professional speakers bureau for prostate cancer. Mr. Lupton emphasized that none of his time paid for by Us TOO was used on Prostate Cancer Speaks activities.

2. **Quick Update on Meetings and Events**. Tom Kirk provided an update on staff activities since the last board meeting.

3. **“Fundraising Responsibilities,”** a presentation by Margaret C. Kirk. Ms. Kirk conducted a 2½-hour seminar on fund raising in general and board responsibilities in particular. Key points included:
   a. Fund raising is a primary responsibility of both the board in general and individual board members in particular. You can’t expect others to donate if board members do not generate meaningful funds themselves.
   b. Individuals are the key source of funds nationwide for charitable organizations.
   c. Us TOO is currently “upside down” in fund raising in that most of its funds come from organizations rather than individuals. Organizations are considered a declining source of funding.

4. **Website Update**. Tom Kirk and Chuck Strand presented a preview of the new website which is scheduled to go live on or about July 1st. Most items will be within three clicks by the user. The board was enthusiastic about the many improvements and new capabilities contained in this latest release.
Minutes, Board Meeting of June 7, 2014

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

1. CALL TO ORDER.  The meeting was held at the Hyatt Rosemont, 6350 N. River Road, Rosemont, IL, and was called to order at 8:25 AM by Chairman Rieder.

Chairman Rieder asked for comments on the previous day’s informal session. There was considerable discussion and agreement about the need for each board member to be proactive in fund raising. Each individual board member must put “leadership in action” on fund raising, including the generation of donations. Solicitation should include an emphasis on 2015 as our 25th year. Showing our longevity enhances our image as a substantial prostate cancer organization. There were also positive comments about the new website.

2. READING OF THE MINUTES. Members were referred to the copy of the minutes from March 8, 2014 provided in the Board Book. It was noted that Jim Hammack was shown as absent whereas he actually was in attendance. The minutes were approved as amended on a motion by Mr. Ahrens, seconded by Dr. Lubaroff, and approved unanimously.

Vote 1: The minutes of the meeting of March 8, 2014 were approved as amended.

3. TREASURER’S REPORT. The Treasurer’s Report was presented by Treasurer Ahrens and is attached to these minutes. Comments by the Treasurer included:
   a. Recent work on the website will result in moving a sizable portion of funds dedicated for that purpose from the Deferred Restricted Revenue Account.
   b. The preliminary audit report has been received; the final report is anticipated in three to four weeks.
   c. IRS Form 990. We have received an extension until August 15, 2014. Treasurer Ahrens summarized the nature of the report for new board members, and explained why requests for extension are almost standard for 501(c),3 organizations.

The Treasurer’s Report was approved on a motion by Treasurer Ahrens, seconded by Mr. Hammack, and approved unanimously.

Vote 2: The Treasurer’s Report was approved as submitted.

4. OPERATIONS REPORT. The Operations report was presented by President and CEO Kirk and is attached to these minutes. Areas of emphasis included:
   a. Considerable staff time has been devoted to updating the website, which should be ready for release on or about July 1st.
   b. Staff has been working with Jan Manarite of PCRI on a Nuclear Therapy and Imaging conference scheduled for July in Chicago.
c. To date in 2014, proposals for over $465,000 have been submitted, approval for $308,500 has been acknowledged, and $161,000 has been received.

5. PROGRAM COMMITTEE REPORT. A report was presented by Mr. Seidel and is attached to these minutes. This report contained several action items, all related to the pilot test of the chapter/support group survey, and are as follows.

   a. Us TOO Data / Information Management. The process of applying information gained from the survey identified potential inefficiencies in current processes for entering, storing and retrieving data.
      i. The website has its own database, and it may be better to build from that than the old ACCESS database. Ritesh Kothari with Access Medical (Us TOO’s webpage contractor) is currently working with staff to make this information available to other aspects of the operation.
      ii. Mr. Hoffman noted that his business’ structure has strong similarities to Us TOO’s. There may be pre-packaged applications available that can provide what we need in this regard. President Kirk stated that this needs further study. There were no specific next steps assigned to this topic.

   b. Expanding the Chapter / Support Group Survey. Problems regarding the conduct of the pilot test were discussed, and the possibility of hiring an outside firm was discussed.
      i. Dr. Lubaroff noted that all 300+ chapters and support groups could be contacted by the September board meeting if each board member contacted approximately 21 locations. On a motion by Mr. Rumsey, seconded by Dr. Lubaroff, it was unanimously approved that Mr. Seidel would develop a survey form, instructions, and a list of locations/individuals to contact, provide these to individual board members, and the board members would then complete these calls by the September Board meeting.

      Vote 3: Mr. Seidel will develop a survey form, instructions, and a list of locations / individuals to contact; he will distribute these to all board members. Board members will in turn contact those locations and return the completed surveys to Mr. Seidel prior to the September board meeting.

      ii. The question arose as to what should be done with locations that do not respond to various inquiries from the home office. This has been an ongoing topic of discussion for years, but no policy has ever been established. On a motion by Mr. Seidel, seconded by Mr. Hoffman and unanimously approved, the Program Committee is tasked with drafting a policy on dealing with unresponsive locations.

      Vote 4: The Program Committee will draft a policy on procedures to follow when locations / chapters / support groups consistently do not respond to inquiries from the home office.

6. OLD BUSINESS. It was noted that there are currently two vacancies on the board, and there may be others at year end.
a. President Kirk will advise how many current members will be ineligible for office next year.
b. Mr. Hardy will formalize a list of questions for prospective board member interviews so that we can ensure that all candidates are evaluated on the same criteria.

7. **NEW BUSINESS.**
   a. The September board meeting will be Saturday only, September 13, 2014. This will allow members to stay over for the 10th Annual Sea Blue Walk the following day while incurring only one overnight stay.
   b. Board members should check their biographies on the website to ensure that they are accurate and up to date. Any changes should be submitted to Chuck Strand as soon as possible.

**SUMMARY OF BOARD ACTION.**
- Vote 1: The minutes of the meeting of March 8, 2014 were approved as amended.
- Vote 2: The Treasurer’s Report was approved as submitted.
- Vote 3: Mr. Seidel will develop a survey form, instructions, and a list of locations / individuals to contact; he will distribute these to all board members. Board members will in turn contact those locations and return the completed surveys to Mr. Seidel prior to the September board meeting.
- Vote 4: The Program Committee will draft a policy on procedures to follow when locations / chapters / support groups consistently do not respond to inquiries from the home office.

The meeting was adjourned at 10:50 AM.

Respectfully submitted,

William L. Seidel, Secretary
• Our Total Assets at the end of April are $846,402, behind where we were last year. We are 4.36% or $38,567 behind. Our cash and investments total $801,337 and are down by 5.82% over one year ago.

• Our Investment account #520 is 16.16% over last year at this time and is now nearly $417,000.

• At the end of April we have $393,514 in the Deferred Restricted Revenue account, up by $110,157 over April last year. We hold $132,184 for the support groups/chapters and we have $261,330 for our home office projects. That amount has risen to nearly $380,000 within the last several weeks as grants have come in. We have 13 projects that money is restricted for that staff is moving forward. The largest amount of over $100,000 is for the website redesign.

• We have released $30,061 to Income for project expenses so far and Tom will be releasing more after our meetings. This will close our Income and Expense deficit shown on our Profit & Loss Statement which is about $146,000.

• We are under-spending to the Approved Budget by over 20% and also under-spending compared to last year at this point by about 24% or approximately 24,000. We have paid the annual Convio billing and the quarterly Access Medical bills for hosting the website. Our expenses for our office move totaled just under $10,000.

• Our investment earnings are behind last year by 77%, as you would expect because last year was a record earnings year.

• The Finance committee and the Audit subcommittee had discussion on the initial Draft of the Audit yesterday and we plan more discussion as we move forward.
The last Board meeting was held on Friday and Saturday March 7th and 8th at the Hilton Garden Inn, staff focus since then appears below.

- Website: Staff has been focused with weekly calls on the website project and we have a draft site to share at this June meeting.
- Helpline: There was an announcement and a series of calls which netted 80 volunteers to assist with calls from the Helpline.
- SEA Blue Walk & Run: there have been monthly in-person staff meetings between the Wellness Place, UroPartners, Us TOO and the event manager contractor. There was a special discussion and presentation on the GoLite mobile billboard contractor to indentify new sponsors. The event website was made live on March 18th. We have been busy getting sponsorship proposals out and checks in and the designs and second round of the postcards and posters prepared.
- HotSheets and News You Can Use: The April, May and June editions of the HotSheet have been prepared and disseminated and the new vendor to capture news articles for News You Can Use has been put in place. We are now in a rhythm to keep news flowing every other week as we move forward. In addition, Terri produced the April edition of Chapter News as well.
- Meetings and Travel: Tom attended the March NCCS policy meeting in DC, the May AUA Annual Conference in FL, and Chuck, John & Tom attended the late May/early June ASCO meeting held in Chicago. Many contacts were made and discussions held with key contacts. Staff organized and conducted a May Chicago-land planning meeting of leaders to discuss Chicago area activities given Russ Gould’s passing in December.
- Conference: Terri and Tom have been working with Jan Manarite from PCRI and with staff from to plan and conduct a July Nuclear Therapy and Imaging conference in Chicago.
- June Campaign: Chuck headed the development of the new June campaign. Conference calls were held with support group/chapter leaders on the use of the cards. Staff has also been preparing the mailings.
- Audit and Taxes: The audit team conducted the on-site visit on April 29th and 30th, a Draft report and management letter were presented this week and shared with the Finance committee and Board also this week. The Federal tax deadline extension was filed and accepted which will give us adequate time for review.
- Grant proposals: Tom and John have submitted proposals for over $465,000 so far in 2014, we have received approval for $308,500 and $161,000 has been received.
- Events: John and Tom have also been following up on events in Atlanta and Chicago as well as securing the September promotion with Wearever.
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.
Draft August Executive Committee Minutes
Us TOO International Executive Committee
Minutes, August 13, 2014

ATTENDEES: Todd Ahrens, Tom Kirk, Jeff Mills, Jim Rieder, Bill Seidel

1. Call to Order. The meeting was called to order via conference call by Chairman Jim Rieder at 5:00 PM. There was no formal agenda for the call; each member was asked to give an update on their areas of responsibility. Key points follow:

2. Development Committee.
   a. A conference call for the committee is scheduled for next Tuesday (8/20) at 5:00 PM.
   b. We had a good event in Atlanta last week, although we didn’t raise much money.
   c. Donations year-to-date are up over last year.

3. Finance Committee.
   a. Cash on Hand as of June 30 is at a high for the year at $921,610 (up over last year by $78,287 / 9.3%).
      i. Morgan Stanley Investment account $438,783 (47.6% of total)
      ii. Chapters/support group funds held by home office up $30,950 over last year
      iii. Restricted funds $287,728, up $79,069 over last year
   b. P & L.
      i. Revenue up $99,974 (46.4%) over last year. Reflects higher donations (Spring Campaign) and moving grants from Deferred Revenue for projects such as the Hotsheet and website project.
      ii. Expenses slightly less than year ago
      iii. Deficit as of June 30: ($50,507).
   c. Budget.
      i. Revenue is 133% of budgeted amount
      ii. Expenses 69% of budgeted amount

4. Program Committee.
   a. Chapter Survey. We are into our second week. Progress to date has been very slow.
   b. 25th Anniversary.
      i. Tom summarized the meeting he and Terri held with Bob Sherman regarding a patient seminar that would be held in the NY/NJ Metro area next year. There are many problems associated with Bob’s proposal, among them a lack of critical details and a different emphasis (patients vs. training of chapter/support group leaders) than what Us TOO has historically emphasized. It was decided that this is a high risk venture that the organization is not well positioned to entertain at this time.
      ii. A plan is being constructed for producing a 7-minute video for use by chapters and support groups in celebrating the 25th anniversary. A 1-minute public
service announcement would also be included. This is the only item consistently requested by the chapters and support groups in the pilot test phase of the chapter survey. No funding is presently reserved for this venture.

iii. Plans for a two-day educational program / celebratory dinner for chapter leaders, principle donors and honored guests are being developed. Tom feels that he could raise $100,000 for such an event.

5. **Operations Update.**
   a. The Sea Blue Walk this year is much different from years past. Our partner, Wellness Place, has announced that they will be terminating operations on September 30th, and their participation in the planning and fund raising are greatly reduced. Us TOO has to take up the slack, although it will also gain a greater share of any profits. Registrations to date are down from last year.
   b. There was considerable discussion as to whether or not the organization should provide unearned compensation to John Lupton, a part-time employee presently recuperating from surgery. While Us TOO policies do not provide for any such compensation, they do allow for exceptions on a case-by-case basis. It was decided that Tom should secure a qualified legal opinion on the potential risks associated with any such compensation and report the findings to the committee.

The meeting was adjourned at 6:00 PM.

Respectfully Submitted,
William Seidel, Secretary, Us TOO International
Operations Highlights: June, July and early August 2014 (8/13/14 Executive committee call)

Week of June 2nd: ASCO concludes and Bayer Global Advocacy meeting Tuesday the 3rd, SEA Blue staff meeting Wednesday the 4th, Finance committee Wednesday the 5th, Board meeting held at Hyatt Rosemont Friday and Saturday the 6th & 7th

Week of June 9th: John to Atlanta for August event planning, Wellness Place Board meeting Tuesday the 10th, John, Jeff and Tom had conference call on Wednesday the 11th, Bill in office for meeting on Thursday the 12th, Audit follow-up visit on Friday the 13th and News You Can Use articles/email sent, Federal reporting forms sent

Week of June 16th: Marketing firm meeting on Monday the 16th, Wellness Place Board meeting Tuesday the 17th, Webpage draft work continues

Week of June 23rd: Wellness Place Board meeting Monday the 23rd, Wellness Place interviews Tuesday and Wednesday the 24th & 25th, Marketing firm meeting Tuesday the 24th, HotSheet mailing day Friday the 27th, Wellness Place Search committee meeting Saturday the 28th

Week of June 30th: List of 3 Board candidates sent to Jerry Hardy for Board Membership, Tom to AUA AQUA Registry meeting Tuesday & Wednesday July 1 & 2, Office closed Friday July 4th Holiday, Compensation survey for NHC completed

Week of July 7th: Meeting with ADT representative Tuesday the 8th, Terri in office Thursday & Friday the 10th & 11th, Auditor in office Thursday the 10th for final walk-through, call with Bill Seidel, former Board member Bill Palos in office with Northwestern researcher (Frank Penedo, PhD), News You Can Use out and Jerry Hardy call on Friday the 11th

Week of July 14th: Janssen representative in office Monday the 14th, SEA Blue staff meeting/call, call with Jeff Mills, Update email to Board on the 16th, Pints for Prostates call on Thursday the 17th on a potential TX meeting, follow-up ADT meeting on 401 (k) plan, radio interview for Atlanta event Thursday the 17th, interview call with sponsor Invivo staff on Friday the 18th and Better Business Bureau informs Us TOO we successfully meet all standards.

Week of July 21st: Wellness Place Board meeting on Monday the 21st, Wellness Place conference call Tuesday the 22nd, Finance committee Audit subcommittee call on the Audit & Taxes, 25th Anniversary committee call Thursday the 24th, Friday the 25th, Terri, Bob Sherman, Ed Kaps, Tom C and volunteers in the office for HotSheet mailing and Saturday the 26th Patient Conference held at Northwestern and radio interview for Atlanta event Sunday the 27th

Week of July 28th: Two SEA Blue staff meetings Monday the 28th, Tom to DC for Prostate cancer Roundtable Tuesday the 29th & 30th, Chuck covers clinical pathways call on the 29th, John’s surgery in NYC on Thursday the 31st, Chuck attends UPS health fair on Friday August 1st, INSYS advocacy meeting cancelled, American Legion meeting presentation dropped, final Audit & Taxes in office Friday the 1st

Week of August 4th: Mark in office for June statements on Monday the 1st, radio interviews for SEA Blue on Tuesday the 5th and Thursday the 7th, Tom and Chuck to Atlanta Friday the 8th for the Community Awareness event on Saturday the 9th, Delta pilot confirms SEA Blue in Delta magazine, IL taxes mailed Wednesday the 6th, Chuck on clinical pathways call Thursday the 7th, 30 days away from September 4th Blues Benefit Concert

Week of August 11th: Wellness Place Board meeting the 11th, 25th workgroup call #2 Tuesday the 12th, Executive committee Wednesday the 13th, Tom to Denver for a planning meeting with PCEC, PHEN and pharmaceutical representatives Thursday the 14th & 15th, 30 days away from Board meeting and SEA Blue Walk & Run
1. Program Committee:
   a. June 12th: Meeting in Office (Bill & Tom)
   b. July 11th: Update to Program committee from Bill
   c. July 24th: 25th Anniversary subcommittee, call #1
   d. August 12th: 25th Anniversary subcommittee, call #2
   e. New Disaffiliation policy
2. Development committee August 27, Draft Minutes and Staff Update
3. Finance Committee/Audit subcommittee 7/22/14 call, Draft Minutes
Notes from Bill & Tom Meeting of June 12, 2014

Just some notes to recap what I recall from our meeting yesterday.

1. **25th Anniversary.**
   a. Funding-wise, so far we have the following for PLANNING:
      i. Received: $15,000
      ii. Additional promised: $20,000
   b. At this point in planning for the 2010 anniversary the staff was conducting surveys of chapter/support group leaders and key opinion leaders to determine what was wanted in the way of a 25th anniversary celebration.
   c. Tom will invite Bob Sherman to a meeting to identify more precisely the level of planning Bob has already accomplished, and to determine if there is an advantage to moving forward with Bob on this.
   d. The 25th Anniversary Working Group needs to get active in defining potential video items for 2015.
      i. Tom Cvikota may be a good resource
   e. We need to keep as many expenses in house as possible so as to support current staffing levels.

2. **Chapter Survey.**
   a. The initial challenge is developing an electronic list of all chapters/support groups and their contact information.
   b. The best current list of chapters and support groups is probably that on the website. The question is: how to best convert that to usable electronic form? Other potential sources include
      i. ACCESS database
      ii. EXCEL spreadsheet possible maintained by Terri
      iii. CONVIO “Getting to Know You” sub-section on chapter leaders.
   c. Next steps include:
      i. Bill to give Jackie and Chuck a pro-forma report showing information required for assigning chapters to board members for conducting the survey.
      ii. Chuck to identify potential uses of CONVIO and ACCESS for these purposes.
   d. A future need will be identifying where to place corrections and new data fields as the survey information comes in. In short, what are we going to use as a chapter database going forward?

3. **Policy for Unresponsive Chapters / Support Groups.** The Program Committee is tasked with developing a recommended policy by the next board meeting. Issues of concern include:
   a. Whenever a chapter or support group becomes unresponsive, we need to do something about it.
   b. The Teaming Agreement addressed this issue, and may be a good source for policy content.
4. **NEXT STEPS.**

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<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
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<tbody>
<tr>
<td>Meet with Bob Sherman to determine viability of moving forward with some kind of joint effort for a regional seminar in NJ as part of Us TOO’s 25th anniversary</td>
<td>Tom</td>
<td>June 30</td>
</tr>
<tr>
<td>Get 25th Anniversary Working Group to clearly define potential video-related activities for the 25th anniversary</td>
<td>Bill</td>
<td>July 31</td>
</tr>
<tr>
<td>Develop and provide to Chuck and Jackie a pro-forma report showing data fields needed to assign chapters to board members for the survey</td>
<td>Bill</td>
<td>June 17</td>
</tr>
<tr>
<td>Identify potential for utilizing (1) website, (2) Convio, and (3) ACCESS for providing required chapter contact information</td>
<td>Chuck</td>
<td>July 15</td>
</tr>
<tr>
<td>Program Committee develop a recommended policy for unresponsive chapters / support groups</td>
<td>Bill</td>
<td>Sept. 13</td>
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SUBJECT: Us TOO Program Committee: July 11, 2014

There will NOT be a Program Committee conference call this coming Thursday as regularly scheduled, BUT there will be one soon. Here’s what’s going on.

1. **25th Anniversary.**
   
   a. The working group is getting started, with an initial focus on some type of presentation(s) to be rolled out to the chapters for both internal and media use. Such an approach was frequently recommended in the recent pilot test of the chapter survey. A proposal will be available for review by the Program Committee in sufficient time before the next Board meeting to make any recommended changes.

   b. A New Jersey chapter has proposed a regional prostate cancer seminar in the NY metro area. Their leader is presently scheduled to meet with Tom Kirk and the Us TOO staff on July 25th to discuss details. This would be quite an undertaking. Odds for success are unknown at this moment, but are expected to be much clearer after this meeting.

2. **Chapter Survey.** We have been more successful than anticipated in developing chapter data for use in organizing and managing the survey. We are now working to develop a process that will facilitate conducting of the survey and processing of the information received. This process must be developed and rolled out to the Board no later than the end of the month in order for the board members to complete their calls prior to September 1st. The Program Committee needs to review, adjust and approve the process before the rollout.

As you can surmise from the above, we will need a conference call prior to the end of the month. It just won’t be this Thursday. Stay tuned. Meanwhile, if you have any questions or concerns, please give me a call. Thanks, Bill Seidel
Us TOO International – 25th Anniversary Working Group
Conference Call Minutes, July 24, 2014

ATTENDEES: Jerry Deans, Jim Hammack, Jerry Hardy, Keith Hoffman, Bill Seidel
EXCUSED: (all present)
GUESTS and STAFF: Tom Kirk, Terri Likowski

The conference was called to order by Chairman Jim Hammack at 5:00 PM EDT. Jim stated that the objectives of the call were:

- Discuss options for recognizing the 25th anniversary
- Select two or three options on which to focus
- Assign responsible individuals to each.

Discussion centered around four options:

1. A prostate cancer seminar in the NY/NJ metropolitan area
2. Some kind of electronic presentation to be distributed to the chapters and other appropriate users
3. A recognition banquet
4. Fund raising

NY/NJ Metro Area Seminar. Proposed by Robert Sherman, a chapter leader in northern NJ. This would be a different type of seminar for Us TOO; its focus is on prostate cancer patients, whereas Us TOO University seminars have focused on developing chapter leaders. Mr. Sherman has already formed a non-profit corporation to conduct such a seminar. There is considerable confusion over just how well Mr. Sherman has thought this through and also the varying roles/responsibilities of the various players and sponsors. Jim and Terri are meeting tomorrow (July 25) with Mr. Sherman to discuss this; Tom will provide an update to this group the following week. At the moment, this potential activity is considered to be more of a possibility than likelihood.

Electronic Presentation. Two types of electronic production have been requested by various participants in the chapter survey pilot test and by Board members: (1) a brief, promotional type of presentation of 5-7 minute duration, and (2) longer 25-30 minute educational presentations focusing on topics of interest to those dealing with prostate cancer. Discussion favored the promotional type because it was less expensive (production costs ≈ $1000 - $1500 per minute), could be used for a wider range of purposes, and could be used by a larger numbers of potential users. [NOTE: Internal costs of production would be significant and additional to the amounts quoted above.] Mr. Hammack will develop this option further in regard to content, usage and cost and report back to the group on August 12th.

Recognition Banquet. Jim Hammack suggested that given the relatively low cost of an electronic presentation, a recognition banquet would be an appropriate additional activity. Jim’s concept was to combine this with a Board meeting, invite key sponsors and contributors, and give them an opportunity
to interact with Board members. Jerry Hardy suggested that this might be expanded to include a “Friends and Family” type of event where former Board members and other key individuals would be invited back. Mr. Hardy also suggested that the Friends and Family invitees be challenged with some kind of fund raising goal. Mr. Hardy will develop the banquet concept and report back to the group on August 12th.

**Fund Raising.** Discussion followed Mr. Hardy’s fund raising suggestion. There was general agreement that the 25th Anniversary presented an opportunity for fund raising that should not be ignored, but no specific suggestions were developed. Bill Seidel will pursue this option and report back to the group on August 12th.

**Next Steps.**

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
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<tbody>
<tr>
<td>Define potential role for Us TOO in a NY/NJ seminar and report back to the group</td>
<td>Tom</td>
<td>Aug 1</td>
</tr>
<tr>
<td>Develop draft proposal for DVD / video presentation to include potential audience, content and cost</td>
<td>Jim</td>
<td>Aug 12</td>
</tr>
<tr>
<td>Develop draft proposal for recognition / Friends and Family recognition banquet to include objectives, categories of attendees, approximate size and cost</td>
<td>Jerry H</td>
<td>Aug 12</td>
</tr>
<tr>
<td>Develop draft proposal for fund raising aspects of 25th Anniversary celebration</td>
<td>Bill</td>
<td>Aug 12</td>
</tr>
<tr>
<td>Enjoy the calm while it lasts</td>
<td>Jerry D</td>
<td>For now</td>
</tr>
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<td></td>
<td>Keith H</td>
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The call was adjourned at 5:55 PM.

**Next Conference Call:** Tuesday August 12, 5:00 – 6:00 PM EDT
Us TOO International – 25th Anniversary Working Group
Conference Call Minutes, August 12, 2014

ATTENDEES: Jerry Deans, Jim Hammack, Bill Seidel
EXCUSED: Keith Hoffman
ABSENT: Jerry Hardy
GUESTS and STAFF: Tom Kirk, Terri Likowski, Chuck Strand
The conference was called to order by Chairman Jim Hammack at 5:00 PM EDT.

Possible PCa Patient Conference in NY/NJ Metro Area. Mr. Kirk summarized the discussions he and Ms. Likowski have had with Mr. Robert Sherman, leader of a northern New Jersey support group. Primary issues include:

- While Mr. Sherman has a good outline, many key details remain unaddressed, among them how many people would be willing to attend, and level of interest of potential sponsors.
- The focus on Us TOO conferences has been on developing support group leaders; historically Us TOO conferences have not focused directly on patients, as this one would.
- Mr. Kirk is uneasy about venturing into patient-oriented conferences for a variety of reasons.

The general consensus was that such a venture would be high risk at a time when the organization has limited resources. While such a conference could be something that Us TOO might want to do at some time in the future, now does not appear to be the time.

25th Anniversary Video for use by Chapters and Support Groups. Mr. Hammack related the results of his investigation. There would be two components: (1) a public service announcement (PSA) of about one minute duration, and (2), a seven-minute video about Us TOO for use by the chapters / support groups. Production costs in Oklahoma are about $1500 / finished minute, plus travel and expenses. Production cost of the actual DVDs in Oklahoma is approximately $1 each. Unanswered questions at this point include:

- While costs are relatively low, a source of funds must be identified.
- Content of both the PSA and the chapter video must be developed before firm pricing can be developed. Once completed, several bids should be solicited.
25th Anniversary Banquet / Educational Event. There was much discussion on this topic. Key points included:

- (Mr. Deans). Focus of any such event must be on chapter leaders, potential chapter leaders, and other volunteers. The objective is to make the organization’s 26th year stronger than its 25th year because of this event.
- (Mr. Kirk). It will be difficult to develop sponsors for anything other than some kind of educational event. If such an emphasis can be developed, he estimates that something in the neighborhood of $100,000 or more could be raised. (Not mentioned in the meeting is that approximately $30,000 has already been pledged/received for planning this event.)
- (Mr. Hammack). One goal should be to invite key sponsors and donors as guests.

A general consensus developed around the following points. The event should consist of an afternoon educational program, an evening dinner event, and a following morning educational event.

- LODGING: Lodging will be paid through donated funds for attendees the night of the dinner only. Who qualifies remains to be determined.
- MEALS: All meals except the evening dinner event will be paid through donated funds. Costs of the evening dinner event may be paid for some but not others. Details remain to be worked out.
- TRANSPORTATION: Will not be paid except for speakers and perhaps other selected guests.
- EDUCATIONAL EMPHASIS will be on developing chapter/support group leaders.
- TIMING: The event should be planned for the April-June period.

Next Steps.

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<tr>
<td>Check room availability for the April to June time frame to determine when availability and rates are best.</td>
<td>Terri</td>
<td>OPEN</td>
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<tr>
<td>Video – Develop straw model content</td>
<td>Unassigned</td>
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<tr>
<td>Video – Secure quotes from qualified vendors</td>
<td>Unassigned</td>
<td></td>
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<tr>
<td>Video – Determine source of funding</td>
<td>Unassigned</td>
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<tr>
<td>Ed Event – Secure $100,000+ in funding</td>
<td>Tom K.</td>
<td>OPEN</td>
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<tr>
<td>Ed Event – Develop program and potential speakers</td>
<td>Unassigned</td>
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<tr>
<td>Ed Event – Develop policy for paying lodging</td>
<td>Unassigned</td>
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<tr>
<td>Ed Event – Develop payment policy for dinner event</td>
<td>Unassigned</td>
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<tr>
<td>Ed Event – Develop guest list</td>
<td>Unassigned</td>
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<tr>
<td>Ed Event – Develop marketing campaign, internal &amp; external</td>
<td>Unassigned</td>
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The call was adjourned at 6:00 PM.

Next Conference Call: None currently scheduled.
Us TOO Policy (new)

VII. Chapters.

Disaffiliation of Chapters and Support Groups.

[NOTE: This new section would be inserted after VII. “Chapters” 118 and before VIII. “Publications” 119. All sections subsequent to this new section would be re-numbered accordingly. This suggests that the next re-write of the Policies include a new numbering system wherein all section numbers re-initialize at either “a” or “1” for each Roman numerated section.]

119. [NEW] It is imperative that all Us TOO Chapter and Support Group information be current. While there are provisions in the Teaming Agreement for disaffiliation, a policy is needed for locations that have not signed the Agreement.

Either Us TOO International or the location in question can terminate its relationship with Us TOO International upon sixty (60) day written notice, such notice to be sent Certified US Mail, Return Receipt Requested. Upon sixty days after either receipt, or notice from USPS that said mail was undeliverable, the location in question (1) will be removed from the list of active groups, (2) removed from the Us TOO website, and (3) may no longer use the Us TOO name or logo.

In an effort to maintain accurate records, Us TOO International will annually by email request confirmation and/or correction of current contact information for each chapter and support group. For all chapters / support groups that do not respond within thirty (30) days:

1. Us TOO will attempt to contact the location by telephone to obtain the requested information. If no response is received within sixty (60) days of the original email, a letter will be sent Certified US Mail, Return Receipt Requested, asking for the requested information and advising that failure to respond will result in disaffiliation.

2. Upon sixty days after either USPS notification of receipt, notice from USPS that said mail was undeliverable, or a response indicating the group is no longer active, the location in question will (1) be removed from the list of active groups, (2) removed from the Us TOO website, and (3) may no longer use the Us TOO name or logo.
Attendees: Chairman Jeff Mills, Tom Cvikota, Bill Seidel, Staff: Tom Kirk, John Lupton
Absent: Dexter Rumsey, Fred Allen

1. **Call to Order and Welcome:** Jeff called the meeting to Order at 3:03 central and explained Dexter informed Jeff he was on vacation and we did not hear from Fred. Jeff also welcomed John back following his surgery and recovery. John’s first day back in was this week Monday.

2. **Document Review and Update:** Jeff asked if all had seen the document Tom had forwarded titled the Fundraising Staff Activity Update. He mentioned that staff activity in corporate grants is ahead of 2013 at about $301,000 so far this year with more coming. He noted that the SEA Blue registrations are slower than last year and closer to the 2012 levels. The Boardwalkers Team is approximately 50% of the way to its goal of $20,000. Jeff will send an email to the Board as a reminder to keep focused on our goal. There were further updates such as the June campaign totaled about $14,000 and John mentioned last year’s Cayman Jack campaign. John is following up for activity again this fall. The Wearever promotional campaign is set and media activities are starting. Tom and chuck have been active in John’s absence to get it initiated.

3. **August 9th Atlanta Community Conversation Event:** Tom, Chuck and Jeff attended the event and John mentioned that interest exists for another event next year following the successful experience. Jeff attended the event and summarized what he saw and felt the event was impressive with nearly 150 people in attendance. Corporate sponsorship made the event financially successfully, ending with a positive margin.

4. **New Business:** Tom C. mentioned his new event he is planning as a guest bartender in September in Hinsdale. He has decided on September 22. He mentioned that he attended a support group meeting with Tom K. and Chuck last week on the 20th of August and people from the support group mentioned their interest in attending.

It was also mentioned that they will be holding their annual golf event on September 13th as well, the day of our Board meeting. It was also mentioned that the annual Bachelor golf event in KY was just held as well. The upcoming September 4th Blue Benefit Concert to be held at Buddy Guy’s club is moving forward as we received sponsorship from Astellas/Medivation. Steve Sanders from WGN will also serve as emcee as he will for the SEA Blue event on the 14th.

As for end of year activities, we will need to plan the Fall/Year-end campaign and the Business Leadership Council meeting with the corporate sponsors. The leadership council meeting is key to us setting the sites of sponsorship support for the 2015 agenda such as the 25th Anniversary events.

5. **Adjournment:** Jeff concluded the meeting at 3:27 central.
Corporate, Government and Foundation Funding

1. Contacting all past corporate funders to secure 2014 support, via emails, telephone calls and face-to-face meetings.
   a. List of 20012 and 2013 sponsors updated, follow-up with 2013 submissions for Endo and Bavarian Nordic
   b. Met with sponsors at ASCO GU in CA (Dendreon, Millennium, Astellas/Medivation)
   c. Proposals completed for Astellas/Medivation, Millennium, proposal for Teva being submitted, discussions with Abbvie and Janssen/J&J

2. Seek new opportunities with corporations, government agencies and foundations.
   Some initial work by John & Chuck

Fundraiser Events – Us TOO managed

1. 10th Annual SEA Blue Prostate Run/Walk – Chicago, Sun, Sept 14, 2014 (Celebration event March 6th)
   a. Successful Celebration/kick-off event held March 6th
   b. Staff meeting begin March 4th. Sponsor forms and Save the Date Cards
   c. Website updated and made live March 15th
   d. Encourage support group/chapters nationwide to have virtual teams
   e. Follow-up with other IL event/Shirley Tucker for 2014 (below)

2. Wearever brand national promotion in June (changed to September)
   a. Email contact made and discussions held in February Development committee and at Board meeting

3. Other campaigns such as Cayman Jack campaign in 2013
   a. John held in-person meeting in early March

4. Pours for Prostates events in Atlanta with GA PCC and Chicago with S. Sanders. (Two events in 2013)
   a. John to Atlanta for meetings week of March 17th...event held August 9th

5. Fundraising events with Zero on their PCa Challenge run/walk events nationally (Joliet and MN events)
   Obtained insurance plan for May 2014 event

Fundraiser Events – 3rd party managed

1. Pints for Prostates events year-round, encourage support group/chapters to hold
   o Discussion with Rick Lyke 2/25 and email proposal sent by Tom on 3/12/14
   o Olympia event date set for September 6th

2. Encourage support group chapters to hold local chapter/support group events

   o Chuck worked to set site again in 2014

4. Birdies for Charity/John Deere Classic, Us TOO fundraiser, July

5. Quad Cities Marathon, Us TOO/chapter fundraiser
   o John and Chuck worked with Bill Palos to get money transferred to Chicago

6. The Bachelor Classic Golf Tournament, Louisville, KY, August

7. Valvoline franchisee fundraiser, fall 2014
   o John on follow-up with 2013 activity in WA/OR/CA from 2013

8. Shirley Tucker PCa awareness walk, Leroy, IL, September

Board activity

1. SEA Blue Boardwalkers Team and gifting Board meeting expenses
2. Possible in home events
3. Seeking Corporate gifts
4. Donor development activities with staff

Appeals

1. Campaign 2014 (includes June and End of year online and eblist appeal, as with Be Thankful, Pay it Forward in 2013)
2. Chapter/Support Group Legacy/Planned Gift Appeal
3. Donate NOW button on Us TOO website Home Page and all internal pages 24/7
4. Donation form in every issue of the HotSheet, page 8

Merchandise for Donations

1. Us TOO awareness and 3rd party items
2. HotSheet subscriptions
TREASURER’S REPORT: September Board Meeting

- Our Total Assets at the end of July are $964,474, the best all year and about the same as last year (less than 1% ahead). At our last Board meeting we reported the April statements (our low point for the year); the July statements show us $124,052 or 14.7% ahead. We have cash-on-hand and investments of $927,594; $14,696 or 1.61% more than last year at this point. Compared to April, we are $126,257 or 15.8% ahead in our cash and investments.

- Our Investment account #520 is 12.35% over last year at this time and is now $428,651. Our cash fund #451 is now 7.78% over last year at $275,543. We have less money in the bank than last year by about $52,306 at $223,199 keeping us below the FDIC insurance level.

- At the end of July we have $382,015 in the Deferred Restricted Revenue account, up by $81,897 or 27.3% over July last year. We hold $128,654 for the support groups/chapters which is up by $29,730 over last year or 30% and we have $253,360 for our home office projects which is up by $53,107 or 26%. We moved $58,368 in July and a total of $209,031 so far this year for our projects which is $65,578 or 46% more than we did last year when our attention was more drawn away from funded projects.

- Our Profit & Loss Statement shows us with Income 25.34% or $87,482 more than last year. The one area behind last year so far is Fundraising events. The SEA Blue Walk & Run is slower than last year at this point, although several corporate supporters such as Amgen and Abbvie have been received since this statement.

- On the Expense side, we have spent $2,900 more than last year despite having been paying SEA Blue bills this year as Wellness Place did in past years. These bills have added approximately $21,000 to our expenses. That factored in, we are actually under-spending compared to last year. This leaves us with a Net Loss on the Profit & Loss Statement of only $367.00 or less than 1% which is significantly less than last year and to Approved Budget.

- To the Approved Budget we have $115,861 or 36.6% more Income than planned and have under-spent by $158,410 or 27%, even with the SEA Blue expenses added. The only line we overspent has been Postage & Delivery.

- Our Other Income lines which show investment earnings are behind last year by 68%, however when added to show our Bottom line Net we show a positive Net of $14,273 or $52,882 better than last year’s Net loss of $38,549 at this point.

- The Finance committee and the Audit subcommittee had discussion on the initial Draft of the Audit and Taxes on 7/22/14 prior to their submission. The Minutes appear in the Board Book. Tom also assured the client representation letter was sent to the Auditors following the call a copy of the letter is also in the Board materials. Tom has asked the Auditors for a proposal for services next year.
Attendees: Treasurer & Committee Chairman, Todd Ahrens, Subcommittee Chairman, David Lubaroff, Secretary Bill Seidel, Jim Naddeo, President & CEO Tom Kirk. Guests-Andy Hine, Mark Batliner, Mark Kaplan. Committee members not present, Board Vice Chairman Jeff Mills and Dexter Rumsey

I. **Call to Order:** Finance committee Chairman Todd Ahrens called the meeting to order at 10:33 AM and stated the meeting agenda will be a presentation and overview of both the Federal & State taxes as well as the Audit & Management letter shared with the Board at the June Board meeting. He stated this is the practice of the organization to give the Board members opportunity to review and have any questions answered.

II. **Presentation of Audit Draft:** Todd asked Andy Hine from Calibre CPA Group to provide an overview of the Tax draft. Andy mentioned the forms look similar to past years but with some changes/revisions to previous years and the work of our previous firm.

He mentioned on page 7 of the Draft Federal 990 that this year the wage and benefit total for Tom exceeded $150,000 and thus we now have a Schedule J included this year as opposed to last year. He mentioned that this year, the 3 chapter accounts are placed in the contribution line 17 verses miscellaneous.

On page 11, he pointed out that some changes were made on the Balance sheet by adding Chapter cash (in the three accounts) to Checking total, the change was also made in 2012 numbers. Investments then represent money in the bank in non-checking, money market and Morgan Stanley accounts. On the tax form then savings and temporary investments represent non-checking cash in the bank and the Morgan Stanley cash account. The restricted and unrestricted are shown on lines 27 & 28.

Andy then mentioned Schedule A on page 14, section A line 5 was omitted in past years. He noted that lines 14 and 15 note the percentage of public support. He noted we were well above the 33.3% level which means we qualify as a publicly supported organization. He commented that this is to identify organizations which may be supported by few sources and not the public.

Questions were then taken. The first was about the CEO compensation process on page 31 and the Schedule O response on page 34. There was a question on the word “written” which is the process. The second question related to the net loss on page 1 and page 12. It was pointed out that on page 12 on an income to expense and net loss to assets seen on page 11. It was noted on page 12, line 5 an unrealized gain on investments helped cushion the losses. It was also pointed out that IL Taxes were behind the Federal 990 and were straightforward.

III. **Audit Review:** Todd then asked Andy to give an overview of the draft Audit and Management letter previously seen by the Board members at the June Board meeting. Andy went to page 3 to point out the previously mentioned Cash and Cash Equivalent lines in the Balance Sheet., noting the $24,219 decline.
He noted on page 4 an error which will be corrected on event expenses. He noted the one major factor in the big decline in revenue was the fact there was no bequest in 2013 as there had been in 2012. He noted on page 6, Functional expenses were almost dead-on from the previous year and noted the drop in Expenses of over $100,000. Reductions were seen in Salary & Benefits and Professional Fees. He also noted the lack of a Bad Debt loss as seen in 2012. He noted a prior year adjustment was made on page 5 with Chapter revenues which in the past were listed as Unrestricted. They were added to Restricted which he explained was a minor adjustment but he felt was more accurate.

Andy then went to the Notes section which began on page 9. He explained the wording in Note 4 on page 11 by saying the levels of investments. He mentioned we have no level 3 investments. He noted our lease obligations for the new office are on page 13 and in Note 6 he noted our higher level of project restricted funds of $96,442.

Finally, in Note 8, he mentioned the previously mentioned prior year adjustment was noted.

IV. Management Letter: Andy mentioned that the note on Financial Statement Preparation appears in almost all letters the he does. He mentioned our records are done well.

The second area of Chapter Revenues and Expenses is an area he recommends we make some changes. He believes, and Tom commented he supports, that we can make some changes and get more information from the chapters and support groups. He recognized this will add more steps to the process and we may get some push back. He said he did not want this change to bog us down.

Todd asked that the meeting go into Executive session and Tom (being the CEO) was asked to leave the call. Following the closed session, it was noted there were no other issues identified that need the attention of the Executive committee or the Board.

V. Wrap-up and Follow-up: Todd and Tom stated that next steps will mean a report from the Finance committee with a recommendation to accept the Audit & Tax reports.

The next Executive committee is planned for the first week in August after Jim returns.

Andy will follow-up with Tom on the engagement letter next week and Todd pointed out that we will hold the next Finance committee before the September Board meeting.

Todd closed the meeting at 11:17 AM.
Other Board Book Materials

- Draft Us TOO Calendar (December 2013)

- 2014 Board Committee Assignments (December 2013)
Us TOO International: 2014 Calendar
Updated December 2013

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.*