

Breast Cancer Task Force of Greater Miami Valley
Meeting Minutes
September 20, 2011

Members Present: Sharon Becker, Rosalee Bradley, Elaine Cope, Leigh Ann Fulford, Annemarie Halfpap, James Hamilton, Kathy Haught, Flora Igah, Sharon Kershner, Carla Knisley, Aaron Morman, Kay Parent, Karen Pelfrey, Melissa Roelle MD, Nancy Thoma, Michelle Upshaw, Frances Wade, Donna Walls

Members Absent: Sara Bielek, CJ Bruggeman, Faith Calif-Daley, Kim Faris, Marianne Farmer, Cynthia Ford, Lamar Ford, Deborah Jordan, Louis Keiler MD, Pamela Kraft, Ann Lensch, Amy McKenna, Heleena McKinney, Julie Robbins, Lisa Rucker, Ashley Russell, Julie Sawyer, Roberta Taylor,

Officers for 2011: Chair: Leigh Ann Fulford
ViceChair/Treasurer: Michelle Upshaw
Secretary: Sharon Kershner

Medical Advisors: Louis Keiler, MD; Melissa Roelle, MD

Mission Statement: To empower our community through education, support and advocacy regarding prevention, early detection, and treatment of breast cancer.

- I. **Welcome:** Leigh Ann Fulford welcomed everyone to the September 20, 2011 BCTF meeting, and thanked committee chairs as they have spent extra time and effort in working on ideas to streamline the BCTF.

- II. **Finance Report:** Michelle Upshaw reported that the balance of the BCTF account is \$876.38. Transactions for \$82.25 for printing BCTF bookmarks, \$8.32 for Video Contest poster, and \$90.00 for the sound system to be used at Paint the Square Pink, were made since the August meeting.

- III. **Approval of Minutes:** August 2011 BCTF minutes were approved as submitted, by Kathy Haught and Elaine Cope.

- IV. **Committee Reports:** Marketing, Education/Video Contest, Events, and Executive Committee reports were emailed to members prior to the meeting.
 - A. **Marketing Committee:** *Report written by Sharon Becker:*
We have been working on writing press releases for Paint the Sq. Pink and the video contest along with a re-write of the committee description, and Annemarie conducting updates to the website. Next meeting is Oct. 18, 3:30 pm at the PCH building.
 - B. **Education Committee:** *Report on Video Contest per Leigh Ann Fulford:*
The video contest is well underway. We mailed flyers to video/art departments, guidance counselors, and principals to all schools in the Miami Valley. We created a 36x48 poster for display at Paint the Square Pink and Strides and are currently looking into dry mounting and/or framing it. We are currently revising

the rules and judging rubrics for this year's contest that will be posted on our websites on October 1, 2011. We are working with the manager of the Rave Theater at the Greene about our awards ceremony in March. Our contest committee meets on Thursday, Sept 22nd, and we are looking for more members.

C. Speaker Committee: *Report per Michelle Upshaw:*

The Speakers Committee is currently in need of members. If you have not signed up for a committee or looking to change committee's please consider joining the speakers committee. Please contact Michelle Upshaw at 496-6852 or mupshaw@phdmc.org if you are interested or have any questions.

D. Membership Committee: *no report*

E. Event Committee: *Report per Aaron Morman:*

PTSP is almost here and believe we are almost ready. Kathy has been working on the program and Karen has sent out the merchant letters. The three commissioners have confirmed, but the mayor will be out of town. We have a letter from Sherrod Brown, which Kim Farris will read. We have a survivor who will speak, Deborah Sumner, who was a flag raiser last year. Dayton Physicians will be providing the pink dye. Last I heard, we have 11 flag raisers, which means we need one more. We have a proclamation from the Mayor's office but since he will not be attending, we will need someone to read it. I believe Dr. Roelle will be speaking and Leigh Ann will talk about the video contest. Molina has reserved tables and chairs but I will need help in setting them up and taking them down.

F. Executive Committee: *Report per Leigh Ann Fulford:*

The Executive Committee has been very busy. We met Aug 22nd and Sept 8th and have worked on streamlining, organizing, and archiving our BCTF meetings and activities. Committee chairs updated all committee descriptions and submitted estimated annual budgets, and these have been collected into a single file that will be stored for future members. We compiled all policies and procedures into one file as well. We would like to form a Steering Committee of past Chairs that will be in charge of steering us into the future and keeping the Archives of our past. We are looking at ways to store our BCTF history so that it will be securely saved and easily accessible for the future. We decided that all committees should have vice-chairs as well as chairs so that transitions will be smooth and committee activities/events will continue without disruption. Committee chairs will have a two-term limit so that we can encourage more members to be more active in the BCTF and share in the leadership. We discussed other "business" at our meetings as well, such as the Paint the Square Pink and the Video Contest, but these items are reported in other committee reports.

V. Old Business:

A. Video Contest - *Report per Leigh Ann Fulford:-*

Discussed the idea of a poster design contest for all participating schools with \$100 cash prize for winner. The winning design will be created into posters (maybe a dozen) for display at participating schools and other venues (breast health centers, etc.) Leigh Ann states posters can be printed at her school for the reasonable price of \$20 - \$30 for a dozen. Leigh Ann has asked the task force members to brainstorm on possible places for the posters to be displayed. New

schools that have agreed to participate in the contest are Yellow Springs, Kettering, Lebanon, and Beavercreek. We will need to make certain the schools will allow the posters to be displayed in the school. The BCTF members present voted to approve the \$100 cash prize for poster contest and the Video Contest Committee meets on Sept 22nd to work out details of the contest as well as distribution and printing of the posters. All members are encouraged to send ideas about getting more student involvement in the contest to Leigh Ann via email joeandlad@aol.com. Also let her know if you would like to order a poster for your office or reception area.

B. Paint the Square Pink, September 30th– *Report per Aaron Mormon: Addendum to PTSP written report....*

Now have 12 flag raisers and one alternate. Kim Farris will read the letter from Sherrod Brown and the proclamation from the Mayor. Table assignments are pending, and Carla will be bringing the podium. Dr. Roelle confirmed that as BCTF Medical Advisor she will speak on current breast cancer statistics as she rallies for breast cancer awareness month. Aaron will call for an additional committee meeting prior to the event.

VI. New Business:

A. Interim Election – *lead by Leigh Ann Fulford, MichelleUpshaw, and Nancy Thoma:*

Michelle announced that the Montgomery County Public Health Department has announced budget cuts, which includes the cancer education program. Due to these cuts, there will not be any representation from public health on the BCTF in 2012. As Michelle holds the BCTF Vice Chair position in 2011, she will not be able to fulfill the 2012 Chair position. An interim election will be held.

Nancy reviewed the policy for the guideline for the interim election as follows: Nominations for Vice Chair transitioning into Chair in January 2012 are to be emailed to Amy McKenna and/or Nancy Thoma by September 25, 2011.

Ballot listing accepted nominees will be emailed to BCTF members on 9/27/11, and to be returned to Amy or Nancy by 10/11/11. New Vice Chair (for 2012 Chair) will be announced at the October 18, 2011 BCTF meeting. Leigh Ann asked all members to be thinking of people within Public Health to join the BCTF and stressed the importance of the BCTF's connection with this organization.

B. New Meeting Format – *lead by Leigh Ann Fulford:*

New meeting format proposal: General BCTF business meeting every other month. The meetings held the months between the general business meetings would include a speaker for the first 20 minutes, followed by committee meetings. Advantages include decreasing the number of committee meetings that have to be held outside of the BCTF meeting and this is considered more time efficient for everyone's busy schedules, and all committees would be meeting at the same time to interconnect as needed during that time frame. Various comments from members were discussed about this new meeting format. Kathy Haught states that if all meetings are during morning hours, some members may not be able to attend. Donna Walls agreed that time constraint is an issue, and this new format may be beneficial in regards to the value of our time. Sharon Becker suggested to

include the speaker at the every other month business meeting, and the following month to be used only for committee meetings.

Present members voted on this proposal, and it was unanimous that the new meeting format will be a general business meeting every other month, and the following month will be a speaker for the first 20 minutes, followed by committee meetings. All meetings should not exceed one hour.

C. Committees - lead by Leigh Ann Fulford:

1. Executive Committee has suggested having a chair and a vice chair for each committee, with a two year term for each position (beginning in 2012). The vice chair would transition into the chair position at the beginning of the new term. This will get more members involved in the leadership of the BCTF.

Current committee chairs have developed a description of their specific committee.

2. Steering Committee creation: Executive Committee has suggested the development of a Steering Committee –made of past Chairs and Historian.

Kathy Haught and Sharon Becker discussed that ‘steering committee’ may not be the accurate name for this new committee. Suggested to name the committee – ‘advisory committee’ or ‘advisory council’.

Note: Voting on these two proposals will be held at a future BCTF meeting.

- D. Supporting our members** – Kathy Haught suggested this topic be delayed for discussion at a future BCTF meeting. Michelle Upshaw agreed this topic will not be discussed at this meeting.

VII. Round Table Networking and Introduction of Present Members.

All present members introduced themselves. The following are Round Table announcements submitted to BCTF Secretary:

- A. **Sharon Becker:** ‘The Gift of Caring Presence – A Practical Approach for Offering Spiritual Care’ will be held November 17th and 18th from 8am – 4:15pm at Madison Lakes Learning Center in Trotwood. For more information see flyer or call 227-9452. The program is sponsored by GSN Health Ministries Program.
- B. **Flora Igah:** The PHDMC Wellness & Development Support Group invites everyone to attend the October 11th meeting at Drew Health Center from 4:30 – 6:30pm. Topic: Natural Foods: What You Need to Know
- C. **Sharon Kershner:** Kettering Medical Center Foundation’s Ribbon of Hope Luncheon, October 14th at Sinclair Community College, with keynote speaker, Cokie Roberts. Health and Wellness vendors open at 10am. Lunch and keynote speaker at 11:30 am. Luncheon

concludes at 1pm. For more information and to purchase tickets contact Teresa Geisterfer at 395-8607 or teresa.geisterfer@khnetwork.org

- D. Carla Knisely:** ‘Brake for Breakfast’, supporting breast cancer awareness month, will be held on October 6th at Good Samaritan North, from 6 to 10 a.m. Live remote with The Mix 107.7 Morning Show. The Samaritan Breast Center will be handing out free bagged breakfasts for the first 350 cars that drive into the parking lot to GSN.

Meeting concluded at 9:49 a.m.

Next BCTF Meeting:

Tuesday October 18, 2011, 8:30 a.m. at Drew Health Center

Respectfully submitted,
Sharon Kershner, Secretary