

Minutes - NTxPCC Annual Meeting 12/14/2019

On December 14, 2019 A gathering of Officers, Directors, Members, and guests was held at Texas Center for Proton Therapy, Irving, Texas for a Continental Breakfast, and to conduct the annual business meeting of the North Texas Prostate Cancer Coalition.

Following are the attendees:

Tom Dillon, President, Thomas Brown, Vice President, Wolfram Blattner, Past President, , Anthony Nagy, Secretary, Directors: Bob Barnett, Gregg Wallace, and Bob Williams, Members: Tim Upshaw, 50 Hoops, Gayle Wilkins, Fort Worth PCSG, Gary Barlow, Proton Center PCSG, Angela Clark, Us TOO Presbyterian, Dallas, and Judy Dillon, Us TOO Presbyterian, Plano.

Guests: Ms. Bruni Blattner, Ms. Diana Brown, and Ms. Xeita Nagy.

President Dillon called the meeting to order at 8:40 AM.

There being a quorum present, President Dillon distributed the meeting agenda (The Handout) that included a review of 2019 activities. He then proceeded with the meeting using a power point presentation of the agenda.

Minutes: The minutes from the December 6, 2018 were previously provided to attendees and provided in The Handout. Having already been approved in January 2019, no further action was required.

Treasurer Replacement: The resignation of Treasurer, Dan Groves was announced with no replacement yet named. It is expected, although not assured, that Mr. Groves will remain temporarily thru the first quarter of 2020 to train a replacement. A sense of urgency was expressed to all present in the search for a new Treasurer.

Election of Officers and Directors: Expiration of terms for directors Bob Barnett, Thomas Brown, Dan Groves, Gregg Wallace, and Bob Williams was announced. With the exception of Mr. Groves, the current directors and officers agreed to continue serving for a new 3 or 1 year term respectively. There were no nominations for treasurer from the floor. A motion to reelect aforementioned directors and officers was made by Thomas Brown and seconded by Gregg Wallace. The motion was accepted by acclamation with no discussion.

There are no expiring terms in 2020. Expiring terms in 2021 are Wolfram Blattner, Tom Dillon, Richard Kazura, Anthony Nagy, Wanda Strange and Terry Theiss.

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Proposed Special Audit Committee: As approved by the Board of Directors by e-mail vote on December 9, 2019, the following was announced to the attendees for comment and discussion.

The Board of Directors (BOD) shall appoint an Internal Audit Committee. The Internal Audit Committee will consist of three members, with preferably at least one member coming from outside the Board. Neither the Treasurer nor the President can serve on this Committee.

The purpose of The Internal Audit Committee is to meet with the Treasurer to independently examine, verify and provide written confirmation of the validity of the financial transactions and treasury procedures. Examination shall include verifying transactions against bank records and confirming both, documentation and traceability. At the direction of the Board of Directors, the Committee will meet periodically, but at least yearly. The written report(s) of the periodic audits will be provided to the Board of Directors in a timely manner and a synopsis provided for the Yearly Financial report. Copies of the written report(s) will be included in the records of the Coalition.

It was further explained that the general intent for audits is to show and assure potential monetary contributors of the seriousness of the coalition's financial integrity and transparency. The concept of the Internal Audit Committee came about after the executive committee consulted and confirmed with certified professional accountants, that the coalition's assets are small, the current system used for the tracking of minimal financial transactions is simple and easily understood, and there is little reason to fear financial transgressions.

Mr. Bob Barnett questioned the need of approval of check writing based on the monetary amount of expenditure. This point was discussed during the year by the Executive Committee and decided as not needed, based on typical expenditures, low liability, and the dispersed geographical location of potential check writer's. The coalition's purchase of liability insurance also provides assurance against fraud or malfeasance. There was general agreement that this subject will be discussed again after a new treasurer takes office.

Since there was no dissent to the proposed committee, it can be confirmed by the BOD once members are selected. At this time, Mr. Dan Groves is reported to have indicated his potential willingness to serve as a member.

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Financial Reports and Activities: Financial reports included in The Handout were reviewed and discussed.

2018 Financial Statement was approved by BoD 6/27/19: No discussion

Review of Actuals 2013 thru 2019 YTD (12/9/19): A question arose as to source of significant private donations in 2014 and 2015. This was explained by Mr. Blattner as proceeds coming from golf tournaments run by the Cowtown Movember/Cowtown Men's Health Association as well as donations by the North Texas Beard Association. The cash on hand on 12/9/2019 was \$36,836.45

2019 Symposium Financial Report: It was pointed out by Mr. Dillon that receipts would increase \$500 and disbursements decrease by the same amount as the result of Dr. Michael Folkert returning the speaker's honorarium. The Receipts over Disbursements would then be \$6,816.23.

2020 Proposed Budget: The 2020 proposed budget indicates a \$300 net income resulting from anticipated income and expenses of \$11,500 and \$11,200 respectively. Expected cash on hand December 31, 2020 is \$37,136.45.

Trial Internal Audit Review: Regarding the previously mentioned internal audit, a trial audit was conducted by a team consisting of President Dillon, Directors Wanda Strange and Bob Williams, and former NTxPCC treasurer Mr. Bruce Stahl .

Verification of check /deposit records against monthly bank statements as well as identification of check number and deposit source was the accomplishment of the audit. Records were reviewed for 2017 (Dillon), 2018 (Stahl), and 2019 YTD (Williams).

Director Strange was ill and unable to be personally present but concurred with the methodology used via a Facetime connection.

There being no further discussion, the aforementioned Financial Reports and Activities were approved by acclamation.

Fund Raising/Donations: It is anticipated that income in 2020 will approach the 2019 level of \$16,646.79 and come predominantly from the Symposium and its sponsors.

Significant Accomplishments – 2019: Added to the list of accomplishments contained in The Handout are three items intended to increase the coalition's stature as a non-profit entity competing for donations,

1. Acquired Liability Insurance for members and activities
2. Achieved Guidestar's Platinum Level rating for non-profits
3. Researched and conducted the aforementioned internal financial audit

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Special Events – 2019, the 2020 Symposium and 2020 Challenges: Thirty events were held during 2019 up from twenty six in 2018. During 2019 539 men were screened in four screening events conducted by members. The Pate Swap Meet was a major new screening event added in 2019. Screening, outreach, and education were confirmed as strong goals of the coalition.

The 2019 Symposium, held at McKesson headquarters, had a record of 110 in attendance. The 2020 Symposium will be held on April 4, 2020 at the McKesson site. Three speakers including Dr. Kevin Courtney, Dr. Mona Robbins, and Tom Hulsey are currently committed for the program.

Challenges for 2020 were discussed with the need to fill the Treasurer position and to find assistance for website maintenance being critical. There are needs for Spanish speaking survivors as well as additional volunteers to participate in projects. Recruiting of candidates for leadership positions within the coalition is also a necessity.

Methods of outreach to newly diagnosed as well as long term survivors were discussed. The basic conclusion is that an internet based information system such as the Coalition's website is most effective.

Continuation of members to reach out to local government bodies for September proclamations is deemed effective. Although several Metroplex communities participate, Dallas has yet to be contacted. Perhaps one or two buildings could be turned blue during September 2020.

Member Reports: Brief verbal reports were given by members in attendance and discussion ensued. Yours truly could not keep up with the conversation and therefore kept minimal notes. Those that could be remembered are briefly listed and members were asked to submit a written report for inclusion into these minutes. The reports received from members are included in the appendix.

50 Hoops: Mr. Timothy R. Upshaw stated that the members are participating in Prostate and Breast Cancer clinical trials, that the 21st year summer basketball tournament had about 100 participants, and that a Clinical Trials Fall Dinner event had 100 participants. He said that 2019 was the best year yet for the group. More information can be found at [50 Hoops Home](https://50hoops.org/pdfs/50-Hoops-2019-Annual-Report-FinAL2b.pptx-email.pdf) with the 2019 annual report available at <https://50hoops.org/pdfs/50-Hoops-2019-Annual-Report-FinAL2b.pptx-email.pdf>

Us TOO Presbyterian, Plano: Ms. Judy Dillon reported that 2019 proceeded with support group meetings

Fort Worth PCA Support Group: Ms. Gayle Wilkin's report on activities and challenges is found in the appendix.

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Us TOO Presbyterian, Dallas: Ms. Angela Clark's report on 2019 activities is found in the appendix.

Texas Proton Center: Ms. Lauryn Lane's report on activities and plans for the year 2020 is found in the appendix.

General Discussion: At the conclusion of the member reports a general discussion was held that included the following topics.

Prostate health is related to a healthy lifestyle and heart health is closely linked to the same lifestyle.

The impact of various groups on the coalition's goal were discussed. They included urologists to help spread the word to patients, and specific predominantly male occupations such as firefighters, and police that can be targeted for awareness.

Promoting community awareness through continued presentations in front of community political groups – especially in September.

The presence of the coalition's website on the internet is considered tantamount in reaching the public in general and specifically the newly diagnosed.

The variance and interpretation of biopsies was brought up with the conclusion that Sloan-Kettering, M.D. Anderson, and John's Hopkins lead in reliability.

There being no further business a motion to adjourn was made by Wolfram Blattner and seconded by Bob Williams. The motion passed by acclamation.

The meeting was adjourned at 11:30 AM

Respectfully submitted February 4, 2020,

Anthony J. Nagy

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Secretary

APPENDIX Members Electronic Reports

Fort Worth Prostate Cancer Support Group / Prostate Cancer Resource Center

Report for NTXPCA Annual Meeting – by Gayle Wilkins, MSN, RN, OCN

Review of 2019

The activities of the Prostate Cancer Resource Center have been strongly supported by the coalition. Through the community partner Wheels for Wellness, there are have been two screening opportunities made available to the community.

This year Wheels for Wellness added an event at the Pate Swap Meeting in April. Tom Brown led the volunteer coordination and survivors were on site at Texas Motor Speedway for a couple of days prior to the screening and then again on the screening date of April 27. Volunteers were actively engaged in speaking to attendees and encouraging them to be screened. One hundred and five men were screened. Eight men were notified of abnormal results. This event went so well it will be repeated in 2020.

The Wheels for Wellness benefit car show was held on September 21, 2019. Due to a lab supply issue, only 159 men were screened (we ran out of tests). Eleven men were sent letters about their results being abnormal. Again, the presence and visibility of the survivor volunteers coordinated by Tom Brown drove interest to our PSA screening tent.

The Fort Worth Support Group continues to meet at the Moncrief Cancer Institute on the 3rd Monday of the month. There are over 90 names on our roster with 10 very active members (plus their wives). Special events and guest speakers typically pull in an additional 10-12 survivor.

Challenges for 2019 and 2020

The first major hurdle for the prostate cancer community was the large group of urologists that left UANT and resigned their privileges at THFW to start a new practice – Urology Partners of North Texas. This greatly slowed the foot traffic of men in the Klabzuba building seeking care for prostate cancer. Gayle continues to receive phone calls from newly diagnosed men and encourages them to come to Let's Talk on Tuesday. Many of the men that reach Gayle or show up at LTOT find the information on the internet. THR is recruiting new urologists to be on site under the THPG umbrella. I plan to engage whoever is brought in about the PCRC but it might be summer of 2020 before someone is on board.

Changes in staffing levels at THFW expanded the navigator role for Gayle and she is no longer has her office in the Cancer Resource Center – but is across the hall in the original PCRC office. She is available to the men for LTOT but not as visible. The administrative assistant now in that area lets Gayle know if there are men that walk in seeking assistance about prostate cancer.

Texas Health has revised its public website portal and the initial version did not include any information about the PCRC or the LTOT program. Gayle communicated

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with the website contact this week to address those concerns and the addition of that information should happen within a few weeks.

(Of interest, the prostate support group in Plano is listed on the website under classes/ support groups)

Key dates for 2020 for NTXPCA volunteers:

Feb 15 - Commissioner Brooks Healthy Lives Matter Prostate Screening event at Moncrief Cancer Institute

May 2 – Wheels for Wellness car show at the Pate Swap Meet – Texas Motor Speedway

Sept 19 – Wheels for Wellness benefit car show – downtown Fort Worth

Us TOO Presbyterian, Dallas -Angela Clark, RHIA

2019 Activities

Monthly Prostate Cancer Support Group Meetings

Meetings held third Monday at Cancer Support Community. Average attendance: 25

- January - Pat Fulgham, MD, urologist, "Managing the Side Effects of Prostate Cancer Treatment"
- February - Rachel Cathey, RN, "Assisting a Loved One During a Hospital Stay"
- March - North Texas Prostate Cancer Coalition Symposium
- April - Drs Brian Feagins and Dan French "Managing Erectile Dysfunction and Urinary Incontinence"
- May - Book Review "Eat to Beat Disease"
- June - Discussion re Future Meetings
- July - Wilson Hernandez, MD, Radiation Oncologist
- August - Pelvic Floor Training
- Sept - no meeting
- Oct - Pat Fulgham, MD, HIFU and Salvage Prostatectomy
- Nov – Meridan Zerner, Rd, Cooper Clinic – Diet and Health

Fundraising and Community Education Programs

- North Texas Prostate Cancer Coalition Symposium (80 attendees)
- September: Annual men's health dinner (180 attendees)
- September : East Dallas Rotary meeting (20 attendees)
- October : Pros and Joes Golf Tournament (140)

Physician Education

- September – Hamburg, Germany – Prostate MRI
- May: American Urological Association Annual Meeting. Chicago
 - All day ultrasound course
 - Poster session on imaging

Texas Center for Proton Therapy: Ms. Lauryn Lane

The Prostate Cancer Support Group at the Texas Center for Proton Therapy has continued monthly meetings to provide a supportive environment in which men can speak to their experiences surrounding a diagnosis of prostate cancer. We have been honored to meet with men in every stage of diagnosis, from those exploring treatment options, those currently under treatment, and into the survivorship phase after treatment.

- In 2019 our support group has held steady in attendance and has remained open to patients from all treatment modalities - beyond our own proton radiation patients - to serve as a resource to all men in the prostate cancer community.
- For 2020, we are hoping to see continued growth of the ambassador program, in which men starting to explore treatment options for prostate cancer can speak candidly with former proton therapy center patients one-on-one.
- Community involvement will continue to be a priority in our participation in events throughout 2020, highlighting the importance of men's health and prostate cancer screening.