PFCF

Executive Committee Meeting Agenda

January 14, 2020 at 2:00 pm

1. Call to order with the following members present: Linda Girardin, Weezie Smith, Roxane Kennedy, Vernon Myers, Taylor Douglas, Deborah Johnson, Ken Mahaffey, Dr Anand Kuruvilla, Dr. John Wolfenden, Mary Connor and Christian Service Center representative Linda McDowell.  Missing were, Dr. Richard Feibelman, Charlie Douglas, Bobby Payne, and Mary Garcia.
2. Approval of minutes for December 17, 2019 was moved by Linda Girardin and seconded by Weezie Smith and the motion passed.
3. Old business
	1. Update on Low Dose CT project—Anand Kuruvilla has created a Power-Point.  A sample of it was passed out at the meeting.  Roxane Kennedy will be working on an industrial version of it and Linda Girardin will edit it and then they will start scheduling visits to share the Power Point.
	2. Discussion on the stop smoking campaign letter to potential clients.  Mary Garcia had submitted a sample letter and the group discussed it and made one small wording change.
	3. The annual Rotary Club Health Fair is February 1st at St. Johns River State College.  We will put up some informational screens and brochures about PFCF on part of the table for The Cancer Center of Putnam.  We will not need to man the booth.
	4. Update on the Trivia Tournament was given by Mary Connor who urged members to organize a team or sponsor a team at the February 22nd fund raiser at Ravine Gardens at noon. Registration forms were handed out.
	5. Update on the FLASCO final report was given by Linda Girardin who said Dianne Taylor is still working on the final report and will get with us when it is complete
4. New business
	1. Palatka Christian Service Center (PCSC)  Report for December 2019—Linda McDowell presented the report and it is attached
	2. Treasurers report for December 2019—Ken Mahaffey presented the report and it is attached.  A motion was made to accept it by Linda Girardin and seconded by Roxane Kennedy and it passed. Ken Mahaffey turned over the Treasurers file to incoming Treasurer Roxane Kennedy.
	3. Restricted Funding Report on Clay Electric grant—Ken Mahaffey said there are no time restrictions and we still have funds to spend on sitting services. There is still about $1800 to spend.
	4. A report was given on the computer purchase to be used by the treasurer.  Linda Girardin said an electronic vote showed 12 out of 19 members approved it.  The cost was $479.99.  Quick Books will be added to it.  Dr. Kuruvilla will check and see if he has a receipt for the license to install it on a different computer
	5. Monthly financial audit review—Vernon Myers presented the report and it is attached.  This was the final wrap for 2019 showing we had 65 requests for help. Ken Mahaffey moved to accept the report and Linda Girardin seconded it and it passed.
	6. Vernon Myers and Linda Girardin reported on the Trustees meeting held on January 13th. The Trustees approved Roxane Kennedy as the new incoming Treasurer and accepted the resignations of Trustees Henry Hirschman and Joe Pickens.  Gary Getchell will be looking into the question of what is a quorum for the board.
	7. Dr. John Wolfenden reported on the Golf Tournament which will be held April 25th.  A planning meeting will be held this week on the 16th at 5:30 at The Cancer Center.
	8. The Board decided to do something special for Gail, Shari, Rockie and Jennifer in the office at The Cancer Center of Putnam for all their help.  Contributions from board members were collected and each was given gift certificates and an orchid.

The next meeting is scheduled for **Tuesday,  January 18, 2020, at 2 pm,** at the Cancer Center.