

**TMS Board Meeting
Wednesday, April 7, 2004**

Meeting called to order at 8:30 PM
Rita Barlow, chairman, presiding.

In attendance:

Rita Barlow
Valerie Slee
Regina Rentz
Susan Manchester
Gigi Park
Len Levenda
Karen Curtiss
Diana Coleman

Absent:
Joan Passmore

Minutes of the previous meeting had been sent to everyone, via email. Gigi made a motion to accept the March board meeting minutes. Seconded and passed.

Val made a motion to review the Feingold website individually, and discuss it at the May meeting. Seconded and passed.

I. Old Business:

A. Grant:

1. Susan made a motion we award Dr. Akin the grant as detailed in the proposal he submitted. Seconded and passed.
2. The university of Michigan is putting us down as contributors of a foundation grant to get the center up and running so this will probably help Dr. Akin to get more grants for his research.
3. Rita will let Dr. Akin know.

B. TMS Website:

1. Gigi made a motion to allow Karen the discretion to make these decisions on our behalf. Seconded and passed.
2. Karen stated that she thinks addressing who will be working on which parts of the site, and which parts of the site should be worked on, is best served by email.
3. We all agreed that Gigi will approach the research committee with the task of determining what might be done in the research section and what they might contribute to the patient information and other sections they have been asked to help with.
4. Again with those people on the research committee and everyone else we want to keep the new website confidential until Bill A. has been notified.

C. Conference tapes:

1. Val said the tapes are going to the editor, by the end of next week, and then they will be ready to make reprints of.
2. Rita will send the notes and transcripts to Gigi, and she will take it from there, asking her husband to give us a price on how much it would cost to add titles and graphics. If Gigi needs something more she will let us know.
3. The Rita said she was still editing the tapes.

D. Zyflo:

1. Susan hand carried a letter from TMS to Hillary, and we are hoping for a response at some point. Otherwise, there is no news.
2. Rick Finnegan of CI promised a grant of \$3000, and will send it in the next few weeks. We will be able to use that money to offset the huge database wide mailing of the chronicles, the invitations, and the website announcements.

E. Research fund:

1. Diana has agreed to start using her PR position to start fundraising, so that we can start to replace the research fund.
2. Rita said we need to hold off on that until we find out what states still are not registered. She will send Diana the list of states that are registered so we can start fundraising in those states.
3. Diana gave us a few of her ideas. We are tabling this discussion until next month.

II. New Business:

A. Grant announcement:

1. It was decided that Rita, Valerie, and Gigi will collaborate on writing something up on the grant to Dr. Akin, to announce it to the membership.

2. An announcement will be made to the membership online, it will be in the next chronicle, and Diana will also report in May's board news.

3. Both the University of Michigan and TMS will have a joint press release announcing the grant. The university will pay to send it out. It will announce Dr. Akin's addition to their staff and the grant at the same time.

B. Welcome packets:

1. Susan will start using the new edition of the chronicle, for the welcome packets as soon as she gets them from the printer. This will replace the old, and outdated Welcome Edition of the chronicle that is being sent now.

2. Susan will also start sending a "Save the date" sheet about the upcoming conference.

3. Rita asked Diana to put something together for Susan, for the "save the date" sheet listing upcoming events, etc.

C. The Chronicle:

1. The next mailing will be the Spring Issue of the Chronicle and it should go out by the end of May or beginning of June. This goes to paid members only. That can include info on the grant.

2. The one after that will include the conference info, the grant announcement again, the website announcement, and maybe the order forms for the meeting tapes. This one will go out in early to mid-July and will be sent to the entire database.

3. In between those two the invitations will be mailed to all paid members for the annual conference. Susan is making these and Rita and Valerie will let her know when they have the info done to start putting them together.

4. We will probably send an info page along with the invitations.

D. Calendar/Timeline

1. Gigi asked if someone could make a calendar so we could all remember what we are supposed to do and when. Until we figure out how to do that Valerie said she will post a mailing to the board on the first of the month--give or take a day--with that month's deadlines. She will try to project 3-4 months ahead.

E. Research Committee:

1. Dr. Verstovsek:

a. The vote was done via email and was unanimous.

b. Gigi said a letter was sent to him.

2. Dr. Woo:

a. Gigi had a lengthy conversation with Mr. Woo of Ligand Corp.

b. She sent a detailed email to him to forward to his committee.

c. He is waiting to hear from Ligand whether he gets the grant. Until then, it is confidential and should stay with the board.

d. She is going to check with him and see if we can write up something for the next chronicles.

e. We mailed him a welcome packet also.

3. Dr. Anderson:

a. Gigi thinks it is safe to say that we have established a relationship with MD Anderson that we hope will be mutually beneficial as their research center grows and they develop protocols.

F. Chronicle Editor

1. Denise had to resign as editor.

2. For now Julie has agreed to do it for us, the graphics and the putting it together for the printer. Rita will announce Denise's resignation, and we will let Julie be guest editor of the next Chronicles.

3. Four people had volunteered to help with the Chronicles (Peter from Australia, Myra Hopper, Wanda Hermann, and Beth Clerc) but Rita said she has written to all of them and only got an answer from one. Even that person said she could only help if she felt up to it.

4. As far as replacing Denise as a board member, Valerie said we do not have to actively solicit applications for the position yet--we just have to let the membership know what is going on.

5. Beth's daughter, Erica, wants to help restart the children's page

G. Treasurer:

a. Regina needs all board members to email her their name, address, board position and hours spent per week on TMS business. This is for the tax return.

b. Rita would like a copy of this also, for grant purposes.

Note: Karen said it is highly unlikely that she will be able to attend next month's Board Meeting (May 5th). She will be attending a web conference in California.

Gigi made a motion to adjourn. Passed.

Meeting adjourned at 10:01 PM.

Respectfully submitted by Susan Manchester, Secretary TMS