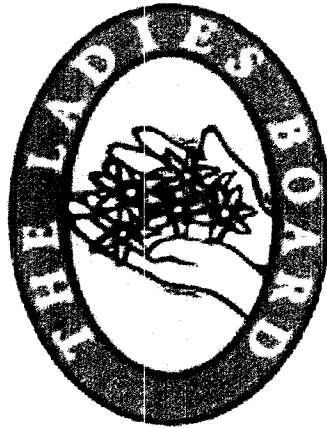


ANNUAL REPORT

July 01, 2019-June 30, 2020

**THE LADIES BOARD OF
INOVA LOUDOUN HOSPITAL
LEESBURG, VA**

The Ladies Board
INOVA Loudoun Hospital, P.O. Box 6114, Leesburg, VA 20178-7411
703-771-2985, www.LadiesBoard.org



**The Ladies Board of Inova Loudoun Hospital
July 1, 2018–June 30, 2019**

President
First Vice President
Second Vice President
Treasurer
Recording Secretary
Corresponding Secretary
Parliamentarian
Historian

Susan Mills/Sheila Brooks
Mary Paul Jones
Sheila Brooks
Hazel Saffell
Nancy Chapin Burgess
Teck Russell
Deborah Kellner
Becky Ottinger

Committee Chairpersons

Budget
Riverside Gift Shop
Lights of Love
Nominating
Polly Clemens Nursery Fund
Rummage Sale
Scholarship
Twice Is Nice Thrift Shop
Hospitality
Public Relations
Hospital Staff Appreciation

Hazel Saffell
Lilliam Brewer/Teck Russell
Joan Elliot/Becky Ottinger
Barbara Gardner/Gerri Hill
Judy Munson
Joylyn Hannahs/Megan O'Brien
Joyce Biesecker
Darby Nelson-Folk/Pat Bigden/
Alexia Orr/Verla Page
Lisa Cromwell
Lynn Maurer/Jilori White

The Ladies Board of Inova Loudoun Hospital
Annual Report of the President
July 1, 2019 – June 30, 2020

The Ladies Board has experienced another wonderful, but challenging year with the mission of promoting goodwill between the community and Inova Loudoun Hospital, and to raise funds for patient services, nursing education, and hospital projects.

Appreciation goes out to Eric and Lane Major, K2M; Inova Loudoun Hospital, and the Church of Jesus Christ of Latter-Day Saints for providing us space for our monthly meetings during this past year.

At the July, 2019 meeting a check for \$70,543 was presented to Dr. Edward Puccio, Suzy Quinn and Lindsay Wright representing the Inova Loudoun Hospital Foundation for the Greatest Needs request. A check for \$64,500 was also presented to pay off the remaining balance for The Ladies Board Pledge for the Cornwall Emergency Room renovations. Suzy Quinn presented each Ladies Board member an umbrella symbolizing the closing of the Cornwall Pledge.

In September, 2019 The Ladies Board was invited to attend the reveal of the Inova Virts Miller Family Emergency and Trauma Center at Inova Loudoun Hospital. This newly renovated facility is Loudoun County's only designated trauma center.

October is usually a busy month for The Ladies Board, and this was no different in 2019. The Ladies Board approved a pledge of \$1.2 million dollars to the Loudoun Rising Campaign, putting the campaign "over the top". This pledge, to be paid over six years, will include Greatest Needs Grants, contributions by the Polly Clemens Nursery Fund, and other donations at the discretion of The Ladies Board.

The 81st Annual Ladies Board Rummage Sale had gross sales of over \$354,000.00, surpassing all previous sales records! It is estimated that 7,500 shoppers attended the two-day sale on Saturday, October 19 and Sunday, October 20, 2019 at Morven Park Equestrian Center. More than 500 volunteers worked from Monday, October 14 through Friday, October 18 to unpack, organize and display the donated treasures from the 12 full tractor trailers.

The annual Holiday Luncheon, sponsored by ILH in appreciation for all that The Ladies Board does to support ILH and the community, was held at River Creek Country Club on December 3, 2019. The room was beautifully decorated by members of the Hospitality Committee. Ladies Board members donated gift items to Mobile Hope as in years past. Eric and Lane Major were installed as new Honorary Members in recognition of their support for The Ladies Board by offering K2M's conference room for our monthly meetings.

The Lights of Love Tree Lighting Ceremony and reception was held on Sunday, December 8, 2019. The Lights of Love is a year-round program of honoring and remembering persons who have shared in your life. Donations from the program support our nursing scholarships.

The January, 2020 meeting day became a snow day, and no meeting was held. We were back "HOME" in February! Deborah Addo, President of Inova Loudoun Hospital welcomed The Ladies Board members back to ILH for their monthly meeting, after two years of absence during construction and renovation projects at ILH. Deborah opened the meeting with a prayer. LB members Teck Russell and Alexia Orr were thanked for the pink and green ribbons distributed in memory of Peggy Ferra, a long-time LB member who died on February 1, 2020.

Alexia Orr, past President presided over the March, 2020 meeting due to the illness of Susan Mills, President. Alexia welcomed the Inova team: Kamaile Labor, Laura McNichols, Stacey Metcalfe, Renee Brohard, Suzy Quinn, Lindsay Wright and Patrick Roemer. A list of the different areas of the hospital, and the point person assigned to each area was shared with everyone. Committee Chairs were asked to work with the contact person for the specific area from which they seek information or assistance.

By March 15, 2020 the Coronavirus Pandemic had hit Northern Virginia with full force. The Gift Shop and the Twice Is Nice Thrift Shop closed their doors and their activities ceased. At the request of Susan Mills, President, the Second Vice President Sheila Brooks assumed the position of President of The Ladies Board on March 21, 2020. It was with great sadness and heavy hearts that we learned of the death of Susan Mills on April 9, 2020. Susan was a strong advocate for all projects involving The Ladies Board and represented us well in the community. Her enthusiasm and ready smile are missed greatly.

In early April, a call for headbands with buttons was received from the ILH nurses to help alleviate their discomfort from the continuous wear of face masks. In response, 38 Ladies Board members came forward with Alexia Orr in the lead, and in a short time produced 280 headbands to support our dedicated nurses – no small feat considering the obstacles being presented by the pandemic!

With "stay at home" orders issued by the Governor of Virginia, there would be no monthly Ladies Board meetings in the foreseeable future. To help keep all members informed, the Monthly Update process was implemented. The Update process also helped ensure that each committee kept records of their monthly activities and financial status. Each Monthly Update was compiled and distributed via email to each member, and the packet of Monthly Updates will be voted on during the next in-person meeting and incorporated into the record as minutes.

The proposed slate of new officers for 2020-2022 was presented in April and voted on by members in May, 2020, via mail-in ballot. In May, 2020, The Ladies Board awarded nursing scholarships to forty worthy applicants, in the total amount of \$70,000. A special \$3,000 scholarship was created and awarded in honor of Susan Mills.

Due to the great uncertainty caused by the Coronavirus Pandemic, the Rummage Sale for 2020 was cancelled. This was a very difficult decision. However, it was necessary since our priority was to help protect the safety and well-being of our volunteers, customers, and other members of our community.

The proposed Ladies Board Budget for July 1, 2020 – June 30, 2021 was presented to members in May, 2020. The proposed Budget was approved in June, 2020 through a canvass of members via telephone.

On June 17, 2020 the Twice Is Nice Thrift Shop, in coordination with members of the Rummage Committee and in compliance with guidelines provided by the health community, was reopened on a reduced schedule. TIN continued to operate on a limited schedule during the remainder of June, 2020.

This has been a challenging year for The Ladies Board. However, despite the obstacles we are proud of the commitment our members have shown as we continued to move forward with our mission to promote goodwill between the community and Inova Loudoun Hospital and to raise funds for patient services, nursing education and hospital projects.

Respectfully Submitted by Sheila Brooks,
On Behalf of Susan Y. Mills and
Sheila Brooks,
President

The Ladies Board of INOVA Loudoun Hospital
Annual Report of the First Vice President
July 1, 2019 – June 30, 2020

According to the By-laws of The Ladies Board of Inova Loudoun Hospital, the duties of the first Vice President is to serve as an advisor to the President and perform tasks assigned by the President. The First Vice President is to preside at the monthly meeting if the President is absent. The First Vice President arrives early at the monthly meeting site to coordinate the set-up of the meeting space and to oversee the delivery of refreshments for the membership. At the conclusion of the monthly meeting the First Vice President cleans up the meeting space and ensures that the facility is left as it was before the arrival of Ladies Board members and guests.

The July thru October 2019 meetings were held at the K2M/Stryker facility in Leesburg, and the November meeting was held at the Church of Jesus Christ Latter Day Saints in Hamilton, Virginia. Refreshments for these meetings were provided by Panera Bread and graciously funded by Inova Loudoun Hospital. The January 2020 meeting was cancelled due to snow, and the monthly meetings in February and March 2020 were held at the new Ladies Board Education Room at Inova Loudoun Hospital. Refreshments for the February and March meetings were provided by Inova Loudoun Hospital. Due to the Coronavirus pandemic, no meetings of The Ladies Board have been held since March 2020.

Respectfully Submitted by
Sheila Brooks on behalf of
Mary Paul Jones,
First Vice President

**The Ladies Board of INOVA Loudoun Hospital
Annual Report of the Second Vice President
July 1, 2019 – June 30, 2020**

The role of the Second vice President, in addition to supporting the President when needed, includes:

1. Organize and execute the Annual Appreciation Luncheon for The Ladies Board, which is sponsored by INOVA Loudoun Hospital. Through this luncheon the contributions made by The Ladies Board are recognized.
2. Submit a written Annual Report to INOVA Hospital, the Foundation and the membership of The Ladies Board. This task is completed by collecting, compiling, publishing and disseminating the Annual Reports from the Officers and Committee Chairpersons.

The Appreciation Luncheon was held on Tuesday, December 3, 2019 at River Creek Country Club in Leesburg. This event is always an inspiring start to the holiday season and is greatly appreciated by the ladies. Thanks to INOVA Loudoun Hospital for their generosity in sponsoring the Appreciation Luncheon.

The attendees for 2019 included 67 active members, 3 associate members, and 5 honorary members. The guests included Deborah Addo, President of ILH; Bill Bane, CFO of ILH; Tab Culbertson, COO of ILH; Laura Saavedra, Exec. Admin Assistant; Stacey Metcalfe, Community and Government Relations; Suzy Quinn, Exec. Dir. ILH Foundation; Lindsay Wright, Dir. of Philanthropy; Renee Brohard, PR; and Pat Roemer, Office of Philanthropy.

Special guests from Stryker were Eric Major, President, Spine Division and Lane Major, VP and General Manager. Both were made Honorary Members for their invaluable support of providing meeting space for The Ladies Board during the renovation of the ILH Lansdowne Campus.

Ms. Addo addressed the luncheon attendees and thanked The Ladies Board for all their hard work and service to the hospital.

Jessica Anderson – Master Violinist with the Loudoun Symphony Orchestra provided a program of holiday music.

The Hospitality Committee once again did an outstanding job of welcoming the members and guests. The room was filled with live greens, berries, poinsettias, and candles. We continued our donation to Mobile Hope in the form of gift cards, food, new clothing and personal hygiene items.

In June 2020, the annual reports from Officers and Committee Chairpersons were collected, compiled and disseminated to all parties.

Respectfully submitted,
Sheila Brooks

**The Ladies Board of Inova Loudoun Hospital
Annual Report of the Treasurer
July 1, 2019-June 30, 2020**

Checking account balance as of June 30, 2019	\$ 62,368.44
<u>Income:</u>	
Dues	\$ 2,130.00
Twice Is Nice	\$100,000.00
Polly Clemens Nursery Fund	\$ 7,600.00
Rummage Sale	\$220,000.00
Light of Love	\$ 11,670.00
Gift Shop	\$ 15,000.00
Misc. Income Adj.	\$ 4.00
Interest	\$ 1,365.80
Total Funds Available	\$357,769.80
 <u>Expenses:</u>	
Printing & Postage	\$ 453.71
VAHAV Dues	\$ 59.75
Memorials	\$ 350.00
Lights of Love Operating Fund	\$ 1,700.00
Scholarship Fund	
From General Fund	\$ 90,000.00
From Lights of Love	\$ 11,670.00
Scholarship Operating Fund	\$ 200.00
Polly Clemens Nursery Fund (paid thru Foundation)	\$ 7,600.00
Public Relations/Publicity	\$ 3,600.00
Hospitality	\$ 1,000.00
Staff Appreciation	\$ 0.00
LB Operating Expense	\$ 134.00
Total Expenses	\$116,767.46
 Balance in checking account as of June 30, 2020	\$303,370.80

Note: Due to the Coronavirus no funds were distributed for Greatest Impact Grants and no Staff Appreciation Event took place.

The Ladies Board pledged \$1.2M towards the Inova Rising Campaign. The first payment of \$200,000.00 is anticipated to be paid December 2020.

Respectfully submitted,
Hazel Saffell
Treasurer

The Ladies Board of INOVA Loudoun Hospital
Annual Report of the Recording Secretary
July 1, 2019 – June 30, 2020

The Recording Secretary's role has been to provide and maintain a written record of The Ladies Board's monthly meetings and to distribute those minutes to the membership via email and in print form at meetings. The secretary has also called the roll at each meeting and has maintained the attendance record of members. The secretary has attended officers' meetings and has assisted the president as requested.

The Coronavirus COVID 19 pandemic brought many changes to the World, the United States, Virginia and Loudoun County during the year 2020-especially in March 2020. People were asked to stay in their homes, have no contact with others, and, if necessary, to leave home, wear a surgical mask, perhaps wear gloves, wash hands with soap and use sanitizer when necessary. Group meetings were canceled, and people refrained from being in group situations.

The Ladies Board met each month from July 2019 through March 2020 except when the annual Holiday Luncheon replaced the regular meeting on December 3, 2019, and when inclement weather caused the January 7, 2020, meeting to be canceled. In addition, Virginia Governor Northam issued a stay-at-home order for all Virginians until June 10, 2020. Therefore, The Ladies Board did not hold monthly meetings in April, May and June 2020. The officers decided to initiate a monthly Update that would include monthly financial reports, committee reports, information regarding the status of The Ladies Board projects and our members and volunteers. These Updates were emailed to members and one member received the Update in the mail.

Thirteen members had perfect attendance at the seven meetings: Carole Baker Powers, Lillian Brewer, Rebecca Fiddler, Mary Finley, Charlotte Giglio, Joylyn Hannahs, Loretta Kline, Becky Ottinger, Verla Page, Suzette Robertson, Teck Russell, Patti Sinnen and Carol Slatten. At the beginning of fiscal year 2019-2020, The Ladies Board had 90 active members, 17 associate members, and 17 honorary members. During the year, The Ladies Board added three new active members: Pauline Clark, Connie Graham, and Mary Litton Thornton. Three active members resigned: Gwen Bondon, Teresa Wheeler and Barbara Mayville. Seven active members, Katie Lynch, Peggy Fera, Carol Kimble, Holly Raymond, Cheryl Risher, Susan Peak and Faye Vance moved to associate status. Three members passed away during this year: Susan Mills, Peggy Fera and Renee Bradford.

As of June 30, 2020, The Ladies Board had 80 active members, 21 associate members, and 18 honorary members. The average active member attendance at meetings was 56, with the highest at 61 in November 2019 and the lowest at 49 in August 2019.

Nancy Chapin-Burgess
Recording Secretary

**The Ladies Board of INOVA Loudoun Hospital
Annual Report of the Corresponding Secretary
July 1, 2019- June 30, 2020**

The Corresponding Secretary:

- leads The Ladies Board Prayer
- recognizes active members' birthdays with a small treat
- reports all correspondence at the monthly meetings
- attends all board meetings
- sends cards and notes

Thinking of You: 49

Get Well: 16

Sympathy: 19

Letters to accept requests to be moved to associate membership: 6

Letters of resignation: 2

Respectfully submitted by Teck Russell

**The Ladies Board of INOVA Loudoun Hospital
Annual Report of the Parliamentarian
July 1, 2019 – June 30, 2020**

As The Ladies Board parliamentarian I oversaw the voting held at regular meetings, including preparing, distributing and counting all written ballots, and reported the totals to the president.

I advised the officers and members using Robert's Rules of Order and The Ladies Board Bylaws, followed by the Guidelines and Procedures Handbook.

Commencing in August 2019 and concluding in November, I convened a working group to review and update the bylaws and the guidelines and procedures handbook. The Ladies Board does not hold a business meeting in December and the January 2020 meeting was cancelled due to inclement weather. The bylaws review was presented and discussed in the February 2020 meeting, to be voted on in March. The March 2020 meeting had a quorum for regular business but did not attain the 2/3 attendance necessary to vote on bylaws. There were no further meetings for my term in office due to the COVID 19 coronavirus.

The Guidelines and Procedures Handbook had been reviewed and updated with good input and was approved by all then-committee chairmen. It was intended to be reprinted with the bylaws update which was not concluded. Given that the new 2020-2022 committee chairmen should have the timely opportunity to invest in their policies and procedures, the handbook was not reprinted and the material is available for future use.

Due to the inability to hold in person meetings, two votes were held, one by mail and one by voice, following the required 30 day notification. Per the President's request, the 2020-2022 Officers Slate was voted on by mail-in ballot. Eighty ballots were mailed, 76 returned. Vote totals: Yes 76 No 0. Per the President and Treasurer's request, the proposed 2020-2021 Budget was voted on by phone vote. Eighty voting members, Vote totals: Yes 70 No 1 Abstentions 2 unable to contact 7.

It has been an honor to serve The Ladies Board as parliamentarian.

Respectfully submitted,
Deborah Kellner

**The Ladies Board of INOVA Loudoun Hospital
Annual Report of The Historian
July 1, 2019—June 30, 2020**

I have prepared and presented the following Historian's Reports at regular meetings of The Ladies Board:

The Ladies Board Gives—Some projects of The Ladies Board
Polly Clemens Nursery Fund
Donation Days to Rummage Sale
Community Support for the Hospital
Lights of Love
Accessing records of The Ladies Board at Thomas Balch Library

I have also prepared a scrapbook of pictures, articles, and other information about the activities of The Ladies Board. A copy of each of these programs will be kept in the scrapbook for 2018—2020. I included in the scrapbook an explanation of the effects of the COVID-19 pandemic on the activities of The Ladies Board during the Spring of 2020. This scrapbook will be placed in the archives of Thomas Balch History and Genealogy Library in Leesburg, Virginia.

Respectfully Submitted,

Rebecca Keller Ottinger, Historian

**The Ladies Board-INOVA Loudoun Hospital
July 01, 2020-June 30, 2021 Approved Budget**

Estimated Income:

Dues	\$ 2,200.00
Gift Shop	\$ 10,000.00
Interest	\$ 1,000.00
Lights of Love	\$ 9,000.00
Polly Clemens Nursery Fund	\$ 2,000.00
Rummage Sale	\$ 50,000.00
Twice Is Nice	<u>\$ 60,000.00</u>
Carry Over from 2020	<u>\$ 81,895.00</u>

Total Estimated Income **\$216,095.00**

Expenses:

Postage & Printing	\$ 600.00
Meetings and Convention	\$ 1,000.00
VAHAV Dues	\$ 50.00
Memorials, \$50 per donation to Lights of Love	\$ 200.00
Scholarship General Fund	\$ 80,000.00
Lights of Love (proceeds to scholarship fund)	\$ 9,000.00
Scholarship Committee Operating Fund	\$ 0.00
Lights of Love Committee Operating Fund	\$ 700.00
Public Relations Committee	\$ 3,200.00
Hospitality Committee	\$ 700.00
Polly Clemens Nursery Fund to Birthing Inn	\$ 2,000.00
Ladies Board Operating Expenses	<u>\$ 500.00</u>
<u>Total Expenses</u>	\$ 97,950.00

Contingency Fund (TBD) \$118,145.00

Total Expenses: **\$216,095.00**

**The Ladies Board of Inova Loudoun Hospital
Annual Report of The Riverside Gift Shop
July 01, 2019 – June 30, 2020**

In July of 2019, The Gift Shop downsized and moved into a temporary space provided for us by the hospital because of ongoing construction and the building of the new "Tower". In spite of operating from a much smaller space, The Shop did amazingly well financially, mainly because of our loyal customers

But then came the coronavirus. At the end of March we closed The Shop because of the COVID 19 pandemic. Since that time, we have made zero revenue.

The Gift Shop continues to wait for the hospital to give us permission to return to our new space in the lobby of the "Tower". Our new shop is to be known as the Riverside Gift Shop.

In spite of all the trials during this last year, The Gift Shop has been able to give \$15,000 to The Ladies Board.

Respectfully submitted,

Teck Russell and Lillian Brewer, Co-Chairs
Donna Lutz
Nancy Chapin Burgess
Carol Slatten
Cathy Black
Judi Munson
Pauline Clark
Karolyn Whitely

**The Ladies Board of Inova Loudoun Hospital
Annual Financial Report of The Riverside Gift Shop
July 01, 2019 – June 30, 2020**

Balance forward as of June 30, 2019		\$63,259.48
 Deposits:		
Interest on checking account	819.46	
Sales Receipts	123,295.04	
Sales Receipts-off site	<u>377.44</u>	
	124,491.94	
 Total Deposits		 124,491.94
Total Deposits and checking account balance		187,751.42
 Expenses:		
Sales Tax	7,689.36	
Credit card fees	3,343.22	
Inova Health System-salaries	9,243.96	
Merchandise	91,066.93	
Supplies	3,263.02	
Buying Trips	898.94	
The Ladies Board-Inova Loudoun Hospital	15,000.00	
Lights of Love - James Peak and Paige Wagar	<u>100.00</u>	
 Total Expenses		 130,605.43
 Checking Account as of June 30, 2020		 \$57,145.99
 Polly Clemens	 270.00	

Respectfully Submitted,
Nancy Chapin-Burgess, Interim Business Manager

The Ladies Board of INOVA Loudoun Hospital
Annual Report of Lights of Love
July 01, 2019-June 30, 2020

Lights of Love is happy that we have been able to donate \$11,670 to Nursing Scholarships during this fiscal year.

Brochures were mailed in October with aid from Mr. Print. In November the committee began meeting weekly to write acknowledgements to donors and notifications to families of those honored and remembered during this year. Included in these acknowledgements were invitations to the ceremony held on the second Sunday in December. We also mailed invitations to those who had made donations earlier in the year,

Lillian Brewer presided over the ceremony and Joan Elliott, co-chairman of the Lights of Love committee, welcomed those attending and offered the Invocation. The tree lighting ceremony was a beautiful celebration of recognition and remembrance of those honored by donations during this year. The Loudoun County High School Chamber Choir under the direction of Willis Rosenfield entertained us with their beautiful voices. Deborah Addo, the President of INOVA Loudoun Hospital, offered a gracious greeting on behalf of the hospital. We were honored that Kamaile Labor, Sr. Administrative Coordinator, INOVA Loudoun Hospital, lit the tree. Norma Martin, former member of The Ladies Board read the poem which she wrote many years ago about Lights of Love. Members of the Lights of Love Committee read the names of those remembered and honored by donations during this year while those attending lit small tea lights in honor of those whom they had honored. It was a beautiful and moving ceremony.

We are deeply grateful to Bud Elliott who decorated the new tree outside the main entrance to the hospital. The staff of Plant Operations set up the chairs, and the cafeteria staff were very gracious in helping arrange for the reception. As usual, members of The Ladies Board provided a bountiful array of food for the reception following the ceremony.

We were very sad to lose Renee Bradford, a dedicated member of Lights of Love committee, who died in March after a long illness.

Respectfully submitted,
Joan Elliott and Rebecca Ottinger, Co-Chairmen
Barbara McNeil, Treasurer
Renee Bradford Lillian Brewer
Carol Browning Florence Colman
Sandra Gerber Jeannie Douglas
Margaret Flannery Megan O'Brien
Patricia Sommers

**The Ladies Board of INOVA Loudoun Hospital
Annual Financial Report of Lights of Love
July 01, 2019-June 30, 2020**

ACCOUNT INCOME

Carry Over	\$393.77
Ladies Board	\$1700.00
Total	\$2093.77

DONATIONS

Carry Over	\$0
Actual to 6/30/2020	\$11670.00

EXPENSES

Actual	\$1064.08
Scholarship Fund	\$11670.00

BALANCE FORWARD

\$1029.69 (in expense account)

**The Ladies Board of INOVA Loudoun Hospital
Annual Report of The Nominating Committee
July 1, 2019 – June 30, 2020**

Nominating Committee: Barbara Gardner and Gerri Hill, Co-Chairs; Sandra Bock, Verla Page, Carole Baker-Powers, Judy Mazzucchelli

Carole Kimble and Faye Vance stepped down from our committee and moved to Associate Membership and Judy Mazzucchelli joined us.

Three new members were presented to and approved by the Ladies Board for membership:

<u>Name:</u>	<u>Nominated by:</u>
Mary Litton-Thornton	Joylyn Hannahs
Connie Graham	Darby Nelson-Folk
Pauline Clark	Karolyn White

The committee met during Feb-Mar to prepare a slate of new officers for presentation to the Ladies Board at the April meeting. Due to cancellation of meetings because of the Corona Virus, the slate was emailed by the Acting President to the members. Voting was by mail and the following slate was approved:

President - Hazel Saffell
1st Vice President - Sheila Brooks
2d Vice President - Susan Pheiffer
Treasurer. - Kate Carey
Recording Secretary - Barb McNeil
Corresponding Secretary - Shirley Welsh
Parliamentarian - Lynda Hollidge
Historian - Arlene Kilborn

Respectfully submitted,

Barbara Gardner

Gerri Hill

**The Ladies Board of INOVA Loudoun Hospital
Annual Report of The Polly Clemens Committee
July 1, 2019 – June 30, 2020**

Each month money is collected from piggy banks at The Gift Shop, Twice is Nice, The Cornwall Hospital cafeteria, and the two bear banks at the Loudoun Hospital cafeteria cash registers. Donations are also collected from members of The Ladies Board at each regular monthly meeting.

The Rummage Committee donated \$5,000.00 from the sale of early bird ticket sales to The Polly Clemens Nursery Fund.

The balance forward from June 30 2019 was \$397.42. Total deposits from July 1, 2019 -June 30, 2020 from The Gift Shop, Twice is Nice, The Ladies Board members, and The Rummage Sale Early Bird Ticket Sales, plus interest was \$7428.19. In May 2020, a Cashier's check for \$7,600.00 was given to The Inova Loudoun Hospital Foundation for The Birthing Inn.

Due to the Coronavirus Pandemic we have been unable to give a presentation version of the check to The Birthing Inn at this time. Hopefully, when we are able to meet again that presentation can take place. I spoke with Gina Harrison, Clinical Director, Family Centered Care and NICU of The Birthing Inn and she is aware that the money has been sent to The Inova Loudoun Hospital Foundation for The Birthing Inn. She expressed gratitude to The Ladies Board and asked me to thank the members on behalf of The Birthing Inn.

As of June 30, 2018, The Polly Clemens Nursery Fund Account has a balance of \$225.61

Sincerely,

Judi Munson
Chairman, The Polly Clemens Nursery Fund
Co-Chairman, The Polly Clemens Nursery Fund

**The Ladies Board of INOVA Loudoun Hospital
Annual Report of The 81st Rummage Sale
July 1, 2019 – June 30, 2020**

The 81st Annual Ladies Board Rummage Sale can only be described with one word... **WOW!!!**

The AMAZING WOW COMMITTEE:

Chairs: Megan O'Brien and Joylyn Hannahs

Carole Baker-Powers	Amy Bosserman	Jeannie Douglas	
Annie Hewatt	Susie Leonard	Barb Minor	
Alexia Orr	Ro Robinson	Patti Sinnen	Connie Yusi

Pre-Sale WOWzers:

- Largest number of donations-15 tractor trailers filled!
- Three permanent donation sites: Lansdowne, Cornwall, Ashburn Healthplex
- New collection site-Middleburg Elementary
- Four dates— with no summer drop offs-2 spring/2 fall
- Sorted prior to sale before loading into trucks
- Re-established relationship with Lansdowne Woods with our new position as “Community Liaison for the Ladies Board” —Carole Baker-Powers
- Student volunteers from LVHS Varsity-Girls Field Hockey, Girls Lacrosse, Boys Golf
- Had dumpsters placed at Cornwall location for trash from sorting
- Pack Rat hauling did house pick-ups
- Victory Van Lines supported us at the sale

The WOW Factors at the Sale:

- 13 of the 15 trucks were emptied, sorted, and priced before the day of the sale
- Sale hours changed: Early bird 8am-10am/ Regular hours 10-4pm/Sunday-10-4pm
- All departments (except sporting goods) were supported by SQUARE credit cards
- Two extra tents installed to supply more room for outdoor furniture and children's clothing
- Sorting was taken to the outdoor tent prior to entering the Morven Park arena
- Early bird tickets raised over \$21,000. Ticket prices were raised to \$15-pre-sale/\$20-day of sale. Approximate sales: Online sales— \$10K; Sales on site -- \$5K; Sales at the TIN, Gift Shop, and Black Shutter stores -- \$5K
- Wrist bands were given to shoppers for the extend time of 2 hours for early bird shoppers.
- “Antiques” was updated to “Vintage”
- “The Boutique was updated to “The Nest”
- The Silent Auction came back to the sale
- The Look continued to lead the largest sales with \$55k

WOW! Gross Sales: \$354,604.65

**The Ladies Board of INOVA Loudoun Hospital
81st Annual Rummage Gross Sale Summary
Saturday October 19, 2019 - Sunday October 20, 2019**

Books, DVDs & Vinyl	\$ 10,268.42
Childrens Clothing	\$ 6,923.75
Electric, Garden & Tools	\$ 13,652.14
Furniture	\$ 42,376.50
Hats & Handbags	\$. 6,631.00
Holiday & Crafts	\$ 19,920.70
Housewares	\$ 12,256.32
Jewelry	\$ 26,309.11
Ladies Wear	\$ 20,393.90
Lamps & Pictures	\$ 11,050.25
Linens & Beyond	\$ 11,726.10
Mens Clothing & Shoes	\$ 13,229.10
Silent Auction	\$. 8,025.00
Sports Equipment	\$. 6,717.00
The Look (Upscale Ladies Clothing)	\$ 54,167.97
The Nest	\$ 20,087.80
Toys	\$. 6,309.00
Vintage	\$ 19,724.86
Donations	\$ 2,469.55
EB Tickets	\$ 21,336.18
Dessert Donation	\$. 2,500.00
Lunch Donations	\$ 18,395.00
Tumblers	\$. 135.00
Total Gross Sales	\$354,604.65

**The Ladies Board of INOVA Loudoun Hospital
81st Annual Rummage Expense Report
October 19, 2019-October 20,2019**

Advertising	\$ 12,482.39
Capital Expense	\$ 3,993.54
Caterer	\$ 23,205.55
Credit Card Fees	\$. 3,514.15
Donation Day	\$. 622.83
License/Fees	\$. 275.00
Misc.	\$. 755.73
Morven Park	\$ 21,860.00
Moving/Labor	\$ 16,937.50
Parking	\$ 3,000.00
Print Design	\$ 1,017.50
Print General	\$ 2,900.32
Postage	\$. 0.00
Refreshments	\$ 1,456.33
Registration	\$. 286.04
Security	\$. 5,588.71
Shuttle	\$. 2,520.00
Signs	\$. 2,505.71
Supplies	\$ 1,367.36
Tent Rental	\$ 11,915.60
Traffic Control	\$. 2,210.00
Trash	\$ 3,932.43
Trailer Rental	\$. 4,115.00
Total	\$126,461.69

**The Ladies Board of INOVA Loudoun Hospital
Annual Report of the Scholarship Committee
July 1, 2019—June 30, 2020**

In May the Scholarship Committee met (at a distance) to determine who would receive scholarships and for how much.

Here is what we had to work with:

\$ 90,000 – from Ladies Board
10,505 – from Lights of Love
10,140 – balance left in account
\$110,645

As we made these decisions both of our shops were closed due to the Corona virus, and there was a question as to whether we would be able to hold the rummage sale in the fall. Therefore, we made the unanimous decision to distribute only \$70,000, holding the balance of the scholarship money for next year to guarantee that there would be funds available for scholarships then.

A \$3000 scholarship was established (for this year) in memory of our friend and late president, Susan Mills. It was awarded to Adriene Simms, an ILH nurse attending Liberty University where she is working on a Master’s Degree as a Nurse Educator. She earned a biology degree at Shorter University, followed by her BSN at Old Dominion University. In 2011 she moved from Hampton Roads to northern Virginia and started working for Inova Alexandria Hospital, where she discovered her love for teaching. She has now been with Inova Loudoun Hospital for 3 ½ years – and she says she is “passionate” about teaching nurses. Her essay ends with “I enjoy the challenge of meeting people where they are and watching them rise to greatness”. That sounded like Susan to us.

Here are the numbers:

88 applicants	30 – new applicants
<u>40</u> awards	7 – previous winners (from last year)
48 denied	<u>3</u> – Academies of Loudoun (formerly VoTech)
	40 – awards

4 – LPN
3 – RN
21 – BSN
10 – MSN
2 – DNP

They attend 18 different schools + Academies of Loudoun.
7 attend Shenandoah; 6 attend George Mason

\$ 52,500 – 35 scholarships @ \$1,500
500 – 1 scholarship @ \$500
11,000 – 22 bonuses @ \$500 for ILH/ILNRC employees
3,000 – 3 scholarships @ \$1,000 for Academy students
3,000 – Susan Mills award
\$ 70,000

Scholarship Committee (Cont.)

That makes 40 scholarships for a total of \$70,000.

Attached is the list of scholarship winners – their amounts, schools and degrees.

As always, our thanks to the Public Relations Committee and great appreciation to the Lights of Love Committee for its support.

The Ladies Board
Scholarship Committee

Joyce Biesecker, chairman
Kate Carey, Sandra Gerber, Lynda Hollidge, Arlene Kilborn, Becky Ottinger & Margaret Vaughan

**Ladies Board Nursing Scholarship Recipients
2020-2021
40 Scholarships totaling \$70,000**

Susan Mills Scholarship (\$3000)

Adriene Simms

Liberty University—MSN, works at ILH

Academies of Loudoun Recipients (3) \$1000 each, 1 with \$500 bonus for working at ILH

Sandy Cabrera

Loudoun County High School

Saadia Khan

Dominion High School

Ruedeeporn Pattawee

works at ILH

Previous Recipients (7)

\$2000 Madison Albrecht

James Madison University—BSN, works at ILH

\$2000 Slavita Bello

Grand Canyon University—BSN, works at ILNRC

\$2000 Julie Hope

James Madison University—BSN, works at ILH

\$1500 Lydia Kasparly

James Madison University—BSN

\$1500 Mary Elen Sapla

George Mason University—BSN

\$2000 Catriona Timpe

Shenandoah University—MSN, works at ILH

\$2000 Melinda Weaver

Western Governors University—BSN, works at ILH

New Recipients (29)

\$2000 Rachel Allani

Chamberlain University—MSN, works at ILH

\$1500 Sarah Alvarez

Shenandoah University—BSN

\$2000 Francis Atangan

Lord Fairfax Community College—RN, works at ILH

\$1500 Kristina Brown

George Washington University—BSN

\$1500 Yi Chang

Shenandoah University—BSN

\$2000 Jennifer Cifuentes

University of Nebraska—MSN, works at ILH

\$2000 Ashley Elmore

University of Colorado—MSN, works at ILH

\$1500 Elizabeth Fahmer

Chamberlain University—BSN

\$2000 Megan Franklin

George Washington University—MSN, works at ILH

\$2000 Katherine Heister

Frostburg State University-- BSN, works at ILH

\$500 Jessica Kelly

Chamberlain University—MSN, works at ILH

\$1500 Sujata Kumari

George Washington University—BSN

\$2000 Promise Ladzagla

Ultimate Health—PN, works at ILNRC

\$1500 Ingrid Latorre

Standard Healthcare Services—RN

\$2000 Kaitlyn Leonard

Shenandoah University—BSN, works at ILH

\$2000 Susaan Liang

University of Texas, Arlington—MSN, works at ILH

\$2000 Caroline Melkus

Shenandoah University—BSN, works at ILH

\$1500 Emily Melo

George Washington University--BSN

\$2000 Latrice Moore

George Mason University—MSN, works at ILH

\$2000 Trianna Neal

Old Dominion University—BSN, works at ILH

\$1500 Dominic Nichilo

George Mason University—BSN

\$1500 Jenny Oh

ECPI University—RN

\$2000 Sarah Oliver

George Mason University—DNP, works at ILH

\$2000 Peace Peters

University of South Alabama—DNP, works at ILH

\$1500 Archana Reddy

George Mason University—BSN

\$2000 Rachel Reid

Shenandoah University—BSN, works at ILH

\$1500 Meghan Russo

Bon Secours Memorial College --BSN

\$2000 Maria Michelle Soriano

Shenandoah University—MSN, works at ILH

\$1500 Cassidy Wooldridge

George Washington University—BSN

**The Ladies Board of Inova Loudoun Hospital
Annual Report for Twice Is Nice Committee
July 1, 2019 – June 30, 2020**

The Twice Is Nice had a gross income of \$207,229.01 for this fiscal year. This is unusually low because of the COVID-19 virus which has hit the country. The virus hit the TIN shop directly resulting in a shut down on March 13, 2020. Since so many of our members and volunteers fell into the high-risk category it was necessary to close for their protection and the protection of the public.

Twice Is Nice fulfilled its pledge of \$100,000 to the Ladies Board. The TIN shop collected \$698.00 for the Polly Clemens Fund.

Twice Is Nice turned thirty (30) years old this year. A celebration for this occasion was cancelled but hopefully can be held at another time.

During the year the Men's Department was overhauled. Additional clothing racks were added and the existing cubicles were relocated. This resulted in a more open and lighter feel.

The annual shop training occurred in January. Shop procedures and policies were reviewed and a show-n-tell of sorting mishaps was presented.

A problem with staffing on weekends, sorting and theft continues. Connie Graham, who is a new member, is joining Nancy Epperson to assist in scheduling for the shop. Connie brings lots of enthusiasm to the shop and scheduling.

Eight (8) new volunteers were welcomed to Twice Is Nice this year. As a bonus some of them were trained for the front desk and the back room which is an added benefit to the shop.

Joyce Biesecker and Sheila Brooks, long standing members of the TIN Committee have decided to say goodbye to the committee. They have both given unselfishly of their time, talent and wisdom over the years. Pat Bigden is stepping down as a committee member and Co-Chair of the Committee. She has served with dedication and love for the TIN and the volunteers. For the new session, the leadership will be Darby Nelson-Folk and Connie Graham, Co-Chairs and committee members Ro Berner, Nancy Epperson, Sharon Jones, Betty Lowenback, Suzie Robertson and Shirley Welsh.

Respectively Submitted,
Darby Nelson-Folk and Pat Bigden
Co-Chairs

**The Ladies Board of Inova Loudoun Hospital
Annual Financial Report for the Twice Is Nice Committee
July 1, 2019 – June 30, 2020**

Balance Forward July 1, 2019		\$ 73,316.82
 INCOME		
Sales	\$207,058.98	
Interest	\$ 170.03	
 Total Income	 \$207,229.01	
 EXPENSES		
Rent	\$ 95,791.35	
Electricity	\$ 4,399.23	
Telephone	\$ 1,734.61	
Cleaning	\$ 5,450.00	
VA State Sales Tax	\$ 12,417.37	
Credit Card fees	\$ 3,415.81	
The Ladies Board	\$100,000.00	
Lights of Love	\$ 250.00	
Permits	\$ 60.00	
Printing	\$ 671.70	
Supplies	\$ 5,939.27	
Repairs	\$ 1,139.70	
Misc	\$ 531.92	
 Total Expenses	 \$231,800.96	
 Net Activity FY2020 - \$73,316.82-48,744.87 =		 \$ 24,571.95
 CASH BALANCE YEAR END JUNE 30, 2020		 \$48,744.87

**The Ladies Board of Inova Loudoun Hospital
Annual Report for the Hospitality Committee
July 1, 2019– June 30, 2020**

Co- Chairs – Alexia Orr and Verla Page

Committee Members: Mary Kay DeMarce, Deborah Kellner, Nancy Epperson, Charlotte Giglio, Joyce Carman, Teck Russell, Becky Fiddler, Mary Brecht, Judy Swezey, Mary Finley

This year brought 3 new members to the Ladies Board. Pauline Clark, Connie Graham, and Mary Litton-Thornton. All are talented active community volunteers.

We had planned 4 luncheons, and a Ladies Board Picnic, however because of Covid-19 we were only able to have 3 luncheons. The luncheons that were held, were hosted by Hospitality members in their homes to honor new members and their sponsors and to allow members to get to know each other. This has become a Ladies Board tradition – the women enjoy each other in a relaxed atmosphere. All standing committees are represented, at each luncheon.

Hospitality members were responsible for decorations on tables and elsewhere at Christmas time for the annual appreciation luncheon at River Creek Country Club. Sheila Brooks who was then Second Vice President was in charge of organizing the event with the help of the Hospitality Committee. It was good company, delicious food, and beautifully decorated. Each member was also given a poinsettia to take home.

The cookbook continues to be sold at Twice is Nice. It is a great collection of recipes and an illustrated history of the Ladies Board. We are now on our 2nd edition. The new addition has added recipes from our newer members, and more colored pictures. The cookbook continues to be given to each new member as a gift from the hospitality committee.

It has been an interesting year for our meetings without a permanent home. We have had to be flexible with dates and places to meet each month. The Hospitality Committee really stepped up to make sure that they always arrived early to help set up if needed, and welcome the LB members, whether at the door, or at the welcome table that was set up. Many times the Committee also stayed after to help clean up, even putting tables and chairs away if needed. Those Hospitality members that did not arrive early were giving rides to those members who needed one. Each month a pretty flower arrangement would also be on the welcome table to greet members as they arrived. Following the meeting the flowers were given to a member to take home.

The Hospitality Committee's goal this past year was to make sure all Ladies Board members felt accepted and welcome in our Ladies Board. With that in mind, they worked hard to achieve that goal.

Bank Balance = \$962.33

Submitted: Alexia Orr and Verla Page

**The Ladies Board of Inova Loudoun Hospital
Annual Report of Public Relations
July 1, 2019 – June 30, 2020**

The Public Relations (PR) team has leveraged social media to push our brand this year. While traditional methods such as posters, tent cards, advertising, press releases and marketing were used, it was social media that we leaned into once the pandemic began in March 2020.

The social media team (Patti Sinnen and Joyce Carmen) kept Facebook, Twitter and Instagram pages active with lively posts, videos and slideshows on the shops, Lights of Love, Nursing Scholarships and the Polly Clemens Nursery Fund.

Amy Bosserman joined the Committee and quickly took over the updating and maintenance of the LadiesBoard.org website. She has also begun developing several changes to the site to encourage more visitors and is actively working to include online donations for Lights of Love on the site.

Sue Ulland wrote the quarterly update for The Connection (the quarterly update for the Virginia Association of Hospital Auxiliaries and Volunteers). The newsletters are available at VAHAV.org.

Articles, press releases, posters and tent cards are a year-round emphasis for projects. Karolyn Whiteley edits all press releases before the final copy is sent to INOVA for distribution.

The PR committee spent considerable time working on the marketing, public relations and advertising for the 81st Annual Ladies Board Rummage Sale which was a huge success! Three different television crews filmed segments and touted this legacy event to their audiences. Thanks go to Inova's PR Consultant Renee Brohard for persuading multiple on-air personalities to cover the Sale.

Work on the 82nd edition of the Sale was already well underway when the pandemic struck. After the Rummage team's decision to cancel the event, PR and design work was suspended. It will be easy to transfer the creative design to the 2021 event.

Plans were also in progress for a year-round campaign for the Lights of Love when the pandemic burst that bubble as well. The campaign was tabled pending a discussion among the team on how best to allocate resources this year.

The beginning budget balance on July 1, 2019 was \$1519.30. There was income of \$3,600.00 which included the budgeted operating income for the fiscal year; there were expenses of \$1,009.39. The ending balance on June 30, 2020 was \$4159.91.

Team members: Amy Bosseman, Joyce Carmen, Lisa Cromwell (chair), Joylyn Hannahs, Patti Sinnen, Sue Ulland, and Karolyn Whiteley (treasurer).

**The Ladies Board of Inova Loudoun Hospital
Annual Report of the Hospital Staff Appreciation Committee
July 1, 2019 – June 30, 2020**

This year due to the Corvid-19 pandemic, Inova Loudoun Hospital requested that the Ladies Board postpone any staff recognition until a later date. Therefore, the Appreciation Committee did not use any funds from the \$600 budget this fiscal year.

Respectfully submitted,

Lynn Maurer & Jilori White