

# **FISCAL YEAR TRANSITION REPORT**

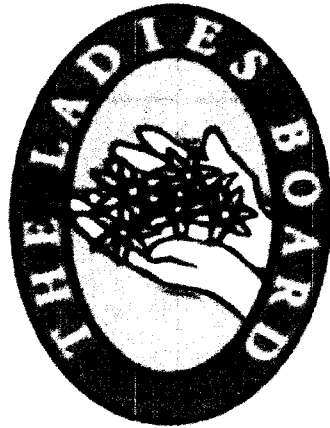
**July 01, 2020-December 31, 2020**

**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](http://www.LadiesBoard.org)**



**The Ladies Board of Inova Loudoun Hospital  
July 1, 2020–June 30, 2022**

President	Hazel Saffell
First Vice President	Sheila Brooks
Second Vice President	Susan Pheiffer
Treasurer	Kate Carey
Recording Secretary	Barbara McNeil
Corresponding Secretary	Shirley Welsh
Parliamentarian	Lynda Hollidge
Historian	Arlene Kilborn

**Committee Chairpersons**

Budget	Kate Carey
Riverside Gift Shop	Lillian Brewer/Teck Russell
Lights of Love	Joan Elliott/Becky Ottinger
Nominating	Barbara Gardner/Gerri Hill
Polly Clemens Nursery Fund	Judi Munson
Rummage Sale	Joylyn Hannahs/Megan O'Brien
Scholarship	Joyce Biesecker/Arlene Kilborn
Twice Is Nice Thrift Shop	Darby Nelson-Folk/Connie Graham
Hospitality	Mary Finley/Verla Page
Public Relations	Patti Sinnen/Karolyn Whiteley
Hospital Staff Appreciation	Lynn Maurer/Jilori White

**The Ladies Board of Inova Loudoun Hospital  
Fiscal Year Transition Report of the President  
July 1, 2020 – December 31, 2020**

The Ladies Board continues to move ahead even during this challenging time of the continued Covid19 pandemic. Volunteer numbers are reduced, shops are running at minimum capacity and meetings have been curtailed in some instances.

The Ladies Board is aligning its fiscal year with that of INOVA Loudoun Hospital by moving from its previous July thru June cycle, to a January thru December fiscal year. Thus, this Fiscal Year Transition Report is necessary to cover the July 1, 2020 – December 31, 2020 period until the next Annual Report for January – December, 2021 is prepared.

The newly voted slate of officers took over on July 1, 2020. A new Hospitality Chair was named as well as new Public Relations Committee Chair and Co-chair.

On July 7, a video installation of newly appointed officers took place in the Memorial Garden at the Lansdowne Campus. Deborah Addo presided with the aid of Inova's Foundation and Media team. The video presentation was distributed to all LB members. A memorial bench in the garden was named in honor of Past President Susan Mills.

July, August, and September "mini" meetings were held at The Ladies Board Education Center Conference Room. Participants were Officers and Committee Chairs. Protocols for masks and social distancing were adhered to. Updates were sent to all members keeping them abreast of Ladies Board happenings in lieu of membership meetings.

At these meetings, President Hazel Saffell, reviewed the current financial status of The Ladies Board. With Riverside closed; TIN running on a limited schedule; and the Rummage Sale cancelled; our income was diminished. Expenses needed to be limited and new ideas for added income were necessary. Funds have been collected from the selling of masks (made by LB volunteers) in the Thrift Shop and given to LOL and Polly Clemens committees. These sales are brisk and help with income. The funds collected through Polly Clemens this fiscal year were routed to the Foundation and earmarked for The Birthing Inn in the amount of \$7,600.

The annual Holiday luncheon scheduled for December, 2020 was cancelled. The Lights of Love Ceremony was conducted virtually in December, with assistance from The Ladies Board Public Relations Committee and Inova Media Relations.

Projects are being initiated that can be done in the comfort and safety of member's homes. The first is a continuation and update of the member survey. All members received an updated survey form to be filled and returned via email. Information will be collected continually for Ladies Board historical records.

Rummage continues in cooperation with Twice Is Nice to empty donated merchandise being stored in trailers at Lansdowne and Cornwall. The merchandise was off loaded and taken to the shop for sale or stored at the Cornwall facility in the Ladies Board storage area for use at future Rummage sales. These trailers were rented and alleviating that expense was adamant. Three trailers remain on Victory property with a monthly rental fee. Rummage Committee is working on ways to curtail this expense.

Several members have moved to Associate status and one Associate has moved back to full member status. The Nominating Committee presented one new member for approval by the membership.

After many years as “financial officer” for Twice Is Nice, Betty Lowenbach has retired. She was a stanchion of the shop and will be missed. Her dedication, support and “can do” spirit has served the shop and The Ladies Board well. Katie Lynch has taken the responsibility for financial reporting for Twice is Nice. Katie has introduced a new cash register and sales totals for departments are now reported.

A “mini meeting” was held in October. The Riverside Gift Shop reopened in October. Access to the shop was restricted due to the COVID-19 pandemic but sales were brisk. Pay Pal was up and running for payment of dues. Lights of Love was looking at the possibility of doing the same for donations. Additional “Café Bears” were being considered for more areas to help bring in funds for Polly Clemens and The Birthing Inn.

Efforts to organize a By-Laws Committee were initiated since some By-Laws require updating as soon as feasible.

Resolutions needing membership vote were presented and a telephone poll was taken prior to the November meeting. Resolutions being voted on were: Minutes of July, August, and September monthly updates; Member status movement; New member presentation; and Payment of \$100,000 of the \$1.2M pledge, with \$10,000 of the \$100,000 gift earmarked for the Greatest Need request.

The monthly meeting on November 10 was a full membership meeting conducted via Zoom video teleconference. Attendance was good. Ama Richardson and Stacey Metcalf from Inova have provided wonderful guidance as we move into this next stage of monthly meetings. Debra Addo addressed the membership and brought us up to date on hospital activity.

Twice is Nice increased its hours for the upcoming holiday season. Special “pop up” sales on Tuesday evenings were implemented. Directed by “The Look” committee from Rummage, items from “A Step Up”, Silent Auction, and other “special” treasures were available during December.

Our monthly meeting in December was our second video teleconference meeting via Zoom, and attendance increased. The results of the “phone vote” taken by the officers was reviewed by The Parliamentarian. All resolutions passed.

A \$100,000 check was presented to Lindsay Wright, of the Foundation Team, as our first installment on the \$1.2 million pledge. A portion (\$10,000) of this gift was earmarked for The Greatest Needs request from the PM&R Department, for the Lymphedema garment fund.

Dues will next be submitted on January 1, 2022, to coincide with the new fiscal year. It was decided to request donations from members for Mobile Hope, the normal recipient of giving at the annual Holiday luncheon. These donations should be cash or small denomination gift cards for restaurants or discount stores.

The Polly Clemens Pouch” that is normally passed at meetings was also discussed. It was decided that members give their normal monthly pouch donation in a lump sum covering the past year. This can be left at Twice is Nice for pick up.

President Hazel Saffell covered the requirements for distribution of COVID 19 vaccines through Inova, that are now available to all members who have an Inova Ladies Board badge.

Respectfully submitted by  
Hazel Saffell  
President

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the First Vice President**  
**July 1, 2020 – December 31, 2020**

According to the By-Laws of The Ladies Board of INOVA Loudoun Hospital, the duties of the First Vice President are 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, assumes the office of the President if a vacancy occurs, and submits a written annual report.

In October I organized a membership list and distributed to the officers, names and phone numbers for the purpose of conducting a phone vote on four resolutions that needed approval of the membership.

I have attended all officer meetings and membership meetings.

Respectfully submitted by  
Sheila Brooks  
First Vice President

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the Second Vice President**  
**July 1, 2020 – December 31, 2020**

Due to pandemic conditions and the fear of contagion, it was regrettably, but wisely, decided to postpone our December Ladies Board Luncheon. This is a delightful, delicious annual event given to the Ladies Board by Inova Lansdowne Hospital in appreciation of our support.

Alexia Orr had previously arranged to reserve the dining room at the River Creek Club for the first Tuesday in the month of December for the next nine years from this present year (2020). In September I canceled our plans, with the permission of the Hospital as sought by Hazel Saffell, and confirmed that we are reserving the dining room for December 2021. Melene, the River Creek Club representative, was my contact as the previous person had resigned –which contributed to initial confusion. The reservations are all set now.

Sheila Brooks has kindly offered to compile the annual report for the period of July to December 2020 (due to our adjustment to a new fiscal year time period). This is the other duty of the Second Vice President that I was not able to meet.

Respectfully submitted by  
Susan Pheiffer  
Second Vice President

**The Ladies Board of INOVA Loudoun Hospital  
Fiscal Year Transition Report of the Treasurer  
July 1, 2020 – December 31, 2020**

Checking account balance as of June 30, 2020 \$ 303,370.78

**Income:**

Dues \$2020.00

Interests \$ 312.76

**Total Funds Available** **\$ 305,803.54**

**Expenses:**

Printing and Postage \$ 298.77

Memorials \$ 200.00

LB Operating Expense \$ 37.49

Pledge to Inova Loudoun Foundation \$100,000.00

**Total Expenses** **\$100,535.26**

**Balance in Checking account as of December 31, 2020** **\$ 205,167.28**

Note: Due to the Coronavirus, committees were asked to use existing funds to operate without additional funds from the general account.

No Staff Appreciation Event took place.

The Annual Rummage sale did not take place.

Lights of Love event took place virtually.

The Ladies Board pledge of \$100,000 (\$90,000 towards pledge, \$10,000 to greatest need) was paid on 12/8/2020. Remainder of the pledge is \$1,100,000.00.

Respectfully submitted by

Kate Carey

Treasurer

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the Recording Secretary**  
**July 1, 2020 – December 31, 2020**

The Recording Secretary's role is to provide and maintain a written record of The Ladies Board monthly meetings and to distribute those minutes to the membership via email and in print form at meetings. The secretary also calls the roll at each meeting and maintains the attendance record of members. The secretary is to attend officers' meetings and to assist the president as requested.

Given the current conditions of the Covid-19 pandemic, The Ladies Board officers have done their best to keep our organization functioning. A swearing-in ceremony was held in the new Peace Garden at the Hospital which was streamed to the membership. Subsequent meetings were held in outdoor spaces initially, then ultimately transferred to the Zoom platform in the late fall so that more members could attend virtually. This plan has proven successful. While there is no mandate for attendance, those participating have been noted in the record.

Minutes for these meetings have been emailed to all members as we continue to attempt to keep everyone informed of the happenings of the Board. In addition, the officers have attempted to provide updates to the membership to keep them informed of the changes made necessary by our transition to a fiscal/calendar year bringing us in line with the INOVA system.

As of December 31, 2020, membership of The Ladies Board stands as follows: 74 Active Members, 24 Associate Members and 17 Honorary Members. KT Lynch returned as an active member; Mary Paul Jones, Donna Lutz, Dotty Martel, Anne Williams and Jenny Tate moved to Associate status; Nancy Burgess resigned; Sarah Potts, Janet LeHane and Joyce Bengtson passed away.

Respectfully submitted by  
Barbara McNeil  
Recording Secretary

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the Corresponding Secretary**  
**July 1, 2020 – December 31, 2020**

Because of Covid 19, The Ladies Board has not been able to have meetings with the entire membership. Other ways of meeting have been used, but I have not been able to attend these meetings due to family responsibilities. However, I have sent reports of correspondence to be read at these meetings. I have attended the officers' meetings.

Sent cards and notes as follows

- Thinking of You            33
- Get Well                    12
- Thank You                 1
- Sympathy                   5
- Changing from Active Membership to Associate            5
- Changing from Associate Membership to Active            1

Respectfully submitted by  
Shirley Welsh  
Corresponding Secretary

**The Ladies Board of INOVA Loudoun Hospital  
Fiscal Year Transition Report of the Parliamentarian  
July 1, 2020 – December 31, 2020**

The parliamentarian is charged with guiding the organization in accordance with the By-Laws and in accordance with Roberts Rules of Order.

Due to the Covid-19 pandemic, for the past several months members of The Ladies Board have been unable to meet face to face and in accordance with the established guidelines of our organization. In lieu of our regular meetings The Ladies Board officers have been meeting in conditions adjusted for safety and designed to keep our Ladies Board functioning.

The officers have made decisions and taken the necessary steps to remain in compliance with the philosophy of our By-Laws and to achieve compliance with the By-Laws of the Board of Directors of Loudoun Hospital. To that end, we have altered the Ladies Board fiscal year to match that of the hospital. This alignment resulted in an automatic change of dues date listed in our handbook but did not warrant an amendment to existing By-Laws.

We had four resolutions that required voting from the general membership and this tally was taken by phone call. All four resolutions passed.

Our hope is that a general By-Laws review can begin in January but the scheduling of that process will depend upon the status of the pandemic in the upcoming months.

Respectfully submitted by  
Lynda Hollidge  
Parliamentarian

**The Ladies Board of INOVA Loudoun Hospital  
Fiscal Year Transition Report of the Historian  
July 1, 2020 – December 31, 2020**

Since assuming the office of Historian in July, I have been gathering information that documents how The Ladies Board has dealt and continues to deal with the pandemic while keeping our members' safety in mind.

A new scrapbook was donated by Kate Carey. Our ongoing Facebook updates for Twice Is Nice and the Riverside Gift Shop at Inova are being saved, along with our shop brochures. Although our activities may be more limited at this time, our scrapbook will document the positive way The Ladies Board continues to support our nursing scholarships and Inova Loudoun Hospital.

Respectfully submitted by  
Arlene Kilborn  
Historian

**The Ladies Board Approved Budget July 1, 2020-December 31, 2021**

**Estimated Income**

Dues	\$	2,200.00
Gift Shop	\$	10,000.00
Interest	\$	1,000.00
Lights of Love	\$	9,000.00
Rummage Sale	\$	50,000.00
Twice is Nice	\$	60,000.00
Polly Clemens Fund	\$	2,000.00
Carry Over from 2020	\$	81,895.00
<b>Total Estimated Income</b>	<b>\$</b>	<b><u>216,095.00</u></b>

**Estimated Expenses**

Postage/Printing	\$	600.00
Meeting and Conventions	\$	1,000.00
VAHAV Dues	\$	50.00
Memorials to Lights of Love	\$	200.00
Scholarship General Fund	\$	80,000.00
Lights of Love to Scholarship	\$	9,000.00
Polly Clemens pass through	\$	2,000.00
TBD	\$	117,545.00
Public Relations Op Exp.	\$	3,200.00
Lights Of Love Op Exp	\$	700.00
Hospitality Op Exp	\$	700.00
Ladies Board Op Exp	\$	500.00
Staff Appreciation	\$	600.00
<b>Total Estimated Expense</b>	<b>\$</b>	<b><u>216,095.00</u></b>

INOVA Rising Campaign Pledge 1.2 M	\$1,200,000.00
December 2020 Payment	\$ 100,000.00
Remaining balance	\$1,100,000.00

Notes to Budget 2019-2020

Actual Income \$395,445.00

Actual Expense \$(313,550.00)

Carry Over Income \$81,895.00

Notes to Budget 2020-2021

Budget Income \$216,095.00

Budget Expense \$ 98,550.00

Leaving TBD \$117,545.00

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the Riverside Gift Shop**  
**July 1, 2020 – December 31, 2020**

The Riverside Gift Shop was closed from March 12, 2020 to October 4, 2020 due to COVID-19. The hospital was under construction well before the pandemic hit. The gift shop was in its temporary location at the time of the shop's closure. The Gift Shop Committee was unable to close the temporary shop and organize and reopen the new location due to the inability to enter the hospital. The committee relied on the Hospital project management team to pack up and relocate all the gift shop merchandise, displays, cash register, computers, etc.. While the hospital did its best to keep the move organized, the committee did have to figure out where everything landed. The committee returned in August to start sorting through the move and organizing in preparation for reopening in the new location.

The committee consists of Lillian Brewer Co-Chair, Teck Russell Co-Chair, Pauline Clark, Cathy Black, Judi Munson, Carol Slatten, and Karolyn Whiteley. Pauline is new to the committee and has taken on the business management responsibilities. The team worked to reopen the gift shop on October 5, 2020. Many volunteers were eager to come back and work but many also preferred to wait until the virus is under control. Given the limited number of volunteers, the shop determined it would not be able to fully reopen with the pre-pandemic hours. A few new ladies joined the volunteer team, but it was still not a large enough staff to cover all the shifts. The shop is open Monday through Saturday from 11AM to 2 PM.

The revenue for the shop was \$22,528.26. The shop also collected \$37.25 for the Polly Clemens fund.

The Federal Tax ID was changed, but the State of Virginia is still using the old tax ID. The Hospital treasurer is working on correcting the State Tax ID.

The shop is located just inside the North entrance. The shop is fronted with large display windows where passersby can see all the lovely items for sale. The shop continues to provide floral arrangements and helium balloons for people to purchase for their friends and family that are currently being cared for at INOVA Loudoun.

Respectfully submitted by  
Pauline Clark  
Riverside Gift Shop Committee

**The Ladies Board of INOVA Loudoun Hospital  
Fiscal Year Transition Financial Report of the Riverside Gift Shop  
July 1, 2020 – December 31, 2020**

Balance Forward as of June 30, 2020 **\$57,145.99**

Deposits:

Interest on Checking Account	\$72.59
Sales Receipts	\$22,528.26
<u>Tax Return</u>	<u>\$20,000.00</u>
<b>Total Deposits</b>	<b>\$42,600.85</b>

**Total Deposits and Checking Account Balance** **\$99,746.84**

Expenses:

Sales Tax	\$1212.47
Lap Top and Software	\$1,290.92
Credit Card Machine Fee	\$428.46
Cost of Goods Sold	\$17,213.53
Cash for Register and Petty Cash Box	\$200.00
Supplies	\$1170.99
<u>Purchasing Power Plus</u>	<u>\$600.00</u>
<b>Total Expenses</b>	<b>\$22,116.37</b>

Checking account Balance as of December 31, 2020 **\$77,630.47**

Polly Clemens **\$37.25**

Respectfully submitted by  
Pauline Clark  
Riverside Gift Shop Committee

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of Lights of Love**  
**July 1, 2020 – December 31, 2020**

All donations to Lights of Love help to fund nursing scholarships given each year by The Ladies Board. We are happy that we have been able to donate \$12,542 to Nursing Scholarships during this abbreviated fiscal year.

Covid 19 forced the committee to make different plans for acknowledging donations and hosting the tree-lighting ceremony. As in the past, Lights of Love brochures were mailed in October with the aid of Mr. Print. Since committee members were unable to meet to write acknowledgements, Barbara McNeil picked up the mail, handled the deposits, and wrote the acknowledgments to donors and notifications to families of those honored and remembered during this year. “Invitations” explaining how to view the virtual ceremony were included with these acknowledgments and were mailed to those who had made donations before October.

Bud Elliott and Armando Juarez decorated the tree at the South entrance of the hospital at Lansdowne just before Thanksgiving. It was lit from dusk until after midnight during the holiday season.

We, of course, could not have our beautiful tree-lighting ceremony in the atrium of the hospital. With the help of Patti Sinnen and the PR Committee, we planned a virtual tree lighting ceremony which was pre-recorded and posted on The Ladies Board website on December 13. It was available throughout the holidays. Lillian Brewer presided over the ceremony; Deborah Addo spoke. We were honored that Bud Elliott, who has decorated the outside tree for at least ten years, lit the tree for the ceremony. Barbara McNeil and Megan O’Brien read the names of those honored and remembered. Sadly, the list of those remembered included two long-time members of the Lights of Love committee—Renee Bradford and Janet LeHane—who passed away during 2020.

Respectfully submitted by

Joan Elliott and Rebecca Ottinger, Co-Chairmen

Barbara McNeil, Treasurer

Lillian Brewer	Carol Browning
Florence Colman	Sandra Gerber
Jeannie Douglas	Margaret Flannery
Megan O’Brien	Patricia Sommers

**The Ladies Board of INOVA Loudoun Hospital  
Fiscal Year Transition Financial Report of Lights of Love  
July 1, 2020 – December 31, 2020**

**EXPENSE ACCOUNT INCOME**

Carry over	\$ 1029.69	
Ladies Board	\$ 0.00	
		.....total \$1029.69

**DONATIONS**

Carry over	\$ 0
Actual to 12/31/20 (136)	\$12672.00

**EXPENSES**

Actual	\$ 678.33
Scholarship fund	\$12672.00

**BALANCE FORWARD** \$351.36 (expense account)

Respectfully submitted by  
Barbara McNeil  
Lights of Love Treasurer

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the Nominating Committee**  
**July 1, 2020 – December 31, 2020**

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

The Nominating Committee is charged with reviewing member nominations and presenting them to The Ladies Board at the monthly meeting. After approval vote, the new member is introduced at the next monthly meeting and presented with a Ladies Board pin. Every other year the committee develops and presents their recommended slate of officers to the board for approval.

One new member was presented to and approved by The Ladies Board for membership during this period:

<u>Name:</u>	<u>Nominated by:</u>
Sandra Wehr	Hazel Saffell

Respectfully submitted by

Barbara Gardner

Gerri Hill

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the Polly Clemens Fund**  
**July 1, 2020 – December 31, 2020**

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

The balance forward from June 30, 2020 was \$195.42. Total deposits from July 1, 2020 - December 31, 2020 from the Riverside Gift Shop \$34.35 and Twice Is Nice \$749.43. Money collected from the banks at the hospital cafeterias and café was \$117.03. Usually, at the monthly Ladies Board meeting, a purse is passed at the meeting and small donations are made by the members for Polly Clemens. There have been no in-person meetings since the start of the Pandemic. In December a special request was made during the virtual meeting for mail-in donations to The Polly Clemens Fund in place of the monthly donation. This very generous donation by the members raised \$760.00. Various members also made masks for sale at the Twice Is Nice thrift shop to benefit The Polly Clemens Fund. A total of \$430.00 was raised by this endeavor. Interest earned was \$0.45.

As of December 31, 2020, The Polly Clemens Nursery Fund Account has a balance of \$2286.88.

Respectfully submitted by

Judi Munson, Chairman

Susan Holleran, Co-Chairman

Teck Russell

Carol Mahoney

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the Rummage Committee**  
**July 1, 2020 – December 31, 2020**

The Committee members gathered and worked together to unload the tractor trailers that had been used for gathering merchandise from January to April. Committee members emptied trucks at both Cornwall and Lansdowne. Items were delivered to Twice Is Nice to be sorted and sold. Committee members were also instrumental in opening Twice Is Nice on a limited basis, by supplying volunteers to operate the store in the early months of the Covid pandemic.

The Look, a department within the Rummage Sale, hosted three evenings sales at Twice Is Nice during December, 2020 to successfully sell their merchandise. In December, 2020 we tried auctioning the merchandise being stored in three tractor trailers. This effort was not successful and we will discuss this topic again in 2021.

As of December, 2020, we have not made plans for the future of the rummage sale.

Respectfully submitted by

Joylyn Hannahs, Co-Chair

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Expense/Income Report of the Rummage Committee**  
**July 1, 2020 – December 31, 2020**

Beginning Balance 7/1/20	\$107,955.00
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**Expenses**

Movers	\$2038.75
Trailers	\$727.50
Total Expenses	\$2766.25

**Income**

Interest	\$110.21
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Ending Balance 12/31/20	\$105,298.96
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Respectfully submitted by

Barb Minor

**The Ladies Board of INOVA Loudoun Hospital  
Fiscal Year Transition Report of the Scholarship Committee  
July 1, 2020 – December 31, 2020**

In May 2020, The Ladies Board Nursing Scholarship Committee awarded 40 scholarships totaling \$70,000.

Balance forward 07/01/2020		\$80,586.33
24 scholarship checks written (details available in monthly reports)	\$39,306.31	
1 check for expenses	\$55.90	\$39,362.21
Deposits		
Lights of Love	\$11,670.00	
Shenandoah refund	\$2,000.00	\$13,670.00
Balance on 12/31/2020		\$54,894.12

The committee is currently working with 2 recipients to get their scholarships paid.

There are 5 recipients who have not responded to either the original letter in May or the follow-up letter sent in December. No letters have been returned.

Applications for Ladies Board Nursing Scholarships for 2021 will be available in January.

I have thoroughly enjoyed heading this committee for the past 10 years, but it is time to move on. On January 1, 2021 Arlene Kilborn assumes the job of chairman. Good luck, Arlene – and may you find it as rewarding a job as I have.

Respectfully submitted by

Joyce Biesecker, Chairman

Kate Carey, Lynda Hollidge, Arlene Kilborn, Becky Ottinger, Susan Pheiffer, Margaret Vaughan

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the Twice Is Nice Committee**  
**July 1, 2020 – December 31, 2020**

Twice Is Nice (TIN) had an income of \$78,756.14 for the shortened adjusted years end. Despite our shortened schedule of only three days a week because of COVID-19, the shop did very well. With the help of our ladies sewing abilities, we also sold face coverings for \$5.00 each with the proceeds going to the Polly Clemens Fund and Lights of Love.

In November we had to replace one of the HVAC units. With the help of Neil Bien, our Landlord, we saw an expenditure of \$3000.00.

In December, Alexia Orr and her ladies gave us an Evening Event from 4-8pm for three Tuesdays. With the opportunity of evening hours, we realized an additional income of \$3957.97.

July saw another longtime member of TIN step down, Betty Lowenbach. Betty has been handling the finances of TIN for many years and before her duties with us she also held the position of President of The Ladies Board. We will miss her sound judgement and common sense.

Katie Lynch took up the challenge of Treasurer by stepping in and continuing with our finances without missing a beat. Katie also got our new register online, training the staff and all the adjustments that go along with something new.

The shop has seen several new volunteers join our ranks as our number of willing and able members has been reduced by Covid.

Respectfully submitted by

Connie Graham and Darby Nelson-Folk, Co-Chairs

Twice Is Nice

**The Ladies Board of INOVA Loudoun Hospital  
Fiscal Year Transition Financial Report of Twice Is Nice  
July1, 2020 – December 31, 2020**

Balance June 30, 2020	\$48744.87	
<b>INCOME</b>		
Sales	\$96201.21	
Interest	\$76.58	
SunnyD	\$157.41	
Total Income	\$96435.20	
<b>EXPENSES</b>		
THSC Limited Partnership-rent	\$41973.93	
Dominion Energy	\$2212.94	
Cleaning-Rosa Rodriquez	\$2500	
VA Dept. of Taxation	\$4912.86	
Credit Card Fees	\$1427.22	
Visa (supplies)	\$1063.42	
Verizon	\$1193.42	
The Ladies Board		
Lights of Love	\$50	
ME Flow (electrical repairs)	\$9686	
Returned checks		
Other purchases/bills	\$397.54	
Total Expenses	\$65417.33	
NET ACTIVITY JULY-DECEMBER 2020		\$30990.87
Line adjustment as reported in October report		\$1006.60
Balance December 31, 2020		\$78756.14

Line item: Ending balance reported in July was \$54,444.53 by previous treasurer. K. Lynch started mid-August. In preparing August report, balance in bank for 7/31/2020 was \$53,437.93. Difference was \$1006.60. There were no irregularities determined.

Polly Clemens Nursery Fund	\$323.67
Main Street Bank CD for Maintenance matures 2/4/21	\$41493.53

Respectfully submitted by  
Katie Lynch  
Treasurer

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report for the Hospitality Committee**  
**July 1, 2020 – December 31, 2020**

Co- Chairs – Mary Finley and Verla Page

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

During this period 1 new member joined The Ladies Board, Sandra Wehr. Sandra has already proven herself to be a valuable member, by working at Twice Is Nice during the pandemic.

We have in previous years planned 4 luncheons, and a Ladies Board Picnic. The luncheons 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. However, because of Covid-19 we were not able to have luncheons. We hope this next year will allow for us to greet and honor our members once again.

Hospitality members are responsible for decorations on tables and elsewhere at Christmas time for the annual appreciation luncheon at River Creek Country Club. The Second Vice President is in charge of organizing the event with the help of the Hospitality Committee. This past year because of Covid-19 we were not able to have our Christmas Luncheon.

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 2<sup>nd</sup> edition. The new edition has added recipes from our newer members, and more colored pictures. The cookbook will continue to be given to each new member as a gift from the Hospitality Committee.

It has been an interesting year for our meetings without all of us meeting together. We have had to be flexible and meet via zoom digitally. The Hospitality Committee tries to make sure members feel welcome; this has proven to be more difficult since our meetings have been digital and we have not been meeting physically as a group. Some of our Hospitality Committee members have been calling other members and/or sending notes and cards.

The Hospitality Committee's goal this next year was to make sure all Ladies Board members feel accepted and welcome in our Ladies Board. We hope meeting as a group will happen early in the next fiscal year.

Bank Balance = \$1,017.33

Respectfully submitted by  
Mary Finley and Verla Page

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the Public Relations Committee**  
**July 1, 2020 – December 31, 2020**

The mission of the Public Relations Committee is to ensure that all Ladies Board activities are kept in the public eye through media releases, both print and social, and other ways deemed suitable.

The committee's major means of communication has become social media with Patti Sinnen and Joyce Carman keeping Facebook, Twitter, and Instagram pages lively with promotions of Lights of Love, Nursing Scholarships, Polly Clemens Nursery Fund, Riverside Gift Shop, and Twice Is Nice. As The Ladies Board found itself between website liaisons, Patti oversaw maintenance of the LB website, ladiesboard.org. The committee also submits news items regularly to Hospital President Deborah Addo's Monday Message email that goes to the hospital team.

Since the COVID-19 pandemic's onset, PR's work has lessened as various Ladies Board activities such as the 82<sup>nd</sup> annual Rummage Sale and the in-person Lights of Love tree lighting ceremony were cancelled. Lights of Love was, however, able to present a virtual ceremony and reading of names of those remembered and honored under the leadership of Patti Sinnen, who videotaped and combined all segments into the virtual program. It was posted on the LB website, on the LOL webpage, and on Facebook and Instagram.

The committee was pleased to obtain *Loudoun Now* coverage of The Ladies Board and its two shops, TIN and Riverside, in December with a picture and feature article by reporter Jan Mercker.

In late December, PR began its promotion of Nursing Scholarships by preparing a press release and posters that will go up at TIN and Riverside GS announcing procedures and deadlines.

The budget balance as of July 1, 2020, was \$4,159.91. There was one expense of \$35.00 for website changes, leaving a balance on December 31, 2020, of \$4,124.91.

Team members: Joyce Carman, Joylyn Hannahs, Patti Sinnen (co-chair), and Karolyn Whiteley (co-chair and treasurer).

Respectfully submitted by

Karolyn Whiteley

**The Ladies Board of INOVA Loudoun Hospital**  
**Fiscal Year Transition Report of the Hospital Staff Appreciation Committee**  
**July1, 2020 – December 31, 2020**

This year due to Covid-19, INOVA Hospital requested that we postpone our annual appreciation efforts which recognizes and celebrates the hard-working, nursing staff at Lansdowne. As a result, we did not utilize any of our \$600 budget.

Respectfully submitted by

Jilori White & Lynn Mauer