

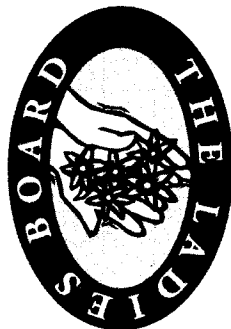
ANNUAL REPORT

July 1, 2017–June 30, 2018

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

**The Ladies Board
Inova Loudoun Hospital, 44045 Riverside Parkway Leesburg, VA 20176
703-771-2985 www.LadiesBoard.org**

**The Ladies Board of Inova Loudoun Hospital
July 1, 2017-June 30, 2018**



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

President
 First Vice President
 Second vice president
 Treasurer
 Recording secretary
 Corresponding Secretary
 Parliamentarian
 Historian

Committee Chairpersons

Susan Courtney
 Cheryl Risher
 Joan Elliot/Becky Ottinger
 Barbara Gardner/Gerri Hill
 Judi Munson/Kay Stowers
 Barb McNeil/Alice DiGiovanni
 Joyce Bisecker
 Hazel Saffell/Sheila Brooks
 Judy Swezey/Vera Page
 Lisa Cromwell
 Mary Paul Jones

Alexia Orr
 Susan Mills
 Carol Slatten
 Susan Courtney
 Carolyn Whiteley
 Renee Bradford
 Lillian Brewer
 Patricia Bigden

The Ladies Board of Inova Loudoun Hospital
Annual Report of the President
July 01, 2017-June 30, 2018

It has been another amazing year for The Ladies Board.

This past December The Ladies Board was recognized with a Resolution of Commendation by the Inova Loudoun Board of Directors

Also in December one of our Ladies Board members, Teresa Wheeler was named the recipient of the 2017 Inova Loudoun Golden Helix Award, which is given to a volunteer who has dedicated both time and resources to impact philanthropy for the hospital. She is the second Ladies Board member to receive this prestigious award

This year we were able to have all of our meetings, except January due to inclement weather. In July 2017 due to hospital construction, we moved our meetings to K2M, thanks to the generosity of Inova Loudoun Foundation member Eric Major. It was intended to be a short stay, but we are still here

Every month when we arrived at our meetings, we were met with a room always set up, and ready to go. Thank you Susan, for always getting there early to make sure the room and refreshments were set up.

December brought our annual Christmas luncheon that we always enjoy. It was planned and beautifully decorated by Carol Slatten and The Hospitality Committee

At our meetings we had the pleasure of hearing and learning from

Dr. Rick Leichtweis, Senior Director of Inova Kellar Center.
The Kellar Center is a not-for-profit comprehensive behavioral health outpatient program. Dr. Leichtweis gave us insight about the program and explained they were looking for real estate to bring the program to Loudoun County.
On May 3, 2018 I was able to attend the opening of The Kellar Center Loudoun

September brought us David Reich MHA, RCIS Director, Inova Heart and Vascular and Cardiac Diagnostic Services. Mr. Reich brought The Ladies Board up to date on changes at the Inova Heart and Vascular Institute-Schaufeld Family Heart Center

Deborah Addo CEO of Inova of Loudoun Hospital visited us in November. After expressing her awe and appreciation for the Rummage Sale, she then presented the good news this past year of Inova Loudoun Hospital.

David Bosserman Inova Loudoun Hospital Foundation Chairman and Suzy Quinn, Foundation Executive Director reported on the progress of Inova Loudoun Hospital's renovation and the Loudoun Rising Campaign

April brought us a much-anticipated visit from Eric Major CEO and Co-Founder of K2M. After taking Ladies Board members on a tour before our meeting, Eric stayed and shared how K2M came to be, and the progress they have made in minimally invasive spine technologies that are used by spine surgeons worldwide. Following his presentation we presented Eric a framed picture of The Ladies Board in appreciation of K2M's generosity in providing The Ladies Board meeting space.

Tom Sweitzer, MMT, MT-BC, Executive Director, Co-Founder of "A Place to Be" and partnership with Inova Loudoun Hospital on several projects brought *The Different Strokes for Different Folks Choir* which sang three selections. Following the choir Tom spoke of his personal journey and experiences with music, which shaped who he is today.

Donna Fortier, CEO and Founder of Mobile Hope addressed us in June informing us of Mobile Hope's mission statement and how Mobile Hope is providing support for at-risk, precariously-housed, or homeless children and young adults of Loudoun County. After Donna's presentation I informed The Ladies Board of The Ladies Board's current collaboration with Mobile Hope. In exchange for Mobile Hope's clothing donations to the Rummage Sale, The Ladies Board will allow youths to choose free of charge, leftover sale items before the Savers organization arrives to pick up

At our meeting in March we presented a check of \$100,000.00 to go towards our pledge to the Cornwall Cares Campaign. With the monies left from the Greatest Impact fund, we voted to give an additional \$15,000.00 to The Cornwall Cares pledge bringing the balance we owe to \$164,500.00.

In May a check for \$90,000.00 was given to the Nursing Scholarship Committee, and in June another \$12,681.00 went to the scholarship fund from contributions to Lights of Love. This year the Scholarship Committee awarded 51 scholarships totaling \$110,500.00 in scholarships.

At our June Meeting a check for \$8,600.00 was presented to Gina Harrison Director of Family Centered Care and the Neonatal Intensive-Care Unit (NICU) and Jennifer Sedlmeyer, NICU Clinical Educator. The funds will be used for a 24-week baby simulator, which will enable the staff to practice procedures for pre-term infants

In October 2017 \$10,000.00 was voted on to put towards the Lisa Dugan Memorial Chapel at Inova Loudoun

In July a check will be presented of \$140,944.00 to Inova Loudoun Foundation, to fund six (6) Greatest Impact grant requests that were approved at our May meeting

Greatest Impact grants approved for funding by The Ladies Board Spring 2018		
Bioness L300 Go System Pediatric and Adult	49,641.00	\$
Bioness Integrated Therapy System (BITS)	26,985.00	\$
Pool Renovations and Training for Aquatic Physical Therapists	29,697.00	\$
Bioness H200Wireless System	21,566.00	\$
The Healing Power of Massage on Cancer Patients	11,520.00	\$
The Gift of Voice – Phase 2	1,535.00	\$

During the year, The Board added twelve new active members: Lynda Hollidge, Katsuko Clark, Jilori White, Susan Gregg Pfeiffer, Amy Bosserman, Rosy Medina, KT Lynch, Megan O'Brien, Gwen Bondon, Mary Finley, Arlene Kilborn, Carol Mahoney. Two active members moved to associate status: Myra Hunter and Beth Zarin. One active member Liz Hoos resigned due to moving out of the area, two associate members Gloria Bennett and Sandra Fulton resigned.

The Ladies Board of Inova Loudoun Hospital
Annual Report of the First Vice-President
July 1, 2017 – June 30, 2018

According to the Ladies Board Bylaws of Inova Loudoun Hospital, the duty 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 presides at The Ladies Board meetings when the President is absent.

The First Vice President arrives at the meeting place by 8:30 a.m. to coordinate the set-up of the meeting space, the sound system, and the delivery of the food and beverages for the meeting. This year, The Ladies Board has met at the K2M facility which has served as a supportive and pleasant experience! Thank you to Eric and Lane Major for allowing us to share their space for our monthly meetings.

I am so appreciative of the support from Cristy Smith, the K2M Program Manager who carefully provided support and the requested set-up every month with the assistance of Mark Moroz, the Facilities Manager. Jason Grossman, a Technology Specialist, was available every month to assist with the sound system and the set-up of the technological aspects of our programs.

We have enjoyed the delicious breakfast pastries, fruit and coffee from Panera Bread which have been funded by the Inova Loudoun Hospital for our monthly meetings. I am very proud to have served this year as the First Vice-President to support our President, Alexia Orr, The Ladies Board Officers and the membership of The Ladies Board of Inova Loudoun Hospital.

Respectfully Submitted,

Susan Y. Mills

First Vice-President

The Ladies Board of Inova Loudoun Hospital
Annual Report of the Second Vice President
July 1, 2017 – June 30, 2018

The role of the Second Vice President, in addition to support 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. Collecting, compiling, published and disseminating the Annual Reports from the officers and committee chairpersons accomplish this task.

The Appreciation Luncheon was held Wednesday, December 6, 2017 at River Creek Country Club in Leesburg. Our usual day of the month for the yearly luncheon is a Tuesday but the club was booked for the room that we desired this year. We have reserved our luncheon date for the next 10 years with River Creek so there should be no problems in the near future. The ladies always look forward to this celebration and we sincerely thank Inova Loudoun Hospital for their generosity in sponsoring it.

The attendees for 2017 included 75 active members, three associate members and four honorary members. The guests included Deborah Addo, CEO of Inova Loudoun Hospital; William Bane, Finance Officer at Inova Loudoun Hospital; Laura Saavedra, Admin Office; Stacey Miller, Gov Relations; David Bosserman, Pres of Foundation; Suzy Quinn, Foundation Ex; Lindsay Wright, Foundation; Cristy Smith and Diana Stonehouse, K2M. K2M has graciously lent us their office conference room to conduct our Ladies Board meetings while the Lansdowne campus at Inova Loudoun Hospital is being renovated. Ms. Addo addressed the luncheon attendees and thanked The Ladies Board for all our hard work and service to the hospital.

The Hospitality Committee members again did an outstanding job of welcoming the members and guests. The room was filled with beautiful live greens, berries and poinsettias that set the stage for the start of the upcoming holidays. We continued our donation to Mobile Hope in the form of hygiene items, socks and food snacks. It is a worthy cause and they are extremely grateful.

In June 2018, the annual reports from officers and committee chairpersons were collected. They were compiled into an Annual Report and then disseminated via email and printed copies to all parties.

Respectfully submitted,
Carol Slatten

The Ladies Board of Inova Loudoun
 Annual Report of the Treasurer
 July 1, 2017-June 30, 2018

Checking account balance as of July 1, 2017 **\$11,655.93**

Income:	
Dues	\$2190.00
Twice Is Nice	\$100,000.00
Polly Clemens Nursery Fund	\$8,600.00
Rummage Sale	\$217,000.00
Lights of Love	\$12,681.00
Gift Shop	\$55,000.00
Total Funds Available	\$407,126.93

Expenses:

Printing & Postage	\$563.70
VAHAV Dues	\$58.35
Memorials	\$200.00
Lights of Love Operating Fund	\$1500.00
Scholarship Fund	\$90,000.00
From General Fund	\$12,681.00
From Lights of Love	\$600.00
Scholarship Operating Fund (paid thru Foundation)	\$8,600.00
Polly Clemens Nursery Fund (paid thru Foundation)	\$4,195.81
Hospitality	\$1,200.00
Staff Appreciation	\$198.73
LB Operating Fund	\$507.24
Lisa Dugan Chapel Donation	\$10,000.00
INOVA Loudoun Hospital Healthcare Foundation	\$255,944.00
Greatest Impact Grants	\$140,944.00
Lansdowne Pledge	\$100,000.00
Cornwall Cares	\$15,000.00
Total Expenses	\$386,248.80

Balance in checking account as of June 30, 2018 **\$20,878.10**

Respectfully submitted,
 Susan Courtney

The Ladies Board of Inova Loudoun Hospital
Annual Report of the Recording Secretary
July 1, 2017 – June 30, 2018

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 the 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 Ladies Board met each month from July 2017 through June 2018 except when the annual Holiday Luncheon replaced the regular meeting on December 6 and when inclement weather caused the January 9 meeting to be canceled.

Fifteen members had perfect attendance at the 10 meetings: Kathleen Beaver, Joyce Biesecker, Sandra Bock, Lillian Brewer, Sheila Brooks, Rebecca Fiddler, Charlotte Giglio, Joylyn Hannahs, Judy Mazzuchelli, Susan Mills, Alexia Orr, Becky Ottlinger, Verla Page, Sarah Potts, and Suzette Robertson.

At the beginning of the 2017-2018 year, The Ladies Board had 80 active members, 18 associate members, and 18 honorary members. During the year, The Board added 11 new active members: Katsuko Clarke, Lynda Hollidge, Jilori White, Susan Pfeiffer, Amy Bosserman, Rosy Medina, Katie Lynch, Megan O'Brien, Gwen Bondon, Mary Finley, and Arlene Kilborn. One active member, Elizabeth Hoos, resigned. Two active members moved to associate status: Myra Hunter and Beth Zarin. Two associate members resigned: Gloria Bennett and Sandra Fulton.

As of June 30, 2018, The Ladies Board had 88 active members, 18 associate members, and 18 honorary members. The average active member attendance at meetings was 64, with the highest at 71 in September 2017 and the lowest at 56 in July of 2017.

Karolyn Whiteley
Recording Secretary

The Ladies Board of Inova Loudoun Hospital
Annual Report of the Corresponding Secretary
July 1, 2017 – June 30, 2018

Reported all correspondence at monthly meetings

Led Ladies Board Prayer at monthly meetings

Attended all Officers meetings

Recognized active member birthdays with sweet treat

Sent cards and notes as follows:

Get well: 18

Thinking of You: 42

Thank You: 9

Sympathy: 9

Respectfully Submitted,

Renee Bradford

Corresponding Secretary

The Ladies Board of Inova Loudoun Hospital
Annual Report of the Parliamentarian
July 1, 2017-June 30, 2018

According to The Ladies Board By-Laws, the duty of the Parliamentarian is to advise the officers and members of the organization on procedures using *Robert's Rules of Order, The Ladies Board By-Laws, and the Ladies Board of Inova Loudoun Hospital Guidelines and Procedures Handbook*.

In June of 2017, a committee of members of The Ladies Board was formed to review the By-Laws. Changes and amendments to the By-Laws were presented at the September meeting and approved, by written ballot, at the October meeting.

As Parliamentarian, I prepared, distributed and supervised counting of all written ballots. These ballots included the approval of new members, the approval of a \$10,000 donation to the Chapel Fund in honor and memory of Lisa Dugan, approval of the Cornwall Pledge, the approval of the Greatest Impact Applications, and the approval of the proposed 2018-2019 Ladies Board Budget.

Respectfully submitted,

Lillian Brewer
Parliamentarian

The Ladies Board of Inova Loudoun Hospital
Annual Report of the Historian
July 1, 2017 – June 30, 2018

The responsibilities of the Historian are:

1. Maintain a record of the history of The Ladies Board (TLB) by collecting and preserving photographs, newspaper articles, and other printed material, which reflect the activities of TLB.
2. Catalogs the history with scrapbooks and files, which are donated and stored at the Thomas Balch Library, Leesburg, Virginia.
3. Submits a written annual report.

During this reporting period, I have prepared a scrapbook to document activities occurring during the year. This is accomplished through the use of articles from local newspapers and other publications relating to TLB and its current and past activities. I have taken photographs at many events for inclusion in the scrapbook. Some of the activities and events included are the Connection articles, the Rummage Sale, Lights of Love Tree Lighting Ceremony, and TLB Appreciation Luncheon. Also included in the scrapbook are pages highlighting new members over the last two years. Many Ladies Board members have assisted in providing articles and photographs for inclusion in the scrapbooks.

I have prepared and reported on historic facts about TLB during monthly LB meetings.

The accomplishments of the Historian during this reporting period are:

1. Continued creating a scrapbook documenting the 2017-2018 LB activities.
2. Passed on for preservation to the Thomas Balch Library three (3) scrapbooks for the period 2014-2016.
3. Provided a report detailing past history of TLB for the monthly LB meetings.

Respectfully submitted,

Patricia W. Bigden
Historian

The Ladies Board of Inova Loudoun Hospital
 Estimated Budget 2018-2019

Estimated Income	
Dues	\$1,765.00
Gift Shop	\$50,000.00
Lights of Love	\$10,000.00
Rummage Sale	\$130,000.00
Twice Is Nice	\$80,000.00
Polly Clemens Nursery Fund	\$6,100.00
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Total Estimated Income:	\$277,865.00
Expenses:	
Postage & Printing	\$1,000.00
Meetings & Conventions	\$1,800.00
VAAV Dues	\$100.00
Memorials (\$50 per to Lights of Love)	\$300.00
Inova Loudoun Hospital Pledge (Cornwall)	\$100,000.00
TBD Donation	\$51,365.00
Scholarship Fund (from general fund)	\$90,000.00
Scholarship Fund operating Budget	\$500.00
Scholarship Fund from Lights of Love	\$10,000.00
Public Relations	\$3,400.00
Lights of Love Operating budget	\$1,700.00
Ladies Board Operating Fund	\$10,000.00
Hospitality Expenses (includes Holiday Luncheon)	\$1,000.00
Birthing Inn (from Polly Clemens)	\$6,100.00
Hospital Staff Appreciation Fund	\$600.00
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Estimated Expenses:	\$277,865.00

The Ladies Board of Inova Loudoun Hospital
Annual Report for The Gift Shop
July 1, 2017 – June 30, 2018

The Gift Shop has experienced a real slowdown in profits. Once the North entrance was closed, people were not required to walk past us and our normally busy shop became quiet. We are now working with Deborah Ado to create better signage and we are opening a satellite shop in front of the cafeteria once in awhile. Things should be looking up about January 2020.

Our pledge of \$55,000.00 was met. Our revenue for the shop was \$198,018.55.

We have been lucky to bring in several new volunteers and the shop is well staffed, thanks to the scheduling efforts of Joan Parrish.

We have attended gift shows in Philadelphia, Palmyra, Lebanon, PA and Virginia Beach, VA, as well as local jewelry shows.

We have donated \$ 690.00 to Polly Clemons Nursery Fund.

We continue to offer payroll deduction to Inova employees and offer customers cash, check, as well as Visa, MC and Discover options.

We remain with Summit Community Bank and Alliant Services. Christian and Rhone serves our floral needs and Surebet is our candy and drink supplier.

Our Committee: Kay Stowers, Lillian Brewer, Teck Russell, Donna Lutz, Judi Munson and Susan Holleran are a team of hard working ladies who can be seen at The Gift Shop on any day of the week, and we are delighted to announce that Carolyn Whiteley will be joining the Gift Shop Committee this year.

Cheryl Risher

Chairman

The Ladies Board of Inova Loudoun Hospital
 Annual Report of The Gift Shop
 July 1, 2017-June 30, 2018

Balance July 1, 2017	\$58,277.58
Deposits:	
Interest on checking account	\$644.90
Sales receipts:	\$197,373.65
Total deposits:	\$198,018.55
Expenses:	
Merchants Bank Card, credit card fees	\$4,577.23
VA Dept. of Tax, sales tax	\$11,108.19
Inova Health System, salary	\$11,347.89
Supplies	\$4,095.83
Merchandise	\$131,228.62
Buying Trips	\$2,024.14
Purchasing Power Plus	\$575.00
The Ladies Board	\$55,000.00
Total expenses	\$219,956.90
Checking account as of June 30, 2018	\$36,339.23
Polly Clemens Nursery Fund	\$690.00

The Ladies Board of Inova Loudoun Hospital
Annual Report of the Lights of Love
July 1, 2017 – June 30, 2018

Lights of Love is happy that we have been able to donate \$12,681 to Nursing Scholarships during the fiscal year.

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

The tree lighting ceremony was a beautiful celebration of recognition and remembrance of those honored by donations made during this year. The Loudoun County High School Chamber Choir, under the direction of Willis Rosenfeld, entertained us with their beautiful voices. Deborah Addo, the new CEO of Inova Loudoun Hospital, offered a gracious greeting on behalf of the hospital. We were honored that Marissa Jamarik, Chief Nursing Officer of our hospital, lit the tree. Members of the Lights of Love Committee read the names of those remembered and honored by donations 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, the members of The Ladies Board provided a bountiful array of food for the reception following the ceremony.

Respectfully submitted,

Joan Elliott and Rebecca Ottinger, cochairmen
Barbara McNeil, Treasurer
Renee Bradford
Lillian Brewer
Carol Browning
Jeannie Douglas
Janet LeHane
Patricia Sommers

The Ladies Board of Inova Loudoun Hospital
 Annual Report of the Nominating Committee
 July 1, 2017 – June 30, 2018

Nominating Committee: Barbara Gardner and Gerri Hill, Co-Chairs; Carol Kimble, Sandra Bock, Verla Page, Faye Vance.

This year Sandra Bock joined the Nominating Committee.

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

<u>Name:</u>	<u>Nominated by:</u>
Lynda Hollidge	Betty Lowenbach
Jilori White	Joylyn Hannahs
Susan Pfeiffer	Sandra Bock
Amy Bosserman	Barb McNeil
Rosy Medina	Joan Elliott & Deborah Kellner
Megan O'Brien	Joan Elliott & Joylyn Hannahs
Katie Lynch	Lisa Cromwell
Gwen Bondon	Nancy Epperson & Hazel Saffell
Mary Finley	Jeanie Douglas
Arlene Kilborn	Carol Slatten
Carol Mahoney	Judi Munson & Donna Lutz

The 2018-2020 slate of officers recommended and approved included:

Susan Mills – President	Recording Secretary – Nancy Chapin
1 st Vice President – Mary Paul Jones	Corresponding Secretary – Teck Russell
2 nd Vice President – Teresa Wheeler	Parliamentarian - Deborah Kellner
Treasurer – Hazel Saffell	Historian – Becky Ottlinger

Respectfully submitted,

Barbara Gardner
 Gerri Hill

The Ladies Board of Inova Loudoun Hospital
Annual Report of the Public Relations Committee
July 1, 2017–June 30, 2018

The Public Relations Committee's mission is to raise the profile of The Ladies Board in our community and to encourage new volunteers to join in our projects. It was an exciting and successful year, filled with many opportunities to share the story of The Ladies Board. *Virginia Living* magazine's "Best of Virginia" readers' poll voted the 79th Annual Ladies Board Rummage Sale the #3 Annual Charity Event of the Year in Northern Virginia. This was the fourth consecutive time the Sale has placed in the poll. The new Ladies Board website debuted in August 2017 and is optimized for mobile phones; it also features photo slide shows and offers an e-commerce page for the Rummage Sale's Early Bird ticket sales. In January, we merged the two Facebook pages into www.facebook.com/LadiesBoard to consolidate our social media presence and to better cross-promote LB projects. Also in August, new business cards were designed and offered to all members. In September, the LB group photo was taken. Also in the fall, we purchased new Twice Is Nice exterior signage that includes the Inova logo. The team handled all advertising, marketing, and promotion of the 79th Annual Rummage Sale. Some new twists were badge ribbons for years of service and a media wall for sale promotion and selfies. In January 2018, we began laying the groundwork for the 80th annual event. In November 2017, we unveiled new rack cards focused on all-things-Ladies Board. The cards are displayed at both shops. Articles and press releases were a year-round priority. We purchased table tent frames to showcase LB activities at the Lansdowne and Cornwall cafeterias. In April 2018, at the request of The Ladies Board president, we opened a checking account. In June 2018, we began an informational road show when President Alexia Orr and rising President Susan Mills briefed the Sterling Women's Group and distributed the new Ladies Board and Rummage Sale rack cards. Our thanks to departing team members Gerri Hill and Nancy Burgess. Gerri has written the *Connection* article for the VAHAV quarterly newsletter for the past three years. She always showcased our projects with humor and grace. Nancy was our chief organizer who created our master annual schedule of projects and due dates and who steered several projects to completion. PR team members included Carole Baker-Powers, Nancy Burgess, Lisa Cromwell (chair), Joylyn Hannahs, Gerri Hill, Patti Sinnen, Teresa Wheeler, and Karolyn Whiteley.