

# AUXILIARY OF ADVOCATE GOOD SAMARITAN HOSPITAL

## 2018 Annual Report

### 2018 AUXILIARY OFFICERS

|                       |               |
|-----------------------|---------------|
| President             | Betty DeRenzo |
| First Vice-President  | Bob Hurdle    |
| Second Vice-President | Dorothy Paige |
| Secretary             | Jean Harlow   |
| Treasurer             | Sudha Thakral |
| Parliamentarian       | Annette Goetz |

### 2018 AUXILIARY BOARD MEMBERS

|   |   |
|---|---|
| ARK                                       | Lynn Murphy<br>Mary Anne Panosh                   |
| Community Health                          | Jim Weinberger                                    |
| Daisy Basket                              | Ellen Rezabek                                     |
| Directory                                 | Cecilia Filas                                     |
| Gingham Tree                              | Ellen Rezabek                                     |
| Health Advocacy                           | Carol Kennedy                                     |
| Junior Volunteer Scholarship              | Phil Dote<br>Carol Lynch                          |
| Newsletter                                | Gail Brown  |
| Photographer                              | Joyce Bright                                      |
| Technology                                | Dorothy Paige<br>Cecilia Filas                    |
| Volunteer Services                        | Barbara Metzl                                     |
| Ways and Means                            | Sue Folkman<br>Tom Brown                          |
| Youth Education                           | Linda Breagel                                     |
| Gingham Tree Fashion Show                 | Maureen Budinger<br>Melissa Mueller               |
| LEAN Committee                            | Donna Wadycki                                     |
| Nominating Committee<br>Board Members     | Joyce Bright<br>Ellen Rezabek                     |
| Nominating Committee<br>Non-Board Members | Jean Bahler<br>Betsy Holland<br>Debbie Stangarone |

**President: Betty DeRenzo**

- The Auxiliary's 2018 annual donation to Advocate Good Samaritan Hospital was \$135,000.
- The Auxiliary became a \$25,000 Silver Sponsor for the 2018 Festival for the Renovation of the Emergency Department and the President's Fund for Special Needs.
- The Auxiliary donated \$1,025 in Memorial Donations to the Junior Volunteer Scholarship Fund.
- The Auxiliary's 2018 total donation to the Hospital was \$161,025.
- The Auxiliary contributed \$500 to the Illinois Health and Hospital Association's Scholarship Fund which was matched by Advocate Good Samaritan Hospital.
- Our Auxiliary Junior Volunteer Scholarship Committee awarded \$8,000 to 8 eligible college students.
- The Auxiliary Bylaws and Rules & Regulations were reviewed and updated, including the addition of a new Officer position, the Assistant Treasurer.
- As President, my duties and commitments included: representing the Auxiliary at all the Governing Council, Development Council and Festival Committee meetings; interviewing candidates for the Junior Scholarship awards; conducting eleven monthly Auxiliary Board meetings, four General Meetings and the 2019 Annual Meeting/Installation Luncheon.
- I represented the Auxiliary and participated in the following events: Dedication and Ribbon-Cutting Ceremony for the new Neonatal Intensive Care Unit; the Medical Staff Honors Reception and Dinner; the Dedication and Ribbon-Cutting Ceremony for the Extended Simulation Lab; and the Hospital's 2018 Festival.

**First Vice-President: Bob Hurdle**

**Meeting Assistants:** Dorothy Paige, Pat Hurdle, Arlene Eckmann

- Organized and hosted four Auxiliary General Meetings
  - March: **David Ellis** Author and Judge on the Illinois Court of Appeals, District 1 – On his career as a prize winning and NYT Best Selling Author of five books under his own name and eight more in collaboration with James Patterson. Attendance 45
  - May: **Lena Burns and Lydia King**, nurses at GSAM, on the subject of "The Elephant in the Room" Alzheimer's and Dementia Attendance 37
  - September: **Steven Cooper** returned with his program on the great pop singers of the 50s and 60s. Attendance: 44
  - November: **The Downers Grove North High School Chamber Choir** in a concert of Holiday music. Attendance: 42
- Organized the January 8, 2018 Annual Meeting & Board Installation Program
- Organized the Past Presidents' Luncheon – in April at Parker's Restaurant
- Organized the Board Holiday Luncheon - December 4, 2018 at Parker's
- Attended and contributed to the monthly Board Meetings
- Served on the Wayfinding Committee for the Hospital
- Organized and archived activity records for the First Vice-President files
- Updated the First Vice President Service Description
- Scheduled meeting dates for all of the 2019 meetings and 2020 Installation.

**Second Vice-President: Dorothy Paige**

- During 2018, we welcomed 164 new members to the Auxiliary in the following categories: 57 seniors and adults, 42 young adults and 64 juniors. Welcome emails were sent to these new members. Emails to juniors included information regarding the Junior Volunteer Scholarship Program. In addition, letters were mailed to the parents of new junior members along with scholarship program information. Additionally, there were 18 members added to the groups.
- As of December 31, 2018, there were 1,643 people on the Volgistics database, of which 521 were active volunteers, 98 applicants, 136 Auxiliary members only, 58 community volunteers, 18 deceased members, 783 inactive members, 12 leave of absence members, and 17 prospective members.
- As of December 31, 2018, we received and processed 2019 dues renewals from 135 members as follows: 121 seniors and 14 adults. Total revenue received was \$770. Members' records were updated in Volgistics to show 2019 dues were paid, the master directory was updated and thank-you letters were mailed.
- Prepared membership articles for the Hi-Lites newsletters.

**Secretary: Jean Harlow**

- Attended monthly Board meetings and recorded the minutes. Emailed the compiled minutes and the agenda for the following meeting to Board members and hospital staff who attend the meetings.
- Attended the 2018 installation luncheon and meeting.
- Attended the general meetings and recorded minutes. These minutes were submitted to the Newsletter chairperson for inclusion in the Auxiliary Hi-Lites newsletter.
- Received and read correspondence sent to the Board at monthly meetings.
- Maintained a list of birth dates and acknowledged upcoming birthdays of Board members, managers, and supervisors at each Board meeting.
- Prepared and mailed get well, sympathy, and thank you cards as needed.
- Updated and distributed monthly report forms to Board members as needed.
- Assisted the Treasurer with training and documentation as needed. Wrote specific instructions for the annual budget and audit processes.
- Served as a member of the Budget committee in the role of past Treasurer.
- Attended the Audit committee meeting when Treasurer's records for 2017 were reviewed.
- Served on the Bylaws committee and helped to review and make suggestions for changes to the Auxiliary's bylaws and rules and regulations.
- Attended Wayfinding committee meetings.
- Uploaded Secretary's documents for 2018 and older Treasurer's documents to the Auxiliary's "H" drive.

**Treasurer: Sudha Thakral**

- Achieved January, 2019 annual donation of \$135,000 from 2018 Auxiliary activities, to be applied toward the Auxiliary's \$2,000,000 pledge for Advocate Good Samaritan Hospital's West Tower. Including this donation of \$135,000, the Auxiliary has donated a total of \$904,500 toward the \$2,000,000 pledge.
- Donated \$25,000 as a Silver Sponsor to Good Samaritan's 2018 Festival fundraiser. This \$25,000 went directly to the Advocate Charitable Foundation for the renovation of the Emergency Department and the President's Fund for Special Needs.
- Donated \$500 to the Illinois Hospital Association's Scholarship Fund.

- Donated \$1,025 to the Junior Volunteer Scholarship Fund in the memory of Aus Paronis, Supervisor of the Gingham Tree and the Daisy Basket, and Tom Brown, Co-Chair of the Ways and Means Committee. This included memorial donations from their friends and families to the Auxiliary in addition to the donations from the Auxiliary itself.
- Coordinated the development of the Auxiliary's 2019 Budget of Receipts and Disbursements that was approved by the Board.
- Coordinated audits of the Treasurer, Daisy Basket, and Gingham Tree 2017 financial records. The Audit committee determined that all account records were Satisfactory.
- Assumed responsibility for managing some of the Daisy Basket's and Gingham Tree's bill payments, Bank Transfers for Wages, Sales Tax and Donations to the Auxiliary, and other financial reporting from end of September 2018 to beginning of January 2019.
- Helped in training the Auxiliary Assistant Treasurer for 2018 and Treasurer for 2019.
- Saved all Treasurer's Records of 2017 and 2018 to H: drive of Volunteer Office Computer.

The above listed achievements were attained with the help of the Assistant Treasurer and other Board Members of the Auxiliary.

**Assistant Treasurer: Betsy Holland**

- Since there was no job description at the beginning of 2018 for assistant treasurer, Sudha asked that I do several activities to help her out.
- The first was the monthly sales tax returns to the State of Illinois which is done online. The two shops submit their forms, then they are combined into one. Forms and payment are due by the 20<sup>th</sup> of the next month.
- On a regular basis, I did bank deposits which included monies from dues, uniforms, luncheons etc.
- Towards the end of 2018, I assisted Sudha with preparing for the audits of the Daisy Basket and Gingham Tree.

**Auxiliary Recreational Krafts (ARK): Mary Anne Panosh and Lynn Murphy**

- 18 Members logged 3170 hours
- Made 900 Sm. White, 750 Lg. White, 3000 Striped, 98 Sm. Christmas and 195 Lg. Christmas baby hats. Also 458 crosses.
- Unit 31 used 750 Sm White, 425 Lg. White and 1400 Striped baby hats
- Unit 33 used 525 Sm. White, 325 Lg. White and 750 Striped baby hats
- 4 new members joined.
- Newsletter was updated.
- Trained several members in setting up needed materials and putting everything back.
- Members made pom poms at home

**Community Health: Jim Weinberger**

- Four Blood Drives were held during the year. Results were:
  - February 12 – 33 units were received
  - May 29 – 32 units were received
  - August 30 – 31 units were received
  - December 10 – 36 units were received
- 9 volunteers donated 10.5 hours assisting in the Blood Drives

**Daisy Basket Gift Shop: Aus Paronis, Supervisor Ellen Rezabek, Committee Chair**

- Total Sales were \$221,910.39.
- \$31,000 was transferred to the Auxiliary.

**Directory: Cecilia Filas and Dorothy Paige**

- Completed planning, layout, and publishing of directory in February, distribution in March.
- Worked with Advocate Printing Service to print the Directory.
- During 2018, Dorothy maintained the membership section of the Directory Master File which will be used for the 2019 Directory.

**Gingham Tree Resale Shop: Aus Paronis, Supervisor; Ellen Rezabek, Committee Chair**

- Total sales were \$237,824.51.
- \$128,000.00 transferred to the Auxiliary.
- IHA workshops attended by Aus and Carolyn.
- Aus and Carolyn attended the NARTS conference in San Antonio in June.
- 4 Hallway sales totaled \$5,570.20.

**Health Advocacy: Carol Kennedy**

- Scanned the Illinois Hospital Association (IHA) website for alerts and healthcare news on legislative proposals, industry trends, and local issues. Reported issues/updates to the Board at each monthly meeting.
- Solicited individual Auxiliary member donations to the IHAPAC and mailed the funds to IHA headquarters.
- Requested an Auxiliary contribution of \$500 for the IHREF scholarship fund. Advocate Good Samaritan Hospital matched the donation. The donation will support one scholarship for an Illinois student pursuing a career in healthcare.
- Completed the Auxiliary's annual application for the Health Advocacy Certificate from the IHA/CoV.
- Requested \$50 from the Auxiliary for the annual IHA/CoV Volunteer Leadership Retreat's Silent Auction.
- Requested support from the Board for legislative efforts as requested by the IHA.
- Completed the Health Advocacy Committee Annual Report.

**Junior Volunteer Scholarship: Phil Dote and Carol Lynch**

- Five candidates were interviewed by Board members on March 17, 2018.
- Candidates Sonya Gupta and Habiba Ishtig were selected and each one was presented with a \$1,000.00 award during our Volunteer Appreciation Luncheon at the Tivoli Theater on April 21, 2018.
- Monetary Awards were sent to the schools of the qualifying recipients.
- Later in the year, the Hours Requirement was revised to include only age 16 & older students to volunteer, needing a lower total of hours to be eligible for the monetary awards.

**Newsletter: Gail Brown**

- Published 4 issues of the Auxiliary's Hi-Lites Newsletter: solicited and collected articles submitted by board chairpersons, edited newsletters, and arranged for distribution of completed newsletters to members.

- Started using a newer, less expensive, and more timely printing company to print hard copies for members without email addresses. I will continue in 2019 to pursue other quotes from local printers.

**Parliamentarian: Annette Goetz**

- Attended Auxiliary Board and General meetings
- Did revisions to the BY LAWS and Rules and Regulations for the Auxiliary Directory
- Attended Way Finding meetings
- Assisted at Blood Drives, Ways & Means, etc.

**Photographer: Joyce Bright**

- Recorded in photographs Auxiliary events this past year, including: Annual Meeting/Installation Luncheon; All General Meetings; “POP’s Pediatric Orientation Program; and photos of all Volunteer events.

**Technology Committee: Dorothy Paige and Cecilia Filas**

- In 2017, Advocate had a freeze on updating the Auxiliary web pages because the system web team was rebuilding the site. In February, we met with Nathan Lurz in the Public Affairs Department to understand the procedure to update our pages and reviewed all the changes that needed to be made. All pending changes were made in July. We continued to work with Nathan during the rest of the year to ensure that the information on the Auxiliary web pages was updated as needed.
- We continued to work on the project to electronically store Auxiliary documents on the “H” drive of the Advocate network. An instruction manual was prepared to assist Board members in using the drive. Some of the documents transferred to the drive were: Board Meeting and General Meeting minutes, annual reports, the directory with bylaws, and service descriptions. We will continue to add folders and transfer files as needed.

**Volunteer Services: Barbara Metzl**

- Total volunteer service hours thru December 31, 2018 = 76,380
- Total number of volunteers thru December 31, 2018 = 761
- Service Awards received in 2018 = 299
  - 125 Adult Awards
  - 174 Junior Awards
  - 1 Special Recognition Award = 45,000 Hours
- Total Number of Committee Chair Hours Worked this Year = 417
- Instituted revision to Junior Awards notification. Due to a lack of interest on behalf of Juniors receiving award pins, and in an effort to reduce costs, a letter of congratulation is now being sent. The letters will represent the same number of hours worked as previously recognized.

**Youth Education (POP): Linda Breagel**

- We hosted Highland School on April 12, 2018
- We hosted ST. Joe’s School on April 26, 2018
- We hosted a “Daisy Troop” (Kindergarten) age (Part of the Girl Scout, Brownie) organization. From Highland School also on October 18, 2018.

**Ways and Means: Sue Folkman and Tom Brown**

- The main highlight for the year was the HCI Fun Raising/\$6.00 sale in October  
We raised \$1,770.80, plus we raised 981.25 in April from HCI sale.
- The total sales for the year brought a commission to the Auxiliary of \$5,882.05.
- We were only down \$365.85 from the previous year. With the cafeteria closing at 10am for an hour and then again at 2pm hurt the sale. I am coming in with the vendors 2 hours earlier to get more sales before the cafeteria closes. Tom and I discussed doing this in the fall sales.

| <b>Sale.</b>          | <b>Total Sale.</b> | <b>Commission.</b> | <b>Payroll Deduction</b> | <b>Vendor</b> |
|-----------------------|--------------------|--------------------|--------------------------|---------------|
| Linens.               | 3974.53            | 736.02             | 940.46                   | 204.44        |
| HCI.                  | 5298.77            | 981.25             | 492.48                   | (488.77)      |
| Shoes.                | 5159.68            | 955.50             | 3995.59                  | 3040.09       |
| Books.                | 1730.07            | 320.37             | 495.43                   | 175.06        |
| Linens.               | 3212.16            | 642.43             | 982.56                   | 344.08        |
| HCI.                  | 9562.32            | 1770.80            | 1626.44                  | (144.36)      |
| Books.                | 2568.83            | <u>475.68</u>      | 580.08                   | 104.40        |
| <b>Total: 5882.05</b> |                    |                    |                          |               |

- I also volunteer in the Volunteer office on Thursday mornings and at the Main Information Desk on Thursday afternoons.
- I have attended some of the Way finding committee meetings.
- I was nominated and received the “Advocate Good Samaritan Hospital VIP Award for Compassion” and attended the Luncheon in August.

**Gingham Tree Vintage Fashion Show: Maureen Budinger and Melissa Mueller**

- The Auxiliary/Gingham Tree Vintage Fashion Show held three shows:  
April 14, 2018 a show was held for the Oak Trace Senior Living.  
May 5, 2018 a show was held for the First Christian Church Ladies Group.  
May 19<sup>th</sup> a show was held for the Carillon Young at Heart Singles Group.
- All shows were well received and appreciated by our audiences.
- All of our shows are referred to us by people who have been recommended by past audiences.
- Our current donation fee for our shows is \$225. A total for the year is \$775

**LEAN Committee: Donna Wadycki**

- Safety concerns were addressed in the Daisy Basket for storage of glass shelving.  
A designated location was found in the work room where shelves were replaced with dividers so the glass shelves could stand individually and be stored by size.
- The cost of Gift boxes used in the Daisy Basket was evaluated and it was determined to no longer purchase the boxes. Gift boxes are now being made by volunteers using scrapbook paper that has been donated to the Gingham Tree.
- The Daisy Basket Balloons were stored in the hall outside of the Daisy Basket. The rack had to be moved in and out of the Shop each morning and evening.
- A sample of each balloon is now in a binder. The balloons are now stored in an area of the work room in which the balloons are inflated.
- Each of these projects has made safety a priority. Time and money have been saved.

**Nominating Committee: Joyce Bright, Ellen Rezabek, Jean Bahler, Betsy Holland, Debbie Stangarone**

▪ **Elected as Officers for 2019**

- President: Bob Hurdle
- 1st Vice President: Phil Dote
- 2<sup>nd</sup> Vice President: Jean Harlow
- Secretary: Dorothy Paige
- Treasurer: Brigitte Boehm
- Assistant Treasurer: Donna Wadycki

**Elected for 2019 Nominating Committee**

- Barb Metzl (Board Member)
- Gail Brown (Board Member)
- Debbie Paulsen (Non-Board Member)
- Jean Livingston (Non-Board Member)
- Gloria Gonzalez - (Non-Board Member)
- Caswick

**End of Annual Report**