

# **AHAA NEWSLETTER**

# A Message from your President:

I trust and hope that all of you had a very merry Christmas and a happy New Year and are in the mood to achieve success in 2015. I look forward to our working together this year and accomplishing much for our respective auxiliaries and AHAA.

We will be challenged in 2015 to help pass the "Private Option" and I am certain that each auxiliary has made plans to contact legislators in their area. A 75% vote in both the house and senate is needed to pass the "Private Option." It is important that each one of us does our part in letting legislators know how our state and hospitals will be affected if this legislation does not pass. Don't leave it up to one or two in each auxiliary to accomplish this but make certain that each of us does our part. Helen Keller once said, "Alone we can do so little. Together we can do so much."

I am looking forward to seeing all of you at the district meetings in April.

# Remember that "Volunteers are a <u>TEAM</u>" and "<u>T</u>ogether <u>E</u>veryone <u>A</u>chieves <u>M</u>ore."

Jerry Berley AHAA President



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# IMMEDIATE PAST PRESIDENT

Sharon Sly Siloam Springs Memorial 847 Deer Lodge Ct Siloam Springs, AR 72761 (479)549-9011 sly.ahaa2014@gmail.colom I hope everyone had a wonderful holiday season with your family and friends. The Berley household was blessed to have all our children, grandchildren and great grandchildren with us for Christmas day. That was the best Christmas gift we could have ever asked for.

Now that the holidays are behind us, it's time to start focusing on what we can accomplish in 2015 for our individual auxiliaries and hospitals. So many people in our communities do not really know what we as auxiliaries do for our hospitals, or even for some, they do not know what their hospital has to offer. This gives us an excellent opportunity to "tell your hospital's story" and let those in our community know what we do and what our hospital does. Hopefully by doing this, we can increase membership in our individual auxiliaries and also help do away with the negativity so often associated with our hospitals.

As we go forward into 2015, let's remember the words of Abraham Lincoln, "Whatever you are, be a good one." There is nothing stronger than the heart of a volunteer.

Dorothy Berley AHAA President-Elect

## So, You're a Volunteer?

How do you answer that question –hesitantly or with a big smile and a resounding "YES"!

UofA Extension Horticulture Specialist Janet B. Carson gave me permission to use some of the information in her article "Volunteers are Vital" which was in the January 2015 issue of *Arkansas Living* magazine.

It was reported that last year more than 500,000 Arkansans volunteered for 705 organizations. Of the 16,506,315 hours reported, 1,162,699 hours were from Arkansas Hospital Auxiliary Association members! Impressive! And remember, these numbers are only those which were reported. As we all know, much of our volunteer time does not get properly reported. Perhaps we could make more of an effort this year to be sure that all volunteer hours are reported.

You are not "just" a volunteer - you may help your community move forward and grow. You can certainly help your affiliated hospital maintain a good rapport with your community. Auxilians may also assist their hospitals with the "bottom line" by contacting our state representatives and senators in Little Rock to urge passage of the extended Private Option. Yes, after three years, it may begin to cost the public additionally, however not to the extent that it would if those who have received coverage under the Affordable Care Act are no longer were covered.

There are those who may feel that since a volunteer's service is free, it is "nice but not necessary". In this era of economic uncertainty, today's volunteers are more critical than ever. Volunteer efforts do make a difference with our hospital's relationship with our communities.

Be A Volunteer With A Smile!

Neta Sue Stamps, AHAA Newsletter Editor

# The People of Arkansas Need your Assistance

The first day of the 2015 Legislative Session will be held on January 12<sup>th</sup>. We are all aware of the fact that one of the major issues to be addressed this year will be the Arkansas Private Option.

Please be sure that you have registered for VoterVoice and use the communication system you have set up in your auxiliary to let your members know how to register and how important this legislation is to our hospitals and our communities. You can register by going to arkhospitals.org and using the menu on the left hand side to click on Legislative/ Regulatory/ Legal or VoterVoice/Grassroots. The steps to follow are very clear. On the AHA web site you may want to click on Legislative Bulletin Archives to see the kind of information that will be sent to you during the year.

Contact your elected officials and let them know your feelings in regard to the Private Option. This legislation has been very effective in several ways:

\*As of November **30,2014,223,456** Arkansans are now able to receive health care coverage who had previously been uninsured.

\*People with chronic health problems are able to receive necessary care by seeing doctors and not having to rely on hospital emergency rooms

\*Hospitals are receiving payment for care provided that had been uncompensated care in the past.

\*Without the Private Option, there is no hope of even off-setting the more than \$2.5 Billion in reduction our hospitals are forced to endure.

This program provides health care for our people, financial benefits for our hospitals and other healthcare providers in addition to our communities and the overall Arkansas economy.

When you contact your elected senators and representative:

Be timely (things move through our legislative system quickly)

Be specific (refer to the bill by number)

Give best two or three reasons you feel the bill should be supported (how it benefits you, your hospital, your community)

Be brief

Be courteous (thank you for the attention you are giving this very important issue)

Our president's theme this year is "Volunteers are a TEAM" – "Together Everyone Achieves More" GO TEAM AHAA

Submitted by Peg Kuhnl



#### **Northwest**

North Arkansas Medical Center Polly Hudson

Mercy Hospital Northwest Arkansas – Rogers *Carolyn Scott* 

Mercy Hospital Berryville Gary Usrey

#### **Metro**

Baptist Health Medical Center-NLR Dr. James Farmer

# **Love Lives On by Amanda Bradley**

Those we love
are never really lost to us-we feel them
in so many special waysthrough friends
they always cared about
and dreams they left behind,
in beauty that they added to our days . . .
in words of wisdom we still carry with us
and memories that never will be gone . . .
Those we love are never really lost to us-For everywhere their special love lives on.



**NORTHEAST** Suzanne Hackney, Chair

Crossridge Community Hospital – Wynn Submitted by George Anne Draper, Vice-President

CrossRidge Community Hospital had a successful sheet sale just before Christmas. The community looks forward to the sheets and blankets, and even though the blankets weren't available this year, the auxiliary made approximately \$1100 for a future scholarship recipient.

The CrossRidge Community Hospital Auxiliary tries to find ways to thank the staff for the hard work and dedication to the hospital. For many years now the auxiliary has wrapped Christmas gifts for the staff. The staff is asked to bring in their personal gifts in boxes, if possible, and volunteers come in over a two day period and wrap the presents for the staff. Paper, tape and ribbon are provided and the staff just has to show up with the unwrapped gifts.

The hospital lobby was decorated again this year by volunteers from the CrossRidge Auxiliary. The beautiful tree purchased two years ago was decorated with purchased and donated ornaments. Children especially enjoy the tree and festive atmosphere that it brings to the hospital.



#### SOUTHEAST

### Barbara Goodwin, Chair

Bradley County Medical Center - Warren Submitted by Phyllis Loomis BCMC Gift Shop

The Auxiliary helped with the blood mobile on August 25<sup>th</sup>, 2014. There were 26 people donating blood. Kim Forrest won the drawing for the \$100 door prize. Cookies were provided by Harold Robinson, Lana Pagan, and Dorothy Wisener. The blood mobile was held on October 20<sup>th</sup>, 2014, and we had 20 people that donated blood. The winner of the \$100 drawing was Eboniee Wilson. The next blood mobile will be held December 22, 2014.

The district meeting was held in Crossett, Arkansas, on October 20<sup>th</sup>, 2014. The Auxiliary had 5 members attending the meeting.

The annual Christmas sale was held on November 13th and 14<sup>th</sup>. The Auxiliary made a profit of \$4,000.00. Thanks go out to all the members who donated their time to help this project.

The Auxiliary continues to serve in many different capacities in the hospital. Listed below are some of the things the volunteers do:

- 1. Members volunteer to work in the outpatient clinic, the surgery waiting room, the blood mobile, and the Gift Shop.
- 2. Members provide diapers for all newborn babies and several volunteers knit caps for the newborns to wear home.
- 3. Members place the weekly newspaper in all the patient's rooms.
- 4. Members place magazines in all the waiting rooms throughout the hospital.
- 5. The Auxiliary buys all the equipment for the grounds, including fertilizer and the plants.
- 6. The Auxiliary makes donations to the Foundation Board, such as memorials and for special fundraisers and/or help with items that need to be purchased.
- 7. Scholarships are provided yearly.
- 8. The Auxiliary Gift Shop donates items throughout the hospital when requests are made.



## Delta Memorial Hospital –Dumas Submitted by Shirley Sandlin, Vice President

The Dumas Memorial Hospital Auxiliary celebrated Christmas with a tree lighting, carol singing, visit from Santa and Ms. Claus and a sale at the DMG Gift Shop. The event was well attended.

The tree lighting ceremony is held to honor and memorialize individuals whom people have designated by buying a light for the large tree in front of the hospital. The money raised goes toward a medical professional's scholarship. Some 2,000 lights are sold each year.

Auxilian Diana Fisher and carolers entertained with popular Christmas songs before Santa arrived to pass out candy canes and hear the children's Christmas wishes.



Shoppers were treated to an opportunity to browse the DMH Gift shop tables with many items priced 75% off, with a 20% reductions on regularly priced items. All proceeds go to projects for the hospital.





**SOUTHWEST**Jack Losmann, Chair

Medical Center of South Arkansas – El Dorado Submitted by Amber Cowger, Marketing Coordinator

Medical Center of South Arkansas hosted a Veterans Day ceremony on November 11, 2014. The ceremony recognized physicians, employees and auxiliary members from Medical Center of South Arkansas. Auxiliary members recognized were Henry DeCossas, Navy, Elease Hill, Army, Jim Mullins, Army, and Sharon Taylor, Navy.



Medical Center of South Arkansas hosted Senior Circle "Lunch and Learn" on November 19, 2014 featuring Dr. Warren MacDonald and Orthopaedics of South Arkansas. Auxiliary members Virginia Meador and Peggy Plummer greeted guests and assisted with registration.

Medical Center of South Arkansas Cafeteria recently updated to Homestyle Cafe. The MCSA Auxiliary made a generous donation to Homestyle Cafe for new decorations.

On November 17, 2014, Medical Center of South Arkansas hosted the grand opening and ribbon cutting of Homestyle Cafe. The Homestyle Cafe features new combo prices and homestyle favorites.



A certificate of appreciation was presented to Medical Center of South Arkansas Auxiliary for their generous donation. Auxiliary members assisted with door prize registration and serving refreshments



Pictured from left to right are Peggy Plummer, MCSA Auxiliary President, and Virginia Meador, MCSA Auxiliary Director of Volunteers, with their certificate of appreciation at Homestyle Cafe.

To celebrate the holiday season, all Medical Center of South Arkansas Auxiliary members and employees received vouchers for a turkey.

Medical Center of South Arkansas sponsored the 2014 Holiday Luncheon for all Auxiliary members on December 8, 2014.



Members enjoyed a holiday meal prepared by Homestyle Cafe, gifts, door prizes and Christmas carols performed by Art Noyes. Kyle Swift, CEO, updated on the progress and plans for Medical Center of South Arkansas.

On December 15, 2014, Medical Center of South Arkansas hosted the Senior Circle Christmas Party at Arkansas Museum of Natural Resources in Smackover, AR. Auxiliary and Senior Circle members enjoyed viewing the museum, holiday hors d'oeuvres prepared by Homestyle Cafe, gift exchange, door prizes and Christmas carols performed by Art Noyes.

The Medical Center of South Arkansas Auxiliary hosted a \$5 Jewelry and Accessories sale on Friday, December 19, 2014



Medical Center of South Arkansas Auxiliary hosted a jewelry and accessory sale on December 16, 2014. Jewelry and accessory vendor "Jewelry is Fun" offers a wonderful selection. The sale was a huge success and produced a sizeable profit for Medical Center of South Arkansas Auxiliary.

Pictured left to right are Peggy Plummer, MCSA Auxiliary President, and Beatrice James

Medical Center of South Arkansas Auxiliary welcomes one new member Sharon Madison.



Ouachita County Medical Center - Camden Submitted by: Daphne Bennett, Newsletter Editor

Ten members of the OCMC Auxiliary attended the State convention and twenty-three attended the Southwest District meeting in El Dorado on October 23. We were pleased to see our very own Jerry and Dorothy Berley installed as President and Vice-President during the convention. We look forward to an exciting year with Jerry as coach of the AHAA Team!

We were pleased to receive, at the convention, a 5 Star Award of Excellence as well as an Outstanding Achievement Award for hospitals with less than 100 beds for our hospital inservice for eight PCA pumps--a total cost of \$22,000.

The auxiliary was recently recognized by the hospital for having contributed more than \$1.5M to the hospital.

We have recently purchased NO SMOKING signs for the hospital campus.

Our gift shop was closed October 31 and November 1 to decorate for Christmas--an exciting time for our auxiliary.



# NORTHWEST Judy Overton, Chair

# Mercy Hospital Berryville

Submitted by: Neta Stamps, Newsletter Editor

A donation of \$3000.00 was approved for the Employee Crisis Fund at the November Board meeting.

The auxiliary held a successful Nut Sale on November 13<sup>th</sup> with additional nuts sold at the pre-Thanksgiving Bake Sale on November 25<sup>th</sup>. This year our Sheets and Sweets sale on December 9<sup>th</sup> featured a new supplier; Sheets 4 All Occasions. It was a very successful sale. The contact information for this vendor is:

Olin & Donnetta Vaughn

facebook.com/sheets4alloccasions

16266 Hwy 278 W Umpire, Ar. 71971

870-583-2525 email: ovaughn\_5@yahoo.com website sheets4alloccasions.net

November was a busy month for toys. 31 were donated to Surgery with 25 to Lab/X-ray and 20 to ER. Another 20 toys were donated to ER in December. These toys which have been donated to the Thrift Store are washed, mended and placed in "baggies" with a label designating that they are donated by the auxiliary.



Santa Claus (Dr. Joseph Riccardi), Auxiliary President Joy Flake and Mrs. Claus (Mrs. Fran Ricciardi) distributed over 60 stuffed toys to the residents at Autumn Hill Nursing and Rehab on December 10<sup>th</sup>. These toys were also refurbished from the Auxiliary Thrift Store. At the facility Christmas Party on December 22<sup>nd</sup>.each resident received a picture which had been taken with Santa and Mrs. Claus.

A table of eight will be sponsored by the auxiliary at the February 21<sup>st</sup> Mercy Foundation Black and White Ball.

No fund raisers are scheduled for January and February.



# North Arkansas Regional Medical Center - Harrison Submitted by Tucky Zima, President

We were 27 members strong at the State Convention last October. We all came back with new and wonderful ideas in the fields of Thrift Store, Gift Shop, Legislature and Alzheimer's information.

We had a wonderful Gift Basket sale, selling over 300 baskets. Now our basket ladies are busy making more holiday ones for the Gift Shop.

We conducted a Cervical Cancer Screening with 37 participants. We also conducted a Skin Cancer Screening with many participants.

We provided three \$1,000.00 scholarships to local nursing students and also donated \$1,500.00 to the local Hospice House fundraiser.



Washington Regional Medical Center - Fayetteville Submitted by Jimmie Beauchamp, Director of Volunteer Services

The Auxiliary made profits in the following fundraising areas: Gift shop \$10,565, Flowers & Balloons \$1,987. We hosted a Blood Drive on December 11<sup>th</sup> collecting 24 units for the Community Blood Center of the Ozarks. We hosted a Books Are Fun Sale profiting the Auxiliary\$1,800 & a Masquerade \$5 Jewelry Sale with a profit to the auxiliary of \$2,000.

New for us this year was having a Dillard's Sale in our Lobby. We hosted this on December 9-10 and sold \$64,000! The Auxiliary will get \$6,400 as our commission. We were pleased to partner with the Dillard's at the NWA Mall and are already planning another sale in the Spring.



Congratulations to Washington Regional for receiving the Clinical Excellence Award for Core Clinical Process from VHA, Inc., a national health care network. WRMC achieved an average performance score equal to or exceeding 98% in treating heart attacks, heart failure and pneumonia, and for the prevention of surgical site infections. This was based on four consecutive quarters ending June 30, 2014.

Arkansas Democrat Gazette 12/21/2014





**VALLEY**Mae O'Donnell, Chair

St. Mary's Regional Medical Center –Russellville Submitted by Diana Stensland, President

November 3<sup>rd</sup> was our annual Auxiliary training with our hospital provided us with a delicious sandwich buffet following our training.



Several volunteers had sewed Christmas stockings for our December born babies. We usually give out 70-80 stockings during the Christmas Season.



Volunteers from St. Mary's Auxiliary recruited for new volunteers at our local Chamber of Commerce Meet & Greet event for new members. We gave out several volunteer brochures and answered questions about our volunteer opportunities.

Right: George Stensland, Publicity Committee



Our annual Christmas Tea and Award event was held December 1st. Our hospital provided wonderful food, decorations and entertainment for all Auxiliary members.



Maggie Barlow was the recipient of our Volunteer Excellence Award presented by Saint Mary's Hospital.

Members of our Auxiliary assisted Saint Mary's Hospital in partnering with the River Valley community in the "Be a Santa to a Senior" project.

The First Baby of 2015 will be given a beautiful white stocking, a handmade blanket and crocheted duck toy provided by Auxiliary members.

In January, our Auxiliary bylaws will be updated. In February, we will have our annual Balloons & Kisses Sale for the hospital staff and community. Proceeds will go to our Auxiliary Scholarship Fund.



# Sparks Regional Medical Center Fort Smith Submitted by Alice Swaim, President

Our Nov. 2014 activities included our annual Luncheon and style show, usually held outside the hospital. This year Golden Living graciously volunteered their beautiful facility and then prepared a delicious lunch. Their surroundings both inside and outside were outstanding. We thank them very much for their gracious hospitality. Dress Barn provided items of clothing for each model and then allowed the model to purchase that item at a discount if they chose. Their staff was great to work with and so cordial in helping co-ordinate outfits. We offer them a huge "Thank You" and hope to do it again. We were honored to have our CEO, Dan McKay, join us for lunch and even stay for the style show.

The Auxiliary chose the Children's Backpack Program this year as the recipient for our charity donation of \$2,000.00. They prepare backpacks of food for the weekend for children who may not have enough food for over the weekend. Director Rick Foti was our special guest to accept the check and joined us for lunch.

Our December regular meeting traditionally is omitted; in its place we will do two weeks of Santa's Gift Wrap. Judy Walls will head up this committee with Karen LeRosen being co-chair. All gifts bought in our gift shop are wrapped for free and for a charge we gift wrap all Sparks Hospital Administration gifts and other items as well. This does increase our shop sales and helps us in the long run.

We anticipate January to be a slow month, but we will be gearing up for our February Valentine Chocolate Sale. We ask our Auxiliary members to bake any type of "goodie" with emphasis on chocolate. We decorate our room with lots of beautiful things, and then we have a beautiful Valentine party. One of our main items is chocolate covered strawberries which Judy Walls does beautifully by herself. Sue Parks will head up this committee with Doris Fletcher co-chair. Hospital staff really enjoy purchasing these delicious treats. This will be the third year for this fundraiser. It really encourages all Auxiliary members to take part in baking a wide variety of wonderful treats.

A huge "Thank You" goes to the members who head up these committees, as well as all those who help. It is a big undertaking and it takes all of us to make it a success.



# **METROPOLITAN**

Pauline, Jegley, Chair





# NORTH CENTRAL Linda Conner, Chair

Baptist Health Medical Center – Heber Springs Submitted by Terri Lee, President

We kicked off November with our annual Style Show and Luncheon on November 7<sup>th</sup>. With the theme of "A Sensational Season for Style" the room was aglow with Christmas decorations provided by our auxiliary members.



Door prizes and silent auctions baskets were in abundance. The community support and involvement was evident as the beautiful models and clothing ensembles were all provided by local vendors. Several BHMC-HS Foundation members assisted with the serving.

Three auxiliary members attended the President's meeting hosted by White County Auxiliary on November 21<sup>st</sup> where auxiliary events and fundraising ideas were shared.

December was a busy month with a new fundraiser, a monogramming sale and bake sale held on December 4<sup>th</sup>. A Blood Drive and LGFB program was also held in December along with our community service project at Breaking Bread soup kitchen.



Mother Nature did not interfere this year with our Christmas luncheon held on December 9<sup>th</sup>.

Instead of a gift exchange or ornament exchange the auxiliary donated non-perishable food items to Opal's House, a home for single Mothers and children attempting to re-direct their lives.

Santa pictures on December 11<sup>th</sup> were held in conjunction with the hospital employees and volunteers Christmas party.



We continued our support for the hospital by purchasing a wall mounted TV with hook up to the Radiology Dept. to allow the ER Physicians to read x-rays in the Trauma Room at the patient bedside. We also purchased a roof mounted antenna for the ER scanner.

We begin January with installation of officers for 2015.



# Baxter Regional Medical Center Submitted by Becky Rose, Director of Volunteer Services

All of the Volunteers here at Baxter Regional Medical Center are wishing all of you a Happy New Year, and are hoping you had a Joyous Holiday Season.

In November we collected food for the local Food Basket through our Bargain Box Thrift shops and at our General Meeting. Our annual Christmas Gift Wrap fundraiser started in November and continued through all of December right up to Christmas Eve. It takes many hours but the monies received and the service provided to our staff and community is worth the effort. Thanks to Carolyn Hannon and her Elves. The Community Christmas Tree which allows people to purchase a star in honor or in memory of a loved one, or in honor of Active Military Service Personnel had a good result again this year.

We gave 24 Gift Certificates from our Bargain Box to the Community Christmas Wish program. We collected winter things for the patients on the 6th floor that often arrive with only the clothes on their backs at our December General Meeting. The Pink-A-Dilly gift shop had a very successful "Take Aim" Sale with discounts hidden in shot gun shell cases. Next, was the Twelve Days of Christmas held at the Pink-A-Dilly; each day featured a new list of sale items. We also had our Books are Fun Sale and Linen sale before the end of the year.

We had Dr. Bruton speak at our December General Auxiliary meeting explaining the new Integrative Medicine Center that BRMC will open in January 2015. It combines a conventional healthcare approach with mind and body practices. This includes medical and relaxation massage therapy, acupuncture, Tai Chi, Oigong, yoga and nutritional counseling. January also means time for our information booth at the Volunteer Recruitment Expo at the Donald W. Reynolds Library in Mountain Home. In February we have the Auxiliary Board and H.O.P.E. Leadership Training which involves a full day of learning.



Jean Adams, President Elect & Kathy Mills, President delivering Gifts to our patients on the 6 South Hensley Behavioral Health Center

Our Auxiliary was able to contribute \$50,000 to the annual Lend-A-Hand campaign which raises money for our Community Houses. We donated \$100,000 to the Women and Newborn Care Center which brings our total donations to \$200,000 for the Center. We have 3 years left in our commitment which will bring our donations to \$500,000.

We donated \$100,000 toward the purchase of the Super D; a piece of technology which has already saved a life by catching lung cancer in its very early stage, increasing the chance of survival. We also gave \$25,000.00 to Barney Larry to be used at his discretion.

Fundraiser for January is the Shirt Sale, and February brings Wire N' Rings.

Wishing all a happy & healthy 2015.



Stone County Medical Center - Mountain View Submitted by: Elsie Grozis, Newsletter Editor

November was a busy month. We participated in the Health Fair and provided two helmets for a drawing with the HELP stickers attached. Face painting was a big attraction.

We were pleased with the results of our Books Are Fun sale.

December started with rearranging and decorating the gift shop for the holidays with Open House on December 5. Cookies and punch were served with drawings held every thirty minutes throughout the day.

The next evening we served cookies and hot chocolate at the annual Christmas Tree Lighting on the square in Mountain View. This is always a fun time for us and those participating. The leftover cookies were sent to the Police Department, Sheriff's Office, Nursing Home, Residential Care Facility, Fire Department and others.

We cancelled our craft sale we had tentatively scheduled but did have a Jewelry is Fun sale which was well attended.

At our meeting in December we all brought canned goods that will be donated to the local food room. We plan to continue this except we will be bringing personal hygiene products as a donation to the food room.

January and February has nothing definite scheduled as a fundraiser. I'm sure we will have something for February though to help celebrate Valentine Day.

We are looking forward to all the good things that will be happening in 2015.



# 2015 Spring District Meetings

April 13	Southeast	Baptist Health Medical Center – Stuttgart
April 14	Northeast	Helena Regional Medical Center – Helena
April 15	Metro	North Metro Medical Center – Jacksonville
April 16	Southwest	Dallas County Medical Center – Fordyce
April 21	North Central	Baptist Health Medical Ctr. – Heber Springs
April 22	Northwest	Northwest Medical Center – Springdale
April 23	Valley	Summit Medical Center – Van Buren

# Never ask Google for Medical Advice – I have gone from Mild Headache to Clinically Dead in three clicks!

REMINDER: Scrapbooks are to be taken to the Spring and Fall District Meetings, not to the State Convention.

# The biggest lie I tell myself is ..."I don't need to write that down, I'll remember it."

Newsletter	Schedule/	Reminder.
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Issue Date 2015	Cutoff Date	Covered Activities	Planned Activities
Mar./Apr.	Feb. 28, 2015	Jan./Feb.	Mar./Apr
May/June	April 30, 2015	Mar./Apr	May/June
July/Aug.	June 30, 2015	May/June	July/Aug.
Sept./Oct	Aug. 31, 2015	July/Aug	Sept./Oct.

Your value doesn't decrease based on someone's inability to see your worth.