



**MINUTES  
BOARD OF DIRECTORS MEETING  
November 4, 2020**

**Present (on phone):** Judy Hackler Diane Hoffman, Gwen Ingram, Joyce Martin, Courtney O’Hara, Irene Osei, Paula Kupstas, Christine Stone, Daveena Sexton and Susan Umidi, and Joyce Walsh

- **Welcome and Introductions**

**Susan Umidi** called the meeting to order and all roll call was performed.

- **Announcement**

**Susan Umidi** announced that **Dawn C. Lindley**, Eldercare Advocate at DL Cooperative Services LLC, has left the board due to a new employment opportunity. We do hope she will join us again in the future, perhaps when her contract up in one year.

- **Review of Minutes**

Minutes of the July 8, 2020 business meeting were provided to members via email prior to this meeting. **Joyce Walsh** moved for approval while **Irene Osei** seconded it. There was no opposition. The date will be updated to reflect 2020 instead of 2002 (corrected minutes are attached here).

- **Treasurer’s Report** – Total account balances as of October 31, 2020 were \$115,741.27 including checking (\$29,311.37) savings (\$12,041.90), cash in transit (\$10,200.00) and investments (\$70,982.37). Joyce Martin provided the full Treasurer’s Report via email, prior to meeting (attached here).

- **Annual Conference Committee** –

2021 planning:

**Susan Umidi** asked board members to offer their thoughts on our current plan to hold our annual conference in May of 2021.

**Courtney O’Hara, Joyce Martin, Irene Osei, and Daveena Sexton** expressed concerns given the uncertainty about when a

vaccine would be widely distributed. Ultimately, the entire group approved the following: given Daveena's success at holding online training (attendance of approximately 300), the conference committee was tasked reaching out to Kingsmill about postponing while also investigating how we may offer currently planned workshops and keynotes online.

- **Executive Committee** – No formal report.
- **Finance** – No formal report.
- **Work Group** –
  - TAPAS Update: **Joyce Martin** states only one award has been processed this year. She and **Courtney O'Hara** asked that board member please share solicitation, which can be found on the VCPEA website.
- **Other business**
  - Newsletter: **Courtney O'Hara** proposed that VCPEA create a quarterly newsletter to highlight partner agency as well as the conference and other educational opportunities that address elder abuse. There was noted support and zero opposition to the idea. As such, **Courtney** will begin working on this project for early in 2021.
  - **Susan Umidi** noted that we were unable to confirm new members, **Andre Dorsey** and **Daveena Sexton**, as full members of the board due to the cancellation of this year's conference (where board members are to be confirmed, as stated in the VCPEA by-laws). **Susan Umidi** asked if the board would be willing to approve their confirmations at this meeting. There was noted support and zero opposition. As such, it passed. **Judy Hackler** did ask that we amend the by-laws next year to formally allow for future confirmations outside of the conference. All board members present agreed this would be a good idea and could be handed off to a work group in 2021.

Meeting was adjourned at **11:47am**.

### **Future Meetings...**

January 13, 2021

March 10, 2021

May 11, 2021

July 14, 2021

September 8, 2021

November 9, 2021

11:58 AM

11/02/20

Cash Basis

**VCPEA Inc**  
**Balance Sheet**  
As of October 31, 2020

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	<u>Oct 31, 20</u>	<u>Oct 31, 19</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Cash in transit	10,200.00	12,000.00
Davenport	70,982.37	67,400.33
Suntrust Checking	29,311.37	24,718.45
Suntrust Savings	12,041.90	12,040.40
<b>Total Checking/Savings</b>	<u>122,535.64</u>	<u>116,159.18</u>
<b>Accounts Receivable</b>		
Accounts Receivable	-2,700.00	0.00
<b>Total Accounts Receivable</b>	<u>-2,700.00</u>	<u>0.00</u>
<b>Total Current Assets</b>	<u>119,835.64</u>	<u>116,159.18</u>
<b>TOTAL ASSETS</b>	<u><b>119,835.64</b></u>	<u><b>116,159.18</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
Opening Balance Equity	71,931.49	71,931.49
Retained Earnings	50,043.15	38,897.94
Net Income	-2,139.00	5,329.75
<b>Total Equity</b>	<u>119,835.64</u>	<u>116,159.18</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>119,835.64</b></u>	<u><b>116,159.18</b></u>

11:56 AM

11/02/20

Cash Basis

**VCPEA Inc**  
**Profit & Loss**  
January through October 2020

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	Jan - Oct 20	Jan - Oct 19
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Conference	-300.00	39,580.00
Other Income	0.00	120.00
Sales (Business)	0.00	129.00
Sponsorship income	10,510.00	35,100.00
<b>Total Income</b>	<u>10,210.00</u>	<u>74,929.00</u>
<b>Gross Profit</b>	10,210.00	74,929.00
<b>Expense</b>		
Conference hotel	0.00	27,975.14
Conference speakers	1,950.00	8,950.00
Conference supplies	0.00	3,439.75
Eventbrite fees	0.00	2,623.95
Give Away - promotional items	0.00	2,571.97
Meals & Entertainment	191.47	347.59
Misc. Expense	0.00	19.93
Office Supplies & Expenses	0.00	15.31
Postage and Delivery	92.00	80.00
Printing and Reproduction	330.00	0.00
Scholarships given	0.00	7,475.76
Travel	556.92	2,850.12
<b>Total Expense</b>	<u>3,120.39</u>	<u>56,349.52</u>
<b>Net Ordinary Income</b>	7,089.61	18,579.48
<b>Other Income/Expense</b>		
<b>Other Income</b>		
<b>Investment Income</b>		
_LT CapGnDst	875.09	171.90
_RlzdGain	537.46	0.00
Dividends	731.82	901.43
Interest Inc	4.09	5.74
<b>Total Investment Income</b>	<u>2,148.46</u>	<u>1,079.07</u>
<b>Membership Dues</b>	<u>0.00</u>	<u>50.00</u>
<b>Total Other Income</b>	2,148.46	1,129.07

11:56 AM

11/02/20

Cash Basis

**VCPEA Inc**  
**Profit & Loss**  
January through October 2020

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	<u>Jan - Oct 20</u>	<u>Jan - Oct 19</u>
<b>Other Expense</b>		
Bank Service Charges	0.00	10.50
Conference expenses	0.00	461.00
Exhibitor fees	400.00	300.00
Grants given	3,000.00	6,000.00
Insurance	799.00	744.00
Internet	540.00	270.17
Prof and Legal Fees	350.00	0.00
Taxes & Licenses	55.00	55.00
	<hr/>	<hr/>
<b>Total Other Expense</b>	5,144.00	7,840.67
	<hr/>	<hr/>
<b>Net Other Income</b>	-2,995.54	-6,711.60
	<hr/>	<hr/>
<b>Net Income</b>	<b>4,094.07</b>	<b>11,867.88</b>
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Register: Suntrust Checking

From 01/01/2020 through 10/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/08/2020	debit	Apple Spice Junction	Meals & Entertainment	BoD meeting l...	79.88	X		22,782.69
01/08/2020	2255	Va Assoc of Area Ag...	Exhibitor fees	exhibit at Gove...	400.00	X		22,382.69
01/09/2020			Sponsorship income	Deposit		X	10.00	22,392.69
01/09/2020	2256	Lindley, Dawn	Travel	mileage to & fr...	209.62	X		22,183.07
01/16/2020	2257	Pinnacle Living	Exhibitor fees	exhibit at conf	200.00	X		21,983.07
01/31/2020			Investment Income:Int...	Interest		X	0.38	21,983.45
02/05/2020	2258	Marker, Marjorie	Printing and Reproduct...	Uptown Printin...	330.00	X		21,653.45
02/10/2020	2259	Treasurer Of VA	Taxes & Licenses	VDACS registr...	30.00	X		21,623.45
02/10/2020	2260	G.A.C.A.A.	Grants given	TAPAS grant	1,000.00	X		20,623.45
02/13/2020	2261	Atkinson Insurance ...	Insurance	commercial ins...	799.00	X		19,824.45
02/18/2020		Virginia Assisted Liv...	Sponsorship income			X	500.00	20,324.45
02/20/2020		SCC	Sponsorship income			X	500.00	20,824.45
02/27/2020		County of Mecklenb...	Accounts Receivable			X	300.00	21,124.45
02/27/2020		City of Hampton	Accounts Receivable			X	1,500.00	22,624.45
02/27/2020		Anthem Inc	Sponsorship income			X	1,000.00	23,624.45
02/29/2020			Investment Income:Int...	Interest		X	0.35	23,624.80
03/02/2020		Virginia Center on A...	Sponsorship income			X	500.00	24,124.80
03/03/2020		VA Network For Vic...	Sponsorship income			X	300.00	24,424.80
03/03/2020	2262	W. Joseph Martin, C...	Prof and Legal Fees	2019 tax & filing	350.00	X		24,074.80
03/03/2020	2263	Lindley, Dawn	Travel	conf comm mtg...	136.85	X		23,937.95
03/04/2020		Norfolk Redevelopm...	Accounts Receivable			X	300.00	24,237.95
03/04/2020		Peninsula Agency on...	Accounts Receivable			X	600.00	24,837.95
03/11/2020			-split-	Deposit		X	1,800.00	26,637.95
03/12/2020	debit	Apple Spice Junction	Meals & Entertainment	BoD meeting l...	111.59	X		26,526.36
03/12/2020	2264	Lindley, Dawn	Travel	mileage to BoD...	210.45	X		26,315.91
03/17/2020	2265	Virginia Navigator	Internet	website	540.00	X		25,775.91
03/31/2020			Investment Income:Int...	Interest		X	0.44	25,776.35
04/01/2020	2266	Clowder Group, the	Conference speakers	remainder 2020...	1,950.00	X		23,826.35
04/01/2020	2267	VA Victim Assistanc...	Sponsorship income	refund sponsor...	300.00	X		23,526.35
04/06/2020	debit	SCC	Taxes & Licenses	registration fee	25.00	X		23,501.35
04/20/2020			Exhibitor fees	Deposit		X	200.00	23,701.35
04/30/2020			Investment Income:Int...	Interest		X	0.40	23,701.75
05/29/2020			Investment Income:Int...	Interest		X	0.40	23,702.15
06/12/2020			Sponsorship income	Deposit		X	1,000.00	24,702.15
06/24/2020			Sponsorship income	Deposit		X	5,000.00	29,702.15
06/25/2020			Sponsorship income	Deposit		X	2,000.00	31,702.15
06/30/2020			Investment Income:Int...	Interest		X	0.21	31,702.36
07/14/2020	2269	Southwest Virginia L...	Grants given	TAPAS grant	2,000.00	X		29,702.36
07/20/2020	2268	US Postal Service	Postage and Delivery	P O box rental	92.00	X		29,610.36
07/31/2020			Investment Income:Int...	Interest		X	0.27	29,610.63

Register: Suntrust Checking

From 01/01/2020 through 10/31/2020

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
08/29/2020	2270	Norfolk Redevelopm...	Conference	refund cnf reg	300.00	X		29,310.63
08/31/2020			Investment Income:Int...	Interest		X	0.25	29,310.88
09/30/2020			Investment Income:Int...	Interest		X	0.24	29,311.12
10/30/2020			Investment Income:Int...	Interest		X	0.25	29,311.37



**MINUTES  
BOARD OF DIRECTORS MEETING  
January 8, 2020**

**Present:** David Hominik, Dawn C. Lindley, Margie Marker, Joyce Martin, and Courtney O’Hara

**On Phone:** Cathy Devore, Judy Hackler, Diane Hoffman, Christine Stone and Joyce Walsh

- **Welcome and Introductions**

**Margie Marker** called the meeting to order and all roll call was performed.

**Dawn C. Lindley**, Eldercare Advocate at DL Cooperative Services LLC, was introduced, as a guest. Ms. Lindley notes she’s interested in joining the board. She also provided a brief bio that included the following information:

Ms. Lindley is formerly the director of financial education /marketing at the Virginia Credit Union League. The League is a trade organization that advocates for credit unions across the state of Virginia. In the 15 years she was in this position, she handled event planning, marketing communications, fund-raising, and conducted presentations & workshops. She recently retired to be able to be a better caregiver to her mom, who has vascular dementia, and to pursue her passion advocating for elders and their caregivers.

- **Announcement**

**Margie Marker** reports that she has obtained VPCEA branded materials, to include magnets and notepads. They can be distributed at events for marketing purposes. Each member present was given some of each.

- **Review of Minutes**

Minutes of the November 13, 2019 business meeting were provided to members via email prior to this meeting. **Christine Stone** moved for approval while **David Hominik** seconded it. There was no opposition.

- **Treasurer’s Report** – Total account balances as of December 31, 2019 were \$115,741.27 including checking (\$22,862.57) savings (\$12,040.70), cash in transit (\$12,000) and investments (\$68,838.00). Joyce Martin provided the full Treasurer’s Report via email, prior to meeting (attached here).



▪ **Annual Conference Committee –**

2020 planning updates

**Margie Marker** states the following:

- 1) Save the Date is complete and will be sent out this week. VCPEA Executive Committee members ask that you distribute it to your networks.
- 2) All speakers have been secured. Outstanding work includes completing the agenda: primary focus is on securing speaker bios as well as workshop titles and description.
- 3) Registration will open February 1, 2020, via Eventbrite:
  - a. Early-Bird Registration (2/1/2020 - 2/29/2020): \$300  
General Registration (3/1/2020 - 4/30/2020): \$350  
Late Registration (5/1/2020 - Sell Out): \$450
  - b. Scholarship information is as follows:

VCPEA is pleased to announce the availability of forty (40) scholarships, also beginning February 1, 2020. The VCPEA conference scholarship is open to professionals in a variety of occupations who provide services to older adults and are interested in increasing their awareness of the issues of adult abuse, neglect or exploitation.

Scholarship recipients will receive:

- Free registration to the 2020 VCPEA conference
- \$ 266.88 to cover the cost of 2 nights lodging at host hotel, to be paid at the conclusion of the conference

Conference scholarships will be open to:

- Virginia residents working in professions that serve older adults;
- Preference will be given to applicants who qualify for one or more of the following categories: (1) first-time attendees, (2) those working in rural areas of the state, and (3) those who can attest to a financial hardship;  
\*\*NOTE you must obtain supervisor/manager approval to attend the conference prior to applying for the scholarship.

APPLICATIONS MUST BE RECEIVED BY FEB 29, 2020, 11:59PM (EST). Please note that you will be notified about your application status on or before APRIL 15, 2020. NOTE that applicants who do not receive a scholarship award will be offered a code to register at the early bird price of \$300.

- 4) **CANCELLATION POLICY is now as follows:** Cancellations must be received by VCPEA in writing prior to April 30, 2020 to receive a registration refund minus a \$25 cancellation fee. Substitutes are allowed at any time. No refunds or registration credits will be issued for cancellations

made on or after April 30, 2020, even if payment had not yet been processed for the registrant.

- 5) **Judy Hacker** has developed sponsorship and speaker forms, both of which were distributed via email prior to this meeting. Feedback has been provided to **Judy Hacker** via email and during the meeting. She will make suggested changes and electronically distribute to members.

- **Executive Committee** – No formal report.
- **Finance** – **David Hominik** provided the following update:

“As part of the Financial Committee's year-end annual review, Joyce Martin and David Hominik met with Jamey Davidson, financial adviser with Davenport, on December 11, 2019. VCPEA has invested \$50,000 in Davenport investments; as of noon, Tuesday, January 7, 2020, the current balance of the VCPEA Davenport accounts is \$86,559.19.

Davenport advises that due to market vulnerability and political uncertainties (both within the United States and Europe), VCPEA should reallocate a portion of its current investments from mid-risk to low-risk investments. Below is a detailed explanation from Davidson. The Finance Committee agrees with Davidson's recommendation.

Therefore, the Finance Committee recommends:

- 1) That VCPEA exchange existing Davenport funds, which are 100% stock, into the Davenport Balanced Income Fund (60% stock and 40% fixed income/bonds). There would be no cost for such a transfer within Davenport maintained funds, and
- 2) That VCPEA sell our European stock fund (FEZ) and reallocate it to the Vanguard International Fund (VEU). This sell and purchase will cost \$175.00.”

**Margie Marker** motioned to accept these recommendations. **Joyce Walsh** seconded this motion. No opposition. As such, **Joyce Martin** will contact Davenport to insure that recommendations are followed.

- **Work Groups**
  - Nominating: **Joyce Martin** moved to officially nominate **Andre Dorsey**, **Dawn Lindley** and **Daveena Sexton** to the board, pending confirmation at

VCPEA's Annual meeting in May. **David Hominik** seconded motion. There was no opposition and, therefore, the motion passed.

▪ **Other business**

- VVAN Conference Sponsor Recap -- **Michele Sorenson** was unable to attend so this was tabled until March meeting.
- Change November board meeting (conflict as state holiday) -- **Margie Marker** proposed moving the date to 11.4.2020. There was no noted opposition and, thusly, the change was made.
- Sponsorship opportunity for Virginia Governor's Conference on Aging in May 2020 -- **Joyce Martin** received a request for sponsorship in the amount of \$400. **Joyce Walsh** made a motion to secure sponsorship. **David Hominik** seconded motion. No opposition and, thusly, so moved.
- Sponsorship opportunity for Faithful Aging Conference, in March 31, 2020 – **Dawn Lindley** presented a request for sponsorship in the amount of \$200. **Joyce Martin** made a motion to secure sponsorship. **Margie Marker** seconded motion. No opposition and, thusly, so moved.
- Virginia Navigator Update (our website contact is retiring) -- **Courtney O'Hara** states the following: Katie Benghauser is retiring in May. Her colleague Monica Uhl is now handling updates for VCPEA.
- VCPEA Facebook Update – **Margie Marker** stated that **Christine Stone** and **Irene Osei** as contact persons for questions/comments related to Facebook postings.
- Liability Insurance Update – **David Hominik** states that he will be working to continue to secure our coverage.

Meeting was adjourned at **12:08pm**.

**Future Meetings...**

**March 11, 2020**

**May 13, 2020**

**July 8, 2020**

**September 9, 2020**

**November 4, 2020**

5:01 PM

01/05/20

Cash Basis

**VCPEA Inc**  
**Balance Sheet**  
As of December 31, 2019

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	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Cash in transit	12,000.00	0.00
Davenport	68,838.00	66,327.00
Suntrust Checking	22,862.57	25,924.50
Suntrust Savings	12,040.70	12,039.80
<b>Total Checking/Savings</b>	<u>115,741.27</u>	<u>104,291.30</u>
<b>Total Current Assets</b>	<u>115,741.27</u>	<u>104,291.30</u>
<b>TOTAL ASSETS</b>	<b><u>115,741.27</u></b>	<b><u>104,291.30</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
Opening Balance Equity	71,931.49	71,931.49
Retained Earnings	38,897.94	37,649.28
Net Income	4,911.84	-5,289.47
<b>Total Equity</b>	<u>115,741.27</u>	<u>104,291.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>115,741.27</u></b>	<b><u>104,291.30</u></b>

5:00 PM

01/05/20

Cash Basis

**VCPEA Inc**  
**Profit & Loss**

July 1, 2010 through December 30, 2019

	Jul 1, '10 - Dec 30,...	Jul 1, '09 - Dec 30,...
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
_Intlnc	281.61	496.86
Conference	184,912.90	144,982.90
Exhibitor	1,200.00	1,200.00
Other Income	120.00	0.00
Other Income (Business)	150.00	150.00
Sales (Business)	1,411.33	1,282.33
Sponsorship income	176,122.73	141,022.73
<b>Total Income</b>	<u>364,198.57</u>	<u>289,134.82</u>
<b>Gross Profit</b>	364,198.57	289,134.82
<b>Expense</b>		
Brochures	1,436.84	1,436.84
Car & Truck expense	443.60	443.60
Conference Fees paid	20.15	20.15
Conference hotel	112,012.48	84,037.34
Conference speakers	20,942.07	11,992.07
Conference supplies	13,140.80	9,701.05
Eventbrite fees	6,558.56	3,934.61
Give Away - promotional it...	20,110.58	17,538.61
Meals & Entertainment	8,360.47	7,933.00
Misc. Expense	1,629.61	1,259.68
Office Supplies & Expenses	1,360.55	1,345.24
Postage and Delivery	1,062.05	982.05
Printing and Reproduction	755.61	350.00
Scholarships given	43,897.55	36,421.79
Travel	18,131.26	15,126.14
<b>Total Expense</b>	<u>249,862.18</u>	<u>192,522.17</u>
<b>Net Ordinary Income</b>	114,336.39	96,612.65
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Investment Income		
_LT CapGnDst	8,913.78	7,640.95
_RlzdGain	272.79	272.79
_ST CapGnDst	3,331.74	3,331.74
Dividends	6,319.65	5,059.90
Interest Inc	72.84	65.96
<b>Total Investment Income</b>	<u>18,910.80</u>	<u>16,371.34</u>
<b>Membership Dues</b>	<u>11,754.47</u>	<u>11,704.47</u>
<b>Total Other Income</b>	30,665.27	28,075.81

5:00 PM

01/05/20

Cash Basis

**VCPEA Inc**  
**Profit & Loss**

July 1, 2010 through December 30, 2019

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	<u>Jul 1, '10 - Dec 30,...</u>	<u>Jul 1, '09 - Dec 30,...</u>
<b>Other Expense</b>		
Bank Service Charges	243.00	232.50
Conference expenses	68,590.19	68,129.19
Donations to Others	1,900.00	1,900.00
Exhibitor fees	1,455.99	1,155.99
Grants given	11,283.40	4,817.20
Insurance	3,548.00	2,804.00
Internet	4,066.22	3,796.05
Membership dues paid	1,935.24	1,935.24
Prof and Legal Fees	1,895.00	1,145.00
Registration Fees paid	1,545.90	1,545.90
Sponsorships paid	7,300.00	7,300.00
Taxes & Licenses	520.00	465.00
<b>Total Other Expense</b>	<u>104,282.94</u>	<u>95,226.07</u>
<b>Net Other Income</b>	<u>-73,617.67</u>	<u>-67,150.26</u>
<b>Net Income</b>	<u><u>40,718.72</u></u>	<u><u>29,462.39</u></u>

Register: Suntrust Checking

From 07/01/2019 through 01/05/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2019			-split-	Deposit		X	3,575.00	23,213.17
07/01/2019	2019 1		Investment Income:Int...	reverse last yea...	9.81	X		23,203.36
07/02/2019	2242	Southwest Virginia L...	Grants given	TAPAS grant f...	2,000.00	X		21,203.36
07/05/2019	debit	US Postal Service	Conference expenses	stamps to mail ...	11.00	X		21,192.36
07/10/2019	debit	Apple Spice Junction	Meals & Entertainment	BoD lunch	92.46	X		21,099.90
07/11/2019	2244	US Postal Service	Postage and Delivery	annual box rental	80.00	X		21,019.90
07/15/2019	2245	VA Sheriffs' Institute...	Misc. Expense	refund for conf ...	350.00	X		20,669.90
07/16/2019	debit	NAPSA	Conference expenses	30th annual co...	450.00	X		20,219.90
07/16/2019	2246	VDACS	Taxes & Licenses	annual reg fee	30.00	X		20,189.90
07/31/2019			Investment Income:Int...	Interest		X	0.53	20,190.43
08/13/2019	2247	Baines, Gwen	Give Away - promotio...	survey drawing...	25.00	X		20,165.43
08/15/2019	2248	VALA	Grants given	TAPAS grant	2,000.00	X		18,165.43
08/22/2019	debit	Omni Interlocken Fr...	Travel	conference lod...	698.00	X		17,467.43
08/23/2019			-split-	Deposit		X	8,500.00	25,967.43
08/30/2019			Investment Income:Int...	Interest		X	0.39	25,967.82
09/12/2019	debit	Apple Spice Junction	Meals & Entertainment		58.41	X		25,909.41
09/12/2019	2249	Marker, Marjorie	Travel	airfare & groun...	1,099.00	X		24,810.41
09/16/2019	debit	VA Victim Assistanc...	Exhibitor fees		300.00	X		24,510.41
09/16/2019	2250	void	Grants given	see check #2252		X		24,510.41
09/17/2019			Sponsorship income	Deposit		X	2,000.00	26,510.41
09/24/2019	debit	Food Lion	Meals & Entertainment		12.84	X		26,497.57
09/25/2019			-split-	Deposit		X	170.00	26,667.57
09/30/2019			Investment Income:Int...	Interest		X	0.45	26,668.02
10/02/2019	2251	Clowder Group, the	Conference speakers	1/2 fee for ope...	1,950.00	X		24,718.02
10/31/2019			Investment Income:Int...	Interest		X	0.43	24,718.45
11/04/2019	2252	Virginia Center on A...	Grants given	TAPAS grant t...	466.20	X		24,252.25
11/13/2019	debit	Apple Spice Junction	Meals & Entertainment		79.88	X		24,172.37
11/26/2019	2253	Sorenson RN JD, Mi...	Travel	travel to & fro...	155.00	X		24,017.37
11/29/2019			Investment Income:Int...	Interest		X	0.40	24,017.77
12/20/2019	debit	4 Imprint	Printing and Reproduct...	new brochures	405.61	X		23,612.16
12/30/2019	2254	W. Joseph Martin, C...	Prof and Legal Fees	2017 & 2018 F...	750.00			22,862.16
12/31/2019			Investment Income:Int...	Interest		X	0.41	22,862.57



**MINUTES  
BOARD OF DIRECTORS MEETING  
March 11, 2020**

**Present:** Andre Dorsey, David Hominik, Irene Osei, Dawn C. Lindley, Margie Marker, Joyce Martin, Courtney O’Hara, Paula Kupstas, and Susan Umidi

**On Phone:** Diane Hoffman, William Shackelford, Jr., Christine Stone and Joyce Walsh

▪ **Welcome and Introductions**

**Susan Umidi** called the meeting to order and roll call was performed. A special welcome was offered to guest **Dr. Paula Kupstas**, Adjunct Instructor at VCU’s College of Health Professions. **Dr. Kupstas** is interested in learning more about the board and possibly joining to provide support to the Conference Planning Committee.

▪ **Review of Minutes**

Minutes of the January 8, 2020 business meeting were provided to members via email prior to this meeting. **Joyce Martin** moved for approval while **David Hominik** seconded it. There was no opposition.

- **Treasurer’s Report** – Total account balances as of February 29, 2020 were \$116,503.50 including checking (\$23,624.80) savings (\$12,040.70), cash in transit (\$12,000) and investments (\$68,838.00). Joyce Martin provided the full Treasurer’s Report via email, prior to meeting (attached here).

▪ **Annual Conference Committee** –

2020 conference planning updates:

- 1) **Susan Umidi** states the Executive Committee (comprised of the President, Vice President, Treasurer, and Secretary) convened prior to this meeting and decided to offer one night’s lodging to any board member who does not have an agency willing to cover this cost. This is a thank you to our members who work so hard to make the VCPEA conference successful.
- 2) **Courtney O’Hara** notes the following as a registration update:



- a. As for 8am this morning, 106 total paying attendees + 40 scholarships = 146
- 3) **Diane Hoffman** notes that scholarships were reviewed and notifications were sent out on March 4th. There were 93 applications submitted, with 40 awarded.
- 4) **Margie Marker** is working on the agenda and program. She notes that she is hoping to have agenda out next week. She says this to board members who have secured speakers: please make sure you get her the following information:
  - i. Speaker biography and the night she/he/they plan to stay at hotel.
  - ii. Workshop description.
- 5) **Susan Umidi** provided the following fundraising update – Virginia Victim Fund (VVF) granted VCPEA an award of \$4,500 – she noted that this was a decrease from the previous year and this year’s request of \$7,500 requested. Dawn Lindley stated that she will thank VVF on Facebook, noting their dollars helped to support speaker fees and meals.
- 6) There was discussion about offering educational credits for the following professionals:
  - a. EMS -- **Andre Dorsey** will follow up.
  - b. Social Workers -- **Irene Osei** will follow up.
  - c. GALs -- **Margie Marker** will follow up.
  - d. LEOs -- **Joyce Walsh** will follow up.
- 7) **Susan Umidi** asked that present board members provide notification of who is planning to attend the conference. The following stated that they will be in attendance: Susan Umidi, Irene Osei, Dawn Lindley, Diane Hoffman, Margie, Joyce Walsh, Joyce Martin, Chris Stone, David Hominik, and Andre Dorsey. Members also volunteered to host workshops, which Margie will include on agenda.
- 8) **Susan Umidi** noted that the executive committee met prior to this meeting to discuss the impact of the COVID-19 virus on the conference. **Joyce Walsh** states that cancellation would result in a penalty of \$40,000 - \$50,000. After much discussion, **David Hominik** made a motion to give the Executive Committee (comprised of the President, Vice President, Treasurer, and Secretary) authority to make the decision about cancellation, or postponement. Should there be need for a tie-breaking vote, a board meeting will be convened via conference call. **Chris Stone** seconded the motion. Given there was zero opposition, this motion passed. At this point, the Executive Committee will draft a response in the event there are questions about the situation. **David Hominik** offered to review it. Please note that the Executive Committee will make any cancellation/postponement decision on or before April 15, 2020.

- **Executive Committee** – No formal report.
- **Finance** – **David Hominik** provided the following update: he notes that the stock market has been very volatile given COVID-19. Given that, he states our investment account has “taken hits.” As of this morning, \$75,279.38 is the cash value of our account, which is a small improvement over this time last year.
- **Work Groups**
  - No formal reports.
- **Other business**
  - Fundraising via Social Media -- **Dawn Lindley** states that she’s been updating Facebook and noticed there’s an opportunity to place a “donate button” on her page, via “Network for Good.” Board members expressed interest and asked that **Dawn Lindley** put together a proposal of what would be written on the actual Facebook page for the board to review. This will take place at the next board meeting.
  - Virginia TRIAD Conference -- **Dawn Lindley** asked if VCPEA would want to serve as a sponsor. It was decided that VCPEA will not participate as the audience is older adults and not VCPEA’s target audience of professionals.
  - Positive Aging Sourcebook -- **Irene Osei** asks if we could advertise via this resource. The board was in favor of requesting that they include us on the materials they produce for professionals.
  - VCPEA conference goodies -- **Margie Marker** reports that VCPEA will acquire branded hand sanitizers, lanyards, portable phone charger, sticky pads, and pens. **Margie Marker** is investigating what bags will be offered -- she will notify the board members with this information via email.
  - **Susan Umidi** notes that she and **Michelle Sorenson** will represent VCPEA at the Virginia Governor’s Conference on Aging, set for May 11<sup>th</sup> and 12<sup>th</sup>.

Meeting was adjourned at **12:05pm**.

### **Future Meetings...**

**May 13, 2020**

**July 8, 2020**

**September 9, 2020**

**November 4, 2020**

3:18 PM

03/07/20

Accrual Basis

**VCPEA Inc**  
**Balance Sheet**  
As of February 29, 2020

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	<u>Feb 29, 20</u>	<u>Feb 28, 19</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Cash in transit	12,000.00	0.00
Davenport	68,838.00	66,327.00
Suntrust Checking	23,624.80	28,391.60
Suntrust Savings	12,040.70	12,039.80
<b>Total Checking/Savings</b>	116,503.50	106,758.40
<b>Accounts Receivable</b>		
Accounts Receivable	-1,800.00	0.00
<b>Total Accounts Receivable</b>	-1,800.00	0.00
<b>Total Current Assets</b>	114,703.50	106,758.40
<b>TOTAL ASSETS</b>	<b><u>114,703.50</u></b>	<b><u>106,758.40</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
Opening Balance Equity	71,931.49	71,931.49
Retained Earnings	38,897.94	37,649.28
Net Income	3,874.07	-2,822.37
<b>Total Equity</b>	114,703.50	106,758.40
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>114,703.50</u></b>	<b><u>106,758.40</u></b>

3:17 PM

03/07/20

Cash Basis

**VCPEA Inc**  
**Profit & Loss**  
January through February 2020

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	<u>Jan - Feb 20</u>	<u>Jan - Feb 19</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Conference	0.00	3,300.00
Sponsorship income	2,010.00	0.00
<b>Total Income</b>	<u>2,010.00</u>	<u>3,300.00</u>
<b>Gross Profit</b>	2,010.00	3,300.00
<b>Expense</b>		
Meals & Entertainment	79.88	89.74
Printing and Reproduct...	330.00	0.00
Travel	209.62	0.00
<b>Total Expense</b>	<u>619.50</u>	<u>89.74</u>
<b>Net Ordinary Income</b>	1,390.50	3,210.26
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Investment Income		
Interest Inc	0.73	0.84
<b>Total Investment Income</b>	<u>0.73</u>	<u>0.84</u>
<b>Total Other Income</b>	0.73	0.84
<b>Other Expense</b>		
Exhibitor fees	600.00	0.00
Grants given	1,000.00	0.00
Insurance	799.00	744.00
Taxes & Licenses	30.00	0.00
<b>Total Other Expense</b>	<u>2,429.00</u>	<u>744.00</u>
<b>Net Other Income</b>	<u>-2,428.27</u>	<u>-743.16</u>
<b>Net Income</b>	<u><u>-1,037.77</u></u>	<u><u>2,467.10</u></u>

Register: Suntrust Checking

From 01/01/2020 through 03/07/2020

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
01/08/2020	debit	Apple Spice Junction	Meals & Entertainment	BoD meeting l...	79.88	X		22,782.69
01/08/2020	2255	Va Assoc of Area Ag...	Exhibitor fees	exhibit at Gove...	400.00	X		22,382.69
01/09/2020			Sponsorship income	Deposit		X	10.00	22,392.69
01/09/2020	2256	Lindley, Dawn	Travel	mileage to & fr...	209.62	X		22,183.07
01/16/2020	2257	Pinnacle Living	Exhibitor fees	exhibit at conf	200.00	X		21,983.07
01/31/2020			Investment Income:Int...	Interest		X	0.38	21,983.45
02/05/2020	2258	Marker, Marjorie	Printing and Reproduct...	Uptown Printin...	330.00	X		21,653.45
02/10/2020	2259	Treasurer Of VA	Taxes & Licenses	VDACS registr...	30.00			21,623.45
02/10/2020	2260	G.A.C.A.A.	Grants given	TAPAS grant	1,000.00	X		20,623.45
02/13/2020	2261	Atkinson Insurance ...	Insurance	commercial ins...	799.00	X		19,824.45
02/18/2020		Virginia Assisted Liv...	Sponsorship income			X	500.00	20,324.45
02/20/2020		SCC	Sponsorship income			X	500.00	20,824.45
02/27/2020		County of Mecklenb...	Accounts Receivable			X	300.00	21,124.45
02/27/2020		City of Hampton	Accounts Receivable			X	1,500.00	22,624.45
02/27/2020		Anthem Inc	Sponsorship income			X	1,000.00	23,624.45
02/29/2020			Investment Income:Int...	Interest		X	0.35	23,624.80
03/02/2020		Virginia Center on A...	Sponsorship income				500.00	24,124.80
03/03/2020		VA Network For Vic...	Sponsorship income				300.00	24,424.80
03/03/2020	2262	W. Joseph Martin, C...	Prof and Legal Fees	2019 tax & filing	350.00			24,074.80
03/03/2020	2263	Lindley, Dawn	Travel	conf comm mtg...	136.85			23,937.95
03/04/2020		Norfolk Redevelopm...	Accounts Receivable				300.00	24,237.95
03/04/2020		Peninsula Agency on...	Accounts Receivable				600.00	24,837.95

# Meeting of the Board of the Virginia Coalition for the Prevention of Elder Abuse (VCPEA), Inc. Wednesday, July 8, 2020

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**Present:** Chris Stone, Dawn Lindley, Daveena Sexton, Joyce Walsh, Joyce Martin, Susan Umidi, Marjorie Marker, Gwen Ingram, Dianne Hoffman, Irene Osei, and Judy Hackler.

Meeting called to order at 10:43 by President Susan Umidi. Roll call completed.

**Member Information:** Susan Umidi shared that David Hominik resigned from Board due to health problems. We will miss him and appreciate his contribution to the board. Marjorie Marker will send him a card from all of us. We send him our best and thank him for everything he has done for the board.

Joyce Martin checked with Howard Mason via phone to ask him if he would like to continue being on the Board. He stated that he wants to continue which is wonderful news.

Susan Umidi officially welcomed our new members. Daveena Sexton and Dawn Lindley are unconfirmed Board Members, but considered voting members of the Board. They will be confirmed during the business meeting at the May annual conference.

**Approval of March minutes.** There were no corrections or additions to the minutes as corrected. Marjorie Marker moved to approve; Gwen Ingram seconded.

**Treasurer's report.** Joyce Martin reviewed the Balance Sheet and the Profit and Loss statements, as well as our Davenport total. Not shown is David Hominik's contribution of \$12,000 from the Administration for Community Living (ACL). Marjorie Marker is going to follow up on this. Someone needs to take over the guardian oversight of the Davenport account. Daveena Sexton has volunteered to do this. Thank you, Daveena!

**Conference Committee Report:** Joyce Walsh thanked Judy Hackler and Michele Sorenson for help with the wording that allowed us and Kingsmill to cancel the August date and reschedule the conference for 2021. We have not received the addendum from them for the 2021 conference yet, but we have been assured that we are confirmed for May 26-28, 2021. We will have to pay a fee for the room usage; food and beverage will be an additional \$1000. Currently our contract for room block is 130 rooms.

It was noted that the Governor's Conference on Aging will be held in Roanoke the week before our conference.

Marjorie Marker reported that Event Brite was updated for the new conference dates. All registrants were sent an email with the date change and other information. We have only received a request for one refund so far. 144 folks are still registered for the new date.

Thanks to Dawn for all her work on Facebook and Sponsors! This has been a tremendous help!!

Several Board members will be looking into getting continuing education credits for social workers, attorneys, emergency medical staff, law enforcement, etc.

**Website:** Marjorie Marker thanked Monica Uhl from Virginia Navigator. The biggest change has been to the membership section and the conference section. Specific changes were emailed to all Board members. Please take a look at the website to make sure if we have any mistakes so that they can be corrected (vcpea.org).

**Helen Napps Award:** We're going ahead with this at the 2021 Conference, and will begin to ask for nominations. The award goes to someone who has demonstrated outstanding service in the field of aging and working with seniors. Helen passed away about 4 years ago. Recipients get free registration and overnight stays to the conference and are recognized at the conference during the business meeting. Joyce Martin agreed to cross-stitch her beautiful award for the recipient.

There was some discussion about what other conferences are doing and some consideration on perhaps having Zoom webinars. Judy offered assistance with webinar information. Daveena Sexton asked that we share their August event(s) information (we can put on website and Facebook).

**Other Business:** Marjorie Marker is sending a card to Melissa Harper, a former board member, from all of us; her husband passed away last week.

Chris Stone wins for the best hair as most of us could be seen face-to-face on Zoom!  
Thanks to Venus Bryant for setting the Zoom meeting up for us.

Meeting adjourned at 11:55.

Next Board Meetings are:

September 9, 2020  
November 4, 2020

Respectfully submitted,  
Marjorie Marker and Dawn Lindley