



**MINUTES  
BOARD OF DIRECTORS MEETING  
March 10, 2021**

**Present (on phone): Diane Hoffman, Gwen Ingram, Margie Marker, Joyce Martin, Courtney O’Hara, Irene Osei, Paula Kupstas, William Shackelford, Susan Umidi and Joyce Walsh**

▪ **Welcome and Introductions**

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

▪ **Review of Minutes**

Minutes of the January 13, 2021 business meeting were provided to members via email prior to this meeting. **Joyce Walsh** moved for approval while **Margie Marker** seconded it. There was no opposition.

**Treasurer’s Report** – Total account balances as of February 28, 2021 were \$112,206.21 including checking (\$28,508.33) savings (\$12,042.20), and investments (\$71,655.68). Joyce Martin provided the full Treasurer’s Report via email, prior to meeting (attached here). **Joyce Martin** states that she and Board Member **Daveena Sexton** are meeting with our investment agency, Davenport, tomorrow and she will provide a summary of that meeting when we gather again in May.

▪ **Annual Conference Committee –**

2022 planning:

a. Planning progress:

- i. Date changes and Kingsmill meeting update -- **Susan Umidi** relates that we have moved the conference to May 25-27, 2022.
- ii. Website changes -- **Marjorie Marker** notes that the VCPEA website has been updated the conference page and “update” section to reflect new dates. Additionally, she is working to revise the flyer and agenda so that can be added

as well. Finally, **Courtney O'Hara** made sure the Eventbrite page was updated with correct dates and other information, including ticket prices.

- iii. Conference video “teasers” -- **Courtney O'Hara** is coordinating this effort. The effort will allow speakers to talk, via a recording, about what they plan to present as well as a potential covid-19 related tip. These videos will likely be placed on a YouTube page and marketed on a monthly basis June – December.
  - iv. Sponsorship Coordination -- **Susan Umidi** notes that **Paula Kupstas** will spearhead this effort.
  - v. Helen Knapps award -- **Joyce Martin** will coordinate this effort, to include reviewing nominations. She suggests we begin advertising this in January 2022.
- **Executive Committee** – No formal report.
  - **Finance** – No formal report.
  - **Work Group** – No formal work groups are meeting at this time.
  - **Other business**
    - Constant Contact subscription delayed -- **Courtney O'Hara** notes that her VCOA job responsibilities have nearly doubled and, as a result, she has not been able to properly research and activate this paid service. She hopes to secure an account for the Board this spring.
    - Membership changes -- **Susan Umidi** announced our new member **Paula Kupstas**. There will be a more formal voting in once the by-laws are amended, a project on which Margie Marker is working. Additionally, **Susan Umidi** announced that **Cathy Devore** has resigned from the board. We do hope she will join us again in the future and thank her for all her work over the years, particularly with regard to scholarship awards.
    - ACL Funding -- **Margie Marker** reports local APS units will receive federal funding for training and she plans to encourage them to utilize these funds to attend our conference.

Meeting was adjourned at **11:16am**.

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

May 11, 2021

July 14, 2021

September 8, 2021  
November 9, 2021