



VCPEA
Virginia Coalition for the Prevention of Elder Abuse, Inc.
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MINUTES
BOARD OF DIRECTORS MEETING
July 13, 2016

Present: Lisa Furr, Joyce Martin, David Hominik, Susan Umidi, Karen Browder, Courtney O'Hara, Sandra Gentry, Joyce Walsh, Melissa Harper, Gwen Ingram

Via Phone: Michele Sorenson, Bridgette Roseman

Absent: Rachel Hammer, Michele Leith, Carey Raleigh, Chris Stone, Beth Ann Lawson

1. **Welcome and Introductions**

Lisa called the meeting to order.

2. **Review of Minutes**

Minutes of the March 19, 2016 Board meeting and May 19, 2016 Annual meeting were reviewed and approved. David moved and Sandra seconded.

3. **Treasurer's Report** – Total account balances as of June 30, 2016 were \$ 89,073.04 including checking (\$17,540.43), savings (\$12,036.80), and investments (\$59,495.81). The full Treasurer's Report was emailed to Board prior to meeting. Report was approved.

4. **Finance** –

VCPEA's current fiscal health is stable and strong. Thanks to the Board's hard work, particularly the scholarship and the conference committee members, for delivering yet another strong substantive Annual Conference in May 2016. This is what we do so well. And, for the third consecutive year, we have done so with a positive fund balance. Net income of approximately \$6,858.

- A. The subcommittee contacted Jamey Davidson with Davenport. He recommends leaving our investments as they are. The Finance Subcommittee agrees.
- B. Significant steps have been taken to up-date our membership list. We realize we need to develop a way to remind members to pay their dues. Also, we if we rely on increased membership to increase financial base, we need to develop ways to provide an incentive to join VCPEA, besides the reduced conference registration fee.

- a. VCPEA also needs to develop strategies to increase income whether that is increasing conference attendance or perhaps soliciting donations at the end of the calendar year.
- b. If VCPEA increases conference attendance, we may also need to look at another venue in the future because break-out rooms at the VA Beach Hotel were at capacity.

5. Awareness

- a. The group was tasked with reviewing the VCPEA brochure to update it. Once revised, it will be printed both electronically and hard copy.

Conference Committee

- a. Review of 2016 conference
 - i. Evaluation results were discussed. Lisa noted that the “numbers are just amazing.”
 - ii. Challenges related to scholarship, copying were detailed and will be addressed by committee in late August/early September.
- b. Plans for 2017 Conference
 - i. Bridgette asked about making hotel switch – committed for next year. Lisa mentioned that a move could be possible in the next couple of years, as NAPSA has expressed an interest in having us serve as a state site. On the subject of NAPSA, a motion was passed to pay for Courtney to attend its 2016 conference should she be unable to secure funding via her employer.
 - ii. Joyce Martin encouraged members to note needed adjustments for 2017. These include:
 - 1) A chair for conference planning committee. This will be discussed at next committee meeting.
 - 2) Eventbrite has Lisa’s address listed as contact. As Lisa is exiting, this will be changed to Joyce Martin’s home address or the VCPEA PO box, with the latter being the preference.
 - 3) Karen recommended that Conference task list be transformed into reference guide/work plan. Melissa suggested that it could be distributed via Drobox.
 - 4) Joyce Martin will meet with committee to discuss issues related to rooms being paid for and the number of nights, for speakers, members, etc.
 - 5) Melissa recommended that committee look at adjusting times to allow for attendees to visit beach.
 - iii. Funding opportunities for next year’s conference were discussed.
 - 1) A motion was passed to proceed with applying for CICF monies to fund scholarships in 2017. To make our proposal more attractive to CICF, it was decided that a DV session will be included.
 - 2) A motion was passed to seek sponsorship dollars from Virginia Center on Aging as opposed to a GTE award for scholarships.

TAPAS Grants – There have been a lack of proposals, which the board sees as a challenge. Lisa suggested that we only allow VCPEA members to apply, as an incentive for membership. We were encouraged to send the guidelines out to all our listserves. To garner additional interest in submitting a proposal, Courtney suggested recognizing award recipients at the Annual Board Meeting, held at the conference.

Social Media—

- b. This subcommittee will address website and email challenges. For now, Courtney will check the info@vcpea.org email address.

Advocacy and Outreach – This group will ensure that the “save the date” materials are sent out earlier this year. They also encourage all members to make a concerted effort to promote VCPEA in their “day jobs.”

6. Nominating Committee

- a. Jefferson Area Coalition to End Elder Abuse recently formed in the Charlottesville area. Joyce Martin will reach out to invite one member to board.

7. Membership

- a. Committee will address the following:
 - i. Drafting of form letters (welcome, annual membership dues) for individual members and if organizational, names of people in the organization, scholarship recipients, and membership certificates. These will be emailed to membership.

8. Other business

Committee Matrix & Board Membership Discussion

- a. Present board members noted that there seems to be a lack of active participation/attendance at recent board meetings. This was also noted with regard to committees. To address this, the Board decided to enforce Article 4 of the By-Laws. This will be presented to all board members, via email, with an accompanying letter from the new Board President, Susan Umidi. Additionally, the letter will notify all members that the chair of each committee is to prepare a report prior to each board meeting.
- b. Board proposed that committees be open to entire membership, with only the required to be a board of director. This was passed.
- c. Melissa proposed that we make technology/meeting time amendments to make it more friendly to board member
- d. Board proposed that each committee meet to develop goals for next year and elect chairs. This should be presented at the Sept. meeting (send report at least one week prior to that meeting)
- e. Those present joined the committees – see updated matrix for that information.

Meeting was adjourned at 1:15

Future meetings 2016:

Wed., September 14, 2016 Board meeting will be in Fishersville at Wilson Workforce and Rehab Center from 10-12:30. Details about location and conference calling will be sent to Board prior to meeting.

Wed., Nov 9, 2016 – Conference Call

Wed., January 11, 2017 Conference Call