



BOARD OF DIRECTORS MEETING MINUTES - July 12, 2023

Attendees: Melissa Harper, Sydney Palinkas, Courtney O'Hara, Diane Hoffman, Gary Cody, Paula Kupstas, Joyce Walsh, Judy Hackler, Randi Keesee, Emily Hardy, Irene Osei

- I. Welcome - Courtney O'Hara** (President) began the meeting at 10:33am with a thank you to all Board members for a great job at the Annual Conference in May.
- II. March Minutes Approved - Sydney Palinkas** (Secretary) presented the March meeting minutes and the minutes were approved by the Board. **Sydney** has posted the approved minutes on the website.
- III. Treasurer's Report- Paula Kupstas** (Treasurer) presented the Treasurer's Report, including the conference budget report. The Annual Conference profited \$16,014.55 to fund VCPEA's mission of promoting awareness, training and advocacy on behalf of Virginia's abused, neglected, or exploited adults. This amount reflects a couple of transactions from 2022, and excludes a \$5,000 sponsorship not yet collected. Profit was somewhat lower than initially expected, due mainly to higher hotel costs and the venue size limiting the number of attendees.

For the sponsorship payment still outstanding, it was recommended that Paula route the invoice through the vendor's corporate office. She will include a copy of the conference program, conference evaluation summary, and thank-you letter.

The Truist checking and savings account balances are \$44,736.11 and \$12,045.18 as of July 5, 2023. The book value of the Davenport account is \$84,971.35, and its market value as of July 5, 2023 is \$103,095.05.

In the second quarter, filings by the treasurer included the annual report and fee to the Virginia State Corporation Commission, the Virginia Registration Statement for a Charitable Organization (Form 102) and associated fee to the Virginia Department of Agriculture and Consumer Services, and the application for our Sales Tax Exemption Certificate to the Virginia Department of Taxation.

Paula presented the Financial Policy Statement, which the Board approved. The Financial Committee will meet with the financial advisor and report back at the next Board meeting.

- IV. 2023 Conference Debrief:** The 2023 Annual Conference was a great success! **Courtney O’Hara** (President) thanked and congratulated all the Board members. The conference evaluation results were very positive. All of the speakers were well received.

The conference evaluations did reflect complaints about the hotel food and the venue. There was feedback that the space was too cramped and it was difficult to find breakout rooms. This will be considered when planning the 2024 conference.

V. 2024 Conference

- A. Potential venues:** The Board discussed potential new venues for the 2024 Annual Conference. A survey was included in the July newsletter to elicit feedback on venues from attendees. The survey feedback concluded that attendees’ biggest priority was having their hotel room and the conference meetings rooms in the same building.

Hotel suggestions discussed at the meeting included:

- Marriott in Virginia Beach (This hotel does not offer government rates.)
- Newport News Marriott
- Founders Inn
- Hilton Maine in Norfolk (It was noted that this hotel has had high costs in the past.)
- The Jefferson Hotel - Richmond, VA (This hotel is likely out of our price range.)
- Hotel Roanoke
- Hilton Shortpump, Richmond
- Richmond Marriott (Guest would need to pay for parking.)

Judy Hackler will create an RFP. She will send to **Joyce Walsh** to send out.

The Board discussed moving the date of the conference, so it wasn’t as close to Memorial Day weekend. We will look at the first week in May.

B. Additional Notes for 2024 Conference:

- T-shirt fundraiser should be part of the initial registration process.
- The cancellation policy needs to be clarified and clearly communicated to registrants.
- Early-bird registration must be paid by the end of the early-bird registration period.

- Scholarships should be awarded before the early-bird rate period ends.
- There needs to be more clarity about booking rooms.
- Sponsorship rates and expectations should be made very clear.
- The giveaway / raffle process should be streamlined.
- There should be larger signs to help attendees find breakout rooms.
- After the conference, certificates should be automatically generated.

VI. Board Retreat- October - Courtney O’Hara (President) proposed an in-person retreat for the Board members. Points of discussion would include strategic planning (mission, vision, purpose), capacity building, membership, Board member responsibilities and expectations.

The discussion should be led by an outside facilitator. If any Board members have ideas of facilitators, please send them to **Courtney** or **Sydney**.

Sydney Palinkas (Secretary) will send out a Doodle poll to determine a date.

VII. National Network of State Elder Justice Coalitions (NNSEJC) - Courtney O’Hara (President) and **Sydney Palinkas** (Secretary) met with the leaders of NNSEJC. VCPEA will join the network and **Sydney** will attend the quarterly meetings. This will be an opportunity to learn more about other state coalitions and funding opportunities.

VIII. Newsletter Ideas - Sydney Palinkas (Secretary) asked Board members if they have any events or news they would like to share in the August newsletter. The following topics were suggested:

- Safe Center of Southwest Virginia
- New 2023 laws in Virginia

The meeting was concluded at 11:30am.