



**BOARD OF DIRECTORS MEETING MINUTES  
March 8, 2023**

Attendees: Courtney O’Hara, Marjorie Marker, Paula Kupstas, Victor Little, Diane Hoffman, Susan Umidi, Joyce Martin, Gary Cody, Emily Board, Randi Keese, Sydney Palinkas, Melissa Harper

- I. Courtney O’Hara (President)** began the meeting. Members did brief introductions.
- II. January Minutes Approved - Sydney Palinkas (Secretary)** presented the January meeting minutes and they were approved. **Sydney** posted to the website.
- III. Confirm Board Member Contact Information: Margie Marker (Vice President)** asked Board Members to make any needed corrections on their contact information to be included in the conference program.
- IV. Treasurer’s Report: Paula Kupstas (Treasurer)** discussed the Davenport balance (\$82,981.37), the checking account (\$31,501.01), and savings account (\$12,044.78). The profit and loss sheet is not up to date due to upcoming Eventbrite fees and conference registration fees that still need to be paid.

Our CPA filed our 990 for 2022. Our next deadline for state reports will be May 31st.

**V. Conference Updates**

- A. Budget - Paula Kupstas (Treasurer)** presented updates on the Conference budget.

There are currently \$18,000 in sponsorships. The estimated revenue from sponsorships is \$30,000.

Conference expenses include Eventbrite, keynote speaker fees, and hotel fees. The hotel deposit was paid in January. We have also paid the first half of the keynote speaker’s fees.

Board discussed lunch options for sponsors and exhibitors.

**B. Agenda - Marjorie Marker (Vice President)** is finishing the conference agenda. Room assignments for sessions are still needed. We are also still missing a few speaker bios. Once completed, **Sydney Palinkas (Secretary)** will post to the website.

**C. Tickets Sales and Registration Updates**

1. 141 early-bird and regular registrants
2. 16 scholarship recipients
3. 22 speakers registered
4. 12 board members registered
5. 1 Helen Napps Award recipient registered.

**D. Waitlist-** The waitlist will be opened starting with 8 people. There are 16 people who selected to pay by invoice but haven't paid yet. They will have a deadline of April 15th and then the waitlist will be opened again.

EventBrite gives people 24 hours to register after coming off the waitlist. We will edit this to give people a bit more time.

**E. Helen Napps Award: Joyce Martin** will present the Helen Napps Award at the conference.

**F. Board Member Roles At Conference:**

- Registration Table: Joyce Martin, Sydney Palinkas, Margie Marker
- Greeter: Irene Osei (getting candy for table)
- Bag Stuffing (Wednesday Morning)
- Emily Hardy can help pick up things from the printer in Richmond

Workshop Hosts

Workshop A: Judy Hackler

Workshop B: Paula Kupstas

Workshop C: Courtney O'Hara

Workshop D: Emily Hardy

Workshop E: Randi Keesee

Workshop F: Paula Kupstas

Workshop G: Gwen Ingram

Workshop H: Gary Cody

Workshop I: Victor Little

Workshop J: Susan Umidi

Workshop K: Sydney Palinkas

Workshop L: Melissa Harper

Workshop M: Diane Hoffman

Workshop N: Victor Little

Workshop O: Randi Keesee

**Randi Keese** will send info on table topper to **Margie Marker (Vice President)**. This can be used for future events as well. **Randi** will help design this based on our brochure.

**G. Next conference meeting: April 4th, 10:30am**

**H. Misc.** Conference cannot be hybrid in the future due to high costs.

- VI. VCPEA Newsletter: Sydney Palinkas (Secretary)** will put out the newsletter quarterly. The first newsletter went out in February and the next one will go out in May. If members have information they would like to include in the newsletter, please share with **Sydney** at [sydneypalinkas@gmail.com](mailto:sydneypalinkas@gmail.com).
- VII. Facebook:** The Facebook page is running again. **Susan Umidi, Judy Hackler, Randi Keese, and Sydney Palinkas** will be administrators.