



BOARD OF DIRECTORS MEETING
January 10, 2024

Attendees: Diane Hoffman, Alexa Van Aartrijk, Gary Cody, Marjorie Marker, Judy Hackler, Randi Keesee, Courtney O’Hara, Frank DeGaetani, Victor Little, Sydney Palinkas, Melissa Harper, Paula Kupstas, Carol Driskill

- I. Welcome and Introductions - Courtney O’Hara** (President) started the meeting at 10:33am. All members introduced themselves.
- II. Review of November Minutes** - The Board approved the November 2023 meeting minutes. **Sydney Palinkas** (Secretary) uploaded to the website.
- III. Review of Treasurer’s Report - Courtney O’Hara** (President) presented the Treasurer’s Report, prepared by **Paula Kupstas** (Treasurer). The Truist checking and savings account balances were \$57,614.55 and \$12,045.78 as of December 31, 2023. The book value of the Davenport account as of December 31, 2023 was \$87,357.36, and its market value as of that date was \$111,721.03. Two payments have been made from the checking account in January: a \$6.00 monthly fee to Squarespace, and a \$2,750.00 deposit to the Clowder Group for their 2024 conference speaker fee. This brings our checking account balance as of January 8, 2024 to \$54,858.55.
- IV. New Member Vote** - The Board voted and approved for **Alexa van Aartrijk** to join the Board.
- V. 2024 Conference Updates and Reports**
 - A. Speaker Updates- Randi Keesee:** Speaker RFPs were due December 15th. Twelve speakers submitted proposals. Some members of VCPEA Board will meet separately to discuss potential speakers to fill gaps.

- B. Registration Opening - Courtney O'Hara** (President) - Registration opens January 22nd. VCPEA will make the cancellation policy for the conference clear on the website.
 - C. Conference Budget - Paula Kupstas** (Treasurer) - This year we are expected to have a larger number of attendees than 2023. There are some higher hotel costs and an anticipated drop in one annual sponsorship. This loss of revenue will need to be made up.
 - D. Hotel Updates - Judy Hackler and Julie Moore**- The hotel reservation link is live. Attendees will receive the government rate. They will receive the link in their confirmation email.
 - E. Sponsorship Committee - Gary Cody** - The committee has been working on submitting applications for sponsorship. Molina has agreed to sponsor the conference for \$5,000! Board members are encouraged to share any sponsorship ideas to the team. **Gary** will share sponsorship excel with the Board.
- We are currently expecting approximately 20 exhibitors.
- F. Scholarship Committee- Diane Hoffman and Melissa Harper** - VCPEA has 20 scholarships to offer for 2024. We received 26 submissions. Applications will be open until Monday, January 15th.
 - G. Marketing - Sydney Palinkas** (Secretary) - We are promoting the conference on social media.
 - H. T-shirts - Irene Osei** - Irene contacted Bonfire about t-shirt options and she is waiting to hear back from him.
 - I. Conference Swag: Marjorie Marker** (Vice President) will begin working on this.

The meeting adjourned at 11:36am.