



**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**July 13, 2022**

**Present (via Zoom): Gary Cody, Judy Hackler, Emily Hardy, Diane Hoffman, Paula Kupstas, Margie Marker, Joyce Martin, Courtney O’Hara, Irene Osei, Sydney Palinkas, Michelle Sorenson, Susan Umidi, and Joyce Walsh.**

- **Welcome and Introductions**

**Susan Umidi** called the meeting to order at 10:32 a.m. She welcomed new board member **Emily Hardy**, who was joining us for the first time. She and each of the board members introduced themselves.

- **Review of Minutes**

**Courtney O’Hara**, holding the position of Secretary, proposed that the Board use the Zoom video recording and its accompanying transcript as the official meeting minutes. A couple members expressed concern about this and asked that the minutes continue to be recorded in the current format. **Courtney** agreed to use the recording only to refresh her memory as she recorded the minutes. **Courtney** then asked for approval for the March meeting minutes. There was no opposition to approval and the Board moved on to the Treasurer’s Report.

- **Treasurer’s Report**

**Joyce Martin** provided the full Treasurer’s Report and **Courtney O’Hara** distributed it via email, prior to meeting (attached here). Total account balances as of June 30, 2022 were \$157,382.73, including checking (\$63,492.69) savings (\$12,043.99), and investments (\$81,846.05). **Paula Kupstas** asked for information related to profit from the conference. **Joyce Martin** said that she will work to provide exact figures at a future board meeting. As such, we will wait to approve the July Treasurer’s Report until the next Board Meeting.

- **Website**

**Paula Kupstas** reports that she, **Gary Cody**, **Irene Osei**, and **Susan Umidi** have worked with a graphic designer to update the website. She invites board members to take a look at the new website. The migration was done on a very tight timeline, for a cost of only \$1,000. As we

move forward, she says we will have an opportunity to make changes with greater flexibility because we don't depend on Virginia Navigator for making updates.

- **Annual Conference Committee**

- a) **Susan Umidi** noted that the committee is excited about securing the Delta Hotel in Virginia Beach for the 2023 conference. She and **Joyce Walsh** shared details about the space and its recent renovation. **Joyce Walsh** noted they have already been more responsive than representatives from our previous venue. **Joyce Walsh** will be our liaison and will continue to share information as it becomes available.
- b) **Judy Hackler** reviewed the conference evaluations results, which were largely positive.
- c) **Susan Umidi** shared that the conference committee will meet on August 1<sup>st</sup> and discuss the following: request for proposals, date for registration, conference theme and much more. Expect an update about this meeting in September.

- **Executive Committee** – No formal report.

- **Finance** – No formal report.

- **Work Group** – No formal work groups were meeting as of the time of this meeting.

- **Announcement From Susan**

**Susan Umidi** shared that she has decided to step down as President and would like to do so as soon as a replacement has been identified. All Executive Board Members noted that they agreed with **Susan** regarding the following: it's time to ask members if they would like to take on a leadership position. **Courtney O'Hara** will send a follow up email to provide additional details about each position, to include Secretary, Vice President, and Treasurer. All Board Members are welcome to contact the executive committee about nominating themselves. Please note that **Susan** did state she is willing to stay on the board and assist with conference planning.

Meeting was adjourned at 11:50 a.m.

**Next Meeting:**

September 21, 2022, via Zoom

Register: Suntrust Checking

From 01/01/2022 through 07/05/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/20/2022			Donations	CAF		X	67.92	29,986.92
01/24/2022	2279	Umidi, Susan	Travel	travel to kings	94.92	X		29,892.00
01/28/2022	2280	Atkinson Insurance ...	Insurance	professional lia...	814.00	X		29,078.00
01/31/2022			Investment Income:Int...	Interest		X	0.25	29,078.25
02/08/2022			-split-	CAF - Network...		X	387.92	29,466.17
02/14/2022		Brightstar Care	Sponsorship income	Deposit		X	300.00	29,766.17
02/14/2022		SCC	Sponsorship income	Deposit		X	300.00	30,066.17
02/16/2022	2281	New Kent DDS	Conference	refund overpay...	50.00	X		30,016.17
02/28/2022			Donations	CAF		X	67.93	30,084.10
02/28/2022			Investment Income:Int...	Interest		X	0.17	30,084.27
02/28/2022			Investment Income:Int...	Interest		X	0.06	30,084.33
02/28/2022	2282	GACAAA, Inc	Grants given	TAPAS grant - ...	750.00	X		29,334.33
03/10/2022			Conference	Lee County		X	800.00	30,134.33
03/14/2022			Sponsorship income	Senior Connect...		X	500.00	30,634.33
03/15/2022	2283	Southwest Virginia L...	Grants given	task force	2,000.00	X		28,634.33
03/31/2022			Investment Income:Int...	Interest		X	0.26	28,634.59
04/05/2022			Sponsorship income	Sentara		X	1,000.00	29,634.59
04/11/2022			Sponsorship income	Peninsula AA I...		X	500.00	30,134.59
04/18/2022			-split-	Dominion \$2000		X	2,077.62	32,212.21
04/20/2022	2284	Treasurer Of VA	Taxes & Licenses	annual reg fee ...	30.00	X		32,182.21
04/23/2022	2285	Clowder Group, the	Travel	airfare for 2 op...	1,602.40	X		30,579.81
04/25/2022		SCC	Taxes & Licenses	annual fee	25.00	X		30,554.81
04/26/2022			Sponsorship income	DARS		X	500.00	31,054.81
04/29/2022			Conference	Westmoreland ...		X	400.00	31,454.81
04/30/2022			Investment Income:Int...	Interest		X	0.25	31,455.06
05/03/2022	2286	W. Joseph Martin, C...	Prof and Legal Fees		375.00	X		31,080.06
05/03/2022	2287	Marker, Marjorie	Give Away - promotio...	reimburse for c...	4,368.11	X		26,711.95
05/04/2022	2288	VALA	Prof and Legal Fees	reimburse cost ...	307.50	X		26,404.45
05/22/2022	debit	FedExOffice	Postage and Delivery		16.32	X		26,388.13
05/22/2022	debit	CVS Pharmacy	Conference supplies		28.27	X		26,359.86
05/24/2022	debit	Uptown Color	Give Away - promotio...		2,101.50	X		24,258.36
05/24/2022	debit	Hounds Tale, the	Meals & Entertainment		31.88	X		24,226.48
05/25/2022	debit	Harris Teeter	Conference supplies	Starbucks \$15 ...	300.00	X		23,926.48
05/25/2022	debit	Harris Teeter	Conference supplies	gift candy	57.36	X		23,869.12
05/26/2022	debit	Le Yaca	Meals & Entertainment		236.00	X		23,633.12
05/26/2022	2289	Martin, Joyce	Conference supplies	Helen Napps a...	18.18	X		23,614.94
05/27/2022	2290	Brunswick County D...	Scholarships given	Andrea Hicks s...	280.34	X		23,334.60
05/27/2022	2291	Manassas Park DSS	Scholarships given	Jacqueline Pres...	280.34	X		23,054.26
05/27/2022	2292	void	Scholarships given	Erin Guidry sc...				23,054.26
05/27/2022	2293	Chelsea Sowatskey	Scholarships given	scholarship lod...	280.34			22,773.92

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From 01/01/2022 through 07/05/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/27/2022	2294	Prince Edward Count...	Scholarships given	Chelsie Towns...	280.34	X		22,493.58
05/27/2022	2295	Spotsylvania County ...	Scholarships given	Rose Adams sc...	280.34	X		22,213.24
05/27/2022	2296	Va Beach HS	Scholarships given	Laurie Durette...	280.34			21,932.90
05/27/2022	2297	Powatan County She...	Scholarships given	Rodolfo Riope...	280.34	X		21,652.56
05/27/2022	2298	Highland DSS	Scholarships given	Holli McVeigh...	280.34	X		21,372.22
05/27/2022	2299	Grayson County DSS	Scholarships given	Susan Bullion s...	280.34	X		21,091.88
05/27/2022	2300	Wingfield, Stephanie	Scholarships given	scholarship	280.34	X		20,811.54
05/27/2022	2301	void	Scholarships given			X		20,811.54
05/27/2022	2302	Charlottesville DSS	Scholarships given	Erin Britt schol...	280.34	X		20,531.20
05/27/2022	2303	Kienzle-Pappalardo, ...	Scholarships given	scholarship	280.34	X		20,250.86
05/27/2022	2304	Warren County DSS	Scholarships given	Lucy Riffey sc...	280.34			19,970.52
05/27/2022	2305	void	Scholarships given			X		19,970.52
05/27/2022	2306	void	Scholarships given			X		19,970.52
05/27/2022	2307	Giles County DSS	Scholarships given	Teresa Sanson ...	280.34	X		19,690.18
05/27/2022	2308	Franklin, City of	Scholarships given	Steve Patterson...	280.34			19,409.84
05/27/2022	2309	Franklin, City of	Scholarships given	Sarah Rexrode ...	280.34			19,129.50
05/27/2022	2310	Bedford County DSS	Scholarships given	Davon Weeks s...	280.34	X		18,849.16
05/27/2022	2311	Hasty-Martin, Deidre	Scholarships given	scholarship	280.34	X		18,568.82
05/27/2022	2312	Hampton, City VSU	Scholarships given	scholarship Lea...	280.34	X		18,288.48
05/27/2022	2313	Lynchburg, City	Scholarships given	Pamela Wright ...	280.34	X		18,008.14
05/27/2022	2314	Lynchburg, City	Scholarships given	Yvonne Eigenh...	280.34	X		17,727.80
05/27/2022	2315	Cody, Gary	Scholarships given	scholarship	280.32	X		17,447.48
05/27/2022	2316	Louisa County DHS	Scholarships given	Erin Guidry sc...	268.32			17,179.16
05/27/2022	2317	Wills, Cynthia	Scholarships given	scholarship	280.32	X		16,898.84
05/27/2022	2318	Stokes, Monica	Scholarships given	scholarship	280.32	X		16,618.52
05/27/2022	2319	Driskill, Carol	Scholarships given	scholarship	280.32	X		16,338.20
05/31/2022			Investment Income:Int...	Interest		X	0.24	16,338.44
05/31/2022	2320	Harper MSN, Meliss...	Travel	mileage round t...	284.31	X		16,054.13
05/31/2022	2321	Ingram, Gwen	Conference supplies	reim conf suppl...	23.75	X		16,030.38
06/02/2022	9669643	void	Conference speakers	9669642		X		16,030.38
06/06/2022		Deluxe Business Syst...	Office Supplies & Exp...	check printing	182.41	X		15,847.97
06/07/2022			Conference	Eventbrite		X	48,668.86	64,516.83
06/09/2022			Donations	CAF		X	38.81	64,555.64
06/09/2022			Donations	Ron Culberson		X	163.75	64,719.39
06/09/2022			Conference	People Inc		X	1,200.00	65,919.39
06/09/2022			Sponsorship income	Langley		X	2,500.00	68,419.39
06/09/2022	9692925	Riddle, Dawn	Scholarships given	lodging	280.32	X		68,139.07
06/09/2022	9692926	Culberson, Ron	Conference speakers	speaker	2,000.00	X		66,139.07
06/09/2022	9692927	Clowder Group, the	Conference speakers	travel expenses	458.03	X		65,681.04
06/09/2022	9692928	Marker, Marjorie	Conference supplies	reim conf expe...	258.62	X		65,422.42

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<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
06/09/2022	9692933	Ingram, Gwen	Conference supplies	gift bags	60.00	X		65,362.42
06/10/2022			Donations	CAF		X	38.81	65,401.23
06/10/2022			Donations	Purple Table		X	91.00	65,492.23
06/17/2022	debit	Delta Hotels	Conference hotel	VA Beach loca...	2,000.00	X		63,492.23
06/24/2022			Sponsorship income	Lifeline Home ...		X	500.00	63,992.23
06/24/2022	9692935	VALA	Sponsorship income	reimburse conf...	500.00	X		63,492.23
06/30/2022			Investment Income:Int...	Interest		X	0.46	63,492.69

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07/05/22

Cash Basis

**VCPEA Inc**  
**Profit & Loss**  
**January through June 2022**

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	<u>Jan - Jun 22</u>	<u>Jan - Jun 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Conference	51,018.86	-300.00
Sponsorship income	7,600.00	1,000.00
<b>Total Income</b>	<u>58,618.86</u>	<u>700.00</u>
<b>Gross Profit</b>	58,618.86	700.00
<b>Expense</b>		
Conference hotel	2,000.00	0.00
Conference speakers	2,458.03	0.00
Conference supplies	746.18	0.00
Give Away - promotional items	6,469.61	0.00
Meals & Entertainment	267.88	57.36
Office Supplies & Expenses	182.41	0.00
Postage and Delivery	16.32	0.00
Scholarships given	7,557.06	0.00
Travel	1,981.63	0.00
<b>Total Expense</b>	<u>21,679.12</u>	<u>57.36</u>
<b>Net Ordinary Income</b>	36,939.74	642.64
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Donations	933.76	425.84
<b>Investment Income</b>		
_LT CapGnDst	2,527.64	1,841.48
_RlzdGain	0.00	699.91
_ST CapGnDst	212.75	279.48
Dividends	521.63	451.03
Interest Inc	2.28	2.04
<b>Total Investment Income</b>	<u>3,264.30</u>	<u>3,273.94</u>
<b>Total Other Income</b>	4,198.06	3,699.78
<b>Other Expense</b>		
Grants given	2,750.00	0.00
Insurance	814.00	804.00
Internet	0.00	540.00

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07/05/22  
Cash Basis

**VCPEA Inc**  
**Profit & Loss**  
January through June 2022

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	<u>Jan - Jun 22</u>	<u>Jan - Jun 21</u>
Prof and Legal Fees	682.50	375.00
Taxes & Licenses	55.00	55.00
<b>Total Other Expense</b>	<u>4,301.50</u>	<u>1,774.00</u>
<b>Net Other Income</b>	<u>-103.44</u>	<u>1,925.78</u>
<b>Net Income</b>	<u><u>36,836.30</u></u>	<u><u>2,568.42</u></u>

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07/05/22

Cash Basis

**VCPEA Inc**  
**Balance Sheet**  
As of June 30, 2022

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	<u>Jun 30, 22</u>	<u>Jun 30, 21</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Davenport	81,846.05	74,927.58
Suntrust Checking	63,492.69	28,607.78
Suntrust Savings	12,043.99	12,042.80
<b>Total Checking/Savings</b>	<u>157,382.73</u>	<u>115,578.16</u>
<b>Total Current Assets</b>	<u>157,382.73</u>	<u>115,578.16</u>
<b>TOTAL ASSETS</b>	<b><u>157,382.73</u></b>	<b><u>115,578.16</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
Opening Balance Equity	71,931.49	71,931.49
Retained Earnings	43,646.67	50,043.15
Net Income	41,804.57	-6,396.48
<b>Total Equity</b>	<u>157,382.73</u>	<u>115,578.16</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>157,382.73</u></b>	<b><u>115,578.16</u></b>