



VCPEA
Virginia Coalition for the Prevention of Elder Abuse, Inc.
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MINUTES
BOARD OF DIRECTORS MEETING
November 14, 2018

Present: David Hominik, Margie Marker, Howard Mason, Courtney O’Hara, Chris Stone, and Susan Umidi

On Phone: Diane Hoffman, Irene Osei, Joyce Martin, and Michelle Sorenson

1. **Welcome and Introductions**

Susan Umidi called the meeting to order and all roll call was performed.

2. **Review of Minutes**

Minutes of the business meeting portion of the retreat, held on October 10, 2018, were reviewed. Joyce Martin requested a correction regarding a grammatical error in item #2. This was changed by Secretary, **Courtney O’Hara**. With this correction, **David Hominik** moved for approval while **Margie Marker** seconded it. There was no opposition.

3. **Treasurer’s Report** – Total account balances as of November 12, 2018 were \$104,015.03, including checking (\$26,550.69), savings (\$12,039.50), and investments (\$65,424.84). Joyce Martin provided the full Treasurer’s Report via email, prior to meeting. **Chris Stone** made a motion for approval while **Howard Mason** seconded. There was no noted opposition.

4. **Finance** – **David Hominik** notes that the stock market has been volatile and that the Davenport account reflects that. As of today, the following could be cashed out: \$72,363.38. **David Hominik** also states that he is reviewing all financial statements provided by **Joyce Martin**, to insure a “checks and balance” component.

5. **October 2018 Retreat** – **Susan Umidi** provided a summary via email, prior to the meeting. See attached. These were reviewed in detail. **Michelle Sorenson** and **Diane Hoffman** noted that they found the retreat to be a beneficial experience.

6. **Annual Conference Committee –**

- a. **Susan Umidi** relates that she, **Joyce Martin** and **Michelle Sorenson** worked together to apply for funding from Virginia Victim Fund (VVF) and GTE, via Virginia Center on Aging. She is awaiting a response from both organizations. She notes that she left a message with VVF's Director this morning.
- b. **Susan Umidi** reports the conference's 2019 theme is *Breaking Barriers: Empowering Older Virginians*. **Courtney O'Hara** notes that conference members are working to secure speakers and plan to have registration open in January.

7. **Executive Committee**

8. **Work Groups** – Thus far, two groups have been formed, to include social media and the website. See below for more information.

9. **Other business**

- a. **David Hominik** asked for clarification about the cost of each conference scholarship so that he can make requests for that amount. **Susan Umidi** and **Joyce Martin** stated the cost is \$600.
- b. **Website:** There was discussion around adding information about our board members and updates about the conference. Margie Marker, Courtney O'Hara and Chris Stone will work together to form a task group to address these items.
- c. **Social Media:** A task group was formed to increase VCPEA's social media presence. Irene Osei volunteered to take the lead here.

Meeting was adjourned at **11:43pm**.

2019 Meetings...

Wednesday, January 9, 2019

Wednesday, March 13, 2019

Wednesday, May 8, 2019

Wednesday, July 10, 2019

Wednesday, September 11, 2019

Wednesday, November 13, 2019

10:53 AM
11/12/18
Cash Basis

VCPEA Inc
Balance Sheet
As of November 12, 2018

| | <u>Nov 12, 18</u> |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Davenport | 65,424.84 |
| Suntrust Checking | 26,550.69 |
| Suntrust Savings | 12,039.50 |
| | <hr/> |
| Total Checking/Savings | 104,015.03 |
| | <hr/> |
| Total Current Assets | 104,015.03 |
| | <hr/> |
| TOTAL ASSETS | 104,015.03 |
| | <hr/> <hr/> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Balance Equity | 71,931.49 |
| Retained Earnings | 37,649.28 |
| Net Income | -5,565.74 |
| | <hr/> |
| Total Equity | 104,015.03 |
| | <hr/> |
| TOTAL LIABILITIES & EQUITY | 104,015.03 |
| | <hr/> <hr/> |

10:52 AM

11/12/18

Cash Basis

VCPEA Inc
Profit & Loss
July 1 through November 12, 2018

| | <u>Jul 1 - Nov 12, 18</u> |
|--------------------------------|---------------------------|
| Ordinary Income/Expense | |
| Income | |
| Sponsorship income | 1,200.00 |
| Total Income | <u>1,200.00</u> |
| Gross Profit | 1,200.00 |
| Expense | |
| Conference hotel | 1,500.00 |
| Give Away - promotional items | 209.29 |
| Meals & Entertainment | 501.36 |
| Postage and Delivery | 70.00 |
| Travel | 2,260.00 |
| Total Expense | <u>4,540.65</u> |
| Net Ordinary Income | -3,340.65 |
| Other Income/Expense | |
| Other Income | |
| Investment Income | |
| Dividends | 252.77 |
| Interest Inc | 2.14 |
| Total Investment Income | <u>254.91</u> |
| Total Other Income | 254.91 |
| Other Expense | |
| Conference expenses | 450.00 |
| Grants given | 2,000.00 |
| Taxes & Licenses | 30.00 |
| Total Other Expense | <u>2,480.00</u> |
| Net Other Income | -2,225.09 |
| Net Income | <u><u>-5,565.74</u></u> |

Register: Suntrust Checking

From 07/01/2018 through 11/12/2018

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|-------------|---------------|---------------------------|--------------------------|---------------------|----------------|----------|----------------|----------------|
| 07/05/2018 | | | Sponsorship income | Deposit | | X | 200.00 | 24,773.77 |
| 07/11/2018 | 2173 | Apple Spice Junction | Meals & Entertainment | | 111.34 | X | | 24,662.43 |
| 07/11/2018 | 2174 | US Postal Service | Postage and Delivery | PO Box annual... | 70.00 | X | | 24,592.43 |
| 07/16/2018 | debit | NAPSA | Conference expenses | annual confere... | 450.00 | X | | 24,142.43 |
| 07/23/2018 | | | Cash in transit | Deposit | | X | 3,200.00 | 27,342.43 |
| 07/31/2018 | | | Investment Income:Int... | Interest | | X | 0.45 | 27,342.88 |
| 08/07/2018 | | | Cash in transit | Deposit | | X | 2,595.73 | 29,938.61 |
| 08/07/2018 | 2175 | Southwest Virginia L... | Grants given | TAPAS Grant f... | 2,000.00 | X | | 27,938.61 |
| 08/08/2018 | | | Cash in transit | Deposit | | X | 2,000.00 | 29,938.61 |
| 08/08/2018 | 2176 | Kingsmill Resort | Conference hotel | deposit for 201... | 1,500.00 | X | | 28,438.61 |
| 08/11/2018 | 2177 | Treasurer Of VA | Taxes & Licenses | VDACS annual... | 30.00 | X | | 28,408.61 |
| 08/20/2018 | debit | Mekong Restaurant Inc | Meals & Entertainment | | 34.20 | X | | 28,374.41 |
| 08/31/2018 | | Suntrust | Investment Income:Int... | Interest | | X | 0.49 | 28,374.90 |
| 09/04/2018 | debit | 4 Imprint | Give Away - promotio... | 25 umbrellas - ... | 209.29 | X | | 28,165.61 |
| 09/13/2018 | 2178 | Marker, Marjorie | Travel | NAPSA confer... | 2,148.98 | X | | 26,016.63 |
| 09/14/2018 | debit | Mekong Restaurant Inc | Meals & Entertainment | BOD lunch | 51.61 | X | | 25,965.02 |
| 09/28/2018 | | Suntrust | Investment Income:Int... | Interest | | X | 0.46 | 25,965.48 |
| 10/09/2018 | debit | Food Lion | Meals & Entertainment | candy for BoD ... | 11.15 | X | | 25,954.33 |
| 10/10/2018 | 2179 | Sorenson RN JD, Mi... | Travel | lodg for retreat | 111.02 | X | | 25,843.31 |
| 10/11/2018 | debit | Panera Bread | Meals & Entertainment | | 16.84 | X | | 25,826.47 |
| 10/11/2018 | debit | Panera Bread | Meals & Entertainment | box lunch - retr... | 158.64 | X | | 25,667.83 |
| 10/24/2018 | 2180 | Apple Spice Junction | Meals & Entertainment | conf comm lunch | 117.58 | X | | 25,550.25 |
| 10/31/2018 | | | Investment Income:Int... | Interest | | X | 0.44 | 25,550.69 |
| 11/07/2018 | | VA Sheriffs' Institute... | Sponsorship income | Deposit | | | 1,000.00 | 26,550.69 |

Strengths of VCPEA Board - from Retreat of October 2018

Invested

Loving People

Care about population we work with

Passion for work

Fun

Collaborative

Diversity in Profession and culture

Utilize each others gifts

Integrity and Respect

Expectations for Every Board Member

1. Attend Meetings
2. Help with Conference
3. Work to strong suit
4. Desire to learn
5. Sit on Committee and or Work Group and attend
6. Be an active participant
7. Proponent for Coalition

Expectations of a Work Group Member

1. Work Groups will consist of specific tasks and time lines
2. Work to your strong suit
3. Willingness to learn something new
4. Responsiveness
5. Know your limits - call for help
6. Reach out to non-members for help
7. Deadline Oriented

What Makes it Difficult for you to Participate Fully - Use of Work Groups will address

1. Job
2. Need Board orientation and mentorship
3. Life - Illness
4. Distance
5. Fatigue
6. Financial Constraints
7. Time
8. Trial by Fire - what is expected

Methods to Improve Board Meetings and Communication

1. Use VCPEA in subject line of emails
2. Careful not to "Reply to All" if not necessary
3. Encourage members to participate on committees and or Work Groups
4. Use Zoom for video - phone conferencing of board meetings - see people as well as hear
5. Use of Table tents with agency affiliation
6. Name Tags
7. Share electronically news, information and resources as well as dynamic speakers you have heard in your work
8. Share success stories relevant to our work - one a meeting
9. emails to include what you need to know in first paragraph - back story for those who want to read

VCPEA Retreat Update - Retreat October 2018

Membership

1. If you went to last years conference you are a member and membership ends in January.
2. Membership is free with Conference registration.
3. January starts the year for membership.
4. January will be early-bird registration for the conference when you can become a member for the year with your registration.

Committees

1. Tapas - Diane Hoffman and Cathy Devore
2. Finance
3. Conference
4. Executive

Time Limited - Specific Task Focused - Work Groups

Nominating

Helen Napps Award

Website Review

Membership - Irene Orsei

Conference Committee Work Groups

1. Redue Evaluations - Joyce Martin, Michele Sorenson
2. Scholarships - Diane Hoffman, Courtney O'Hara, Cathy Devore
3. Sponsorship Levels -
4. Fund Raising - Sponsors - Gwen Ingram
5. Vendors - Howard
6. Door prizes - Michele Sorenson

Terms of Office