



VCPEA
Virginia Coalition for the Prevention of Elder Abuse, Inc.
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MINUTES
BOARD OF DIRECTORS MEETING
March 8, 2017

Present: Sandra Gentry, David Hominik, Gwen Ingram, Michele Leith, Margie Marker, Joyce Martin, Courtney O'Hara, Bridgette Roseman, Michelle Sorenson, Chris Stone, Susan Umidi, and Joyce Walsh

On Phone: Melissa Harper and Diane Hoffman

1. **Welcome and Introductions**

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

2. **Review of Minutes**

Minutes of the January 11, 2017 Board meeting were reviewed and Susan Umidi asked that we correct the portion regarding **Michele Leith's** lodging at Governor's Conference as she will be going as part of her work with AOG. With that correction, **David Hominik** moved for approval while **Chris Stone** seconded and there was no noted opposition.

3. **Treasurer's Report** – Total account balances as of March 5, 2017 were \$91,821.76 including checking (\$19,344.47), savings (\$12,037.40), and investments (\$60,439.89, realized, with a \$65,336.28 value as of this morning including unrealized amounts). The full Treasurer's Report was emailed, by Joyce Martin, to Board prior to meeting.

Michele Sorenson made a motion for approval while **Margie Marker** seconded. There was no noted opposition.

4. **Finance** –

David Hominik noted that earnings are up. However, he states our financial institution warned that this is not likely to continue. David also noted that he will be taking over the role of managing conference sponsorships. This role was formerly performed by Sandra Gentry, who is leaving the board.

5. **Awareness + Advocacy & Outreach Committee** –

- a. **Melissa Harper** reviewed website proposal from Virginia Navigator. See attachment (end of document) for said proposal. **Susan Umidi** notes that there

will be an additional \$320 fee for website maintenance, which is to be paid annually. **Melissa Harper, David Hominik, Chris Stone,** and **Susan Umidi** all detailed their support for the proposal given the reasonable price point and VCPEA's long established relationship with Virginia Navigator. **David** made a motion to approve the acceptance of the proposal, with all final decisions being made at the committee level. **Joyce Martin** seconded this motion. A vote was initiated and all members were in favor.

6. **Conference Committee**

- a. **Susan Umidi** provided a report (see attachment).
- b. In addition to the report, **Susan** notes that **Margie Marker** has selected a number of items that could serve as conference "giveaways." The committee will review each and make a recommendation to the board.

7. **TAPAS Grants**

- a. See attached report.

8. **Nominating Committee**

- a. See attached report.
- b. Noted in the report is that **Margie Marker** has been nominated to take over the role Vice President (VP), in the place of the recently departed **Karen Browder**. **David Hominick** made a motion to approve Margie as VP. **Chris Stone** seconded that motion. There was no opposition.
- c. **Joyce Martin** said that VCPEA can recruit new members at the conference by making membership forms readily available.

9. **Membership**

- a. No formal report. It was noted that Courtney O'Hara has imported all member's email addresses into the Mail Chimp software. She used that to distribute the VCPEA conference announcement.

10. **Other business**

- a. Update membership list for each VCPEA committee
 - i. It was reviewed and updated by all members. **Diane Hoffman** noted she is not yet on a committee. She states she will be joining one before our May VCPEA board meeting.
- b. Vendor table at VASWP conference, May 10 – 12
 - i. **Susan Umidi** made a motion that VCPEA serve as a vendor at the event, at the cost of \$250. **Courtney O'Hara** seconded that motion. There was no noted opposition.
- c. NAPSA memberships
 - i. **Joyce Martin** states that all executive committee members are current NAPSA members, under VCPEA. We have two openings. If other board

members are interested in joining the organization, please contact **Joyce Martin**.

- d. May board meeting
 - i. **Susan Umidi** states that the May board meeting will be Cancelled in favor of conference committee members convening to prepare for conference. They shall meet in May on a day that is chosen by consensus.
- e. Requests from agencies/organizations to be placed on VCPEA website
 - i. **Joyce Martin** and **Chris Stone** state that these requests should be forwarded to Virginia Navigator. This will be the protocol from this point forward.

Meeting was adjourned at **12:31**.

Future meetings 2017:

Wed., July 12, 2017, Conference Call

Wed., September 13, 2017, Charlottesville

Wed., November 8, 2017, Conference Call

VCPEA Committee Board Report

Our thanks to Michele Leith who secured funding for our conference computer bag give aways for all conference attendees. They are black, trimmed in red and will show both logos for VCPEA and the office of attorney general.

Conference Registration was raised to \$175 for members and \$200 for non-members

Courtney received confirmation that we will be receiving \$2,000 from FACT for our conference.

Joyce Walsh received confirmation that we will be receiving \$10,000 from the Virginia Victim Fund for scholarships. They will be given a few minutes at the conference luncheon to speak to the attendees. We are eliminating the regional approach to awarding scholarships this year. Each scholarship will cover the cost of registration, a \$50 membership fee and the cost of a two night stay in the hotel. Each recipient will put the cost of the motel on their credit card and Joyce Martin will write them a check at the end of the conference.

Conference Scholarships:

The Virginia Victim Fund were asked to cover the cost of 25 scholarship
Scholarship requests and Helen Napps requests are both due by April 7, 2017
Joyce Walsh will need a list of scholarship recipients and their agency.

The conference committee is in need of additional sponsors and vendors, including \$3,000 to cover the costs of the program booklet.

Last year, on April 7th the committee sent out a second announcement regarding scholarships and the Helen Napps award.

All board members are asked to register for the conference on Eventbrite if they will be attending.

All speakers have been secured.

TAPAS Sub-committee Report

The TAPAS Subcommittee (Melissa Harper, Joyce Walsh and Joyce Martin) has approved a \$1500 grant to the Loudon Dept of Social Services for a half-day training with Dr. Michael Gillette on the topic of “The Ethics of Dealing with Dementia.” According to the workshop description, “This highly interactive session will provide attendees with an introduction to the process of practical ethical decision making, especially as it applies to situations involving individuals with memory impairment.” The training is scheduled for June 15, 2017, 1-4 p.m. to coincide with World Elder Awareness Abuse Day. The grant will cover the cost of the speaker. Loudon County Area Agency on Aging is partnering with APS to host this event.

Nominating Committee Report

Two VCPEA Board members have resigned in the past two months. Karen Browder had to resign due increasing job demands. Sandra Gentry is resigning after today's meeting due to changes in her job description.

Margie Marker has graciously agreed to resume the position of Vice President.

The Nominating Committee (Lisa Furr, David Homnick, and Joyce Martin) would like suggestions on who might be able to fill these two Board positions. We are especially interested in having someone from the mental health community.

DRAFT Statement of Work (SOW) for VCPEA website

Task: Content Management System (CMS) Installation/Theme Integration

Description:

Installation of the new Drupal theme. V4 Development to set up the website on existing server.. **Hours: 4 Hours**

Task: UI Design and Implementation

Description: V4 Development to provide graphic design/image support in order to move over existing content/ themes. File creation for the new template for all three views, (Desktop, Tablet and Mobile) as well as, new imagery and theme work for an enhanced website. Social media icons added for Facebook and twitter. **Hours: 6 Hours**

Description: Project management includes ongoing project analysis, client status reports, and general management / facilitation / organization of the project in its entirety. Set aside hours for project management are required for organization of granularity with constant insurance of project timeline, budget and scope. **Hours: 3 Hours**

Task: Website Testing and Deployment

Description: The responsive website tested to be used across a wide range of browser including: IE910+, Firefox, Chrome, Safari and Opera. The site will be tested on (Windows XP no longer supported by Microsoft), Windows 7, OSX and Ubuntu. (Linux). The Website will have the final sign off on the development link before V4 Development pushes the website in production. **Hours: 4 Hours**

Note: These hours fees do not include the purchase of iStock Photography/Video. SeniorNavigator has many iStock Photos that we own, that you may find good to use.

Non Profit Rate: \$120.00

Total Development/Design Hours: 17

Total Development/Design Costs: \$2,040

*V4 would like to develop a logo for VCPEA pro-bono if you would like them to.