



**MINUTES
BOARD OF DIRECTORS MEETING
March 11, 2020**

Present: Andre Dorsey, David Hominik, Irene Osei, Dawn C. Lindley, Margie Marker, Joyce Martin, Courtney O’Hara, Paula Kupstas, and Susan Umidi

On Phone: Diane Hoffman, William Shackelford, Jr., Christine Stone and Joyce Walsh

▪ **Welcome and Introductions**

Susan Umidi called the meeting to order and roll call was performed. A special welcome was offered to guest **Dr. Paula Kupstas**, Adjunct Instructor at VCU’s College of Health Professions. **Dr. Kupstas** is interested in learning more about the board and possibly joining to provide support to the Conference Planning Committee.

▪ **Review of Minutes**

Minutes of the January 8, 2020 business meeting were provided to members via email prior to this meeting. **Joyce Martin** moved for approval while **David Hominik** seconded it. There was no opposition.

- **Treasurer’s Report** – Total account balances as of February 29, 2020 were \$116,503.50 including checking (\$23,624.80) savings (\$12,040.70), cash in transit (\$12,000) and investments (\$68,838.00). Joyce Martin provided the full Treasurer’s Report via email, prior to meeting (attached here).

▪ **Annual Conference Committee** –

2020 conference planning updates:

- 1) **Susan Umidi** states the Executive Committee (comprised of the President, Vice President, Treasurer, and Secretary) convened prior to this meeting and decided to offer one night’s lodging to any board member who does not have an agency willing to cover this cost. This is a thank you to our members who work so hard to make the VCPEA conference successful.
- 2) **Courtney O’Hara** notes the following as a registration update:

- a. As for 8am this morning, 106 total paying attendees + 40 scholarships = 146
- 3) **Diane Hoffman** notes that scholarships were reviewed and notifications were sent out on March 4th. There were 93 applications submitted, with 40 awarded.
- 4) **Margie Marker** is working on the agenda and program. She notes that she is hoping to have agenda out next week. She says this to board members who have secured speakers: please make sure you get her the following information:
 - i. Speaker biography and the night she/he/they plan to stay at hotel.
 - ii. Workshop description.
- 5) **Susan Umidi** provided the following fundraising update – Virginia Victim Fund (VVF) granted VCPEA an award of \$4,500 – she noted that this was a decrease from the previous year and this year’s request of \$7,500 requested. Dawn Lindley stated that she will thank VVF on Facebook, noting their dollars helped to support speaker fees and meals.
- 6) There was discussion about offering educational credits for the following professionals:
 - a. EMS -- **Andre Dorsey** will follow up.
 - b. Social Workers -- **Irene Osei** will follow up.
 - c. GALs -- **Margie Marker** will follow up.
 - d. LEOs -- **Joyce Walsh** will follow up.
- 7) **Susan Umidi** asked that present board members provide notification of who is planning to attend the conference. The following stated that they will be in attendance: Susan Umidi, Irene Osei, Dawn Lindley, Diane Hoffman, Margie, Joyce Walsh, Joyce Martin, Chris Stone, David Hominik, and Andre Dorsey. Members also volunteered to host workshops, which Margie will include on agenda.
- 8) **Susan Umidi** noted that the executive committee met prior to this meeting to discuss the impact of the COVID-19 virus on the conference. **Joyce Walsh** states that cancellation would result in a penalty of \$40,000 - \$50,000. After much discussion, **David Hominik** made a motion to give the Executive Committee (comprised of the President, Vice President, Treasurer, and Secretary) authority to make the decision about cancellation, or postponement. Should there be need for a tie-breaking vote, a board meeting will be convened via conference call. **Chris Stone** seconded the motion. Given there was zero opposition, this motion passed. At this point, the Executive Committee will draft a response in the event there are questions about the situation. **David Hominik** offered to review it. Please note that the Executive Committee will make any cancellation/postponement decision on or before April 15, 2020.

- **Executive Committee** – No formal report.
- **Finance** – **David Hominik** provided the following update: he notes that the stock market has been very volatile given COVID-19. Given that, he states our investment account has “taken hits.” As of this morning, \$75,279.38 is the cash value of our account, which is a small improvement over this time last year.
- **Work Groups**
 - No formal reports.
- **Other business**
 - Fundraising via Social Media -- **Dawn Lindley** states that she’s been updating Facebook and noticed there’s an opportunity to place a “donate button” on her page, via “Network for Good.” Board members expressed interest and asked that **Dawn Lindley** put together a proposal of what would be written on the actual Facebook page for the board to review. This will take place at the next board meeting.
 - Virginia TRIAD Conference -- **Dawn Lindley** asked if VCPEA would want to serve as a sponsor. It was decided that VCPEA will not participate as the audience is older adults and not VCPEA’s target audience of professionals.
 - Positive Aging Sourcebook -- **Irene Osei** asks if we could advertise via this resource. The board was in favor of requesting that they include us on the materials they produce for professionals.
 - VCPEA conference goodies -- **Margie Marker** reports that VCPEA will acquire branded hand sanitizers, lanyards, portable phone charger, sticky pads, and pens. **Margie Marker** is investigating what bags will be offered -- she will notify the board members with this information via email.
 - **Susan Umidi** notes that she and **Michelle Sorenson** will represent VCPEA at the Virginia Governor’s Conference on Aging, set for May 11th and 12th.

Meeting was adjourned at **12:05pm**.

Future Meetings...

May 13, 2020

July 8, 2020

September 9, 2020

November 4, 2020

3:18 PM

03/07/20

Accrual Basis

VCPEA Inc
Balance Sheet
As of February 29, 2020

| | <u>Feb 29, 20</u> | <u>Feb 28, 19</u> |
|---------------------------------------|--------------------------|--------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| Cash in transit | 12,000.00 | 0.00 |
| Davenport | 68,838.00 | 66,327.00 |
| Suntrust Checking | 23,624.80 | 28,391.60 |
| Suntrust Savings | 12,040.70 | 12,039.80 |
| Total Checking/Savings | 116,503.50 | 106,758.40 |
| Accounts Receivable | | |
| Accounts Receivable | -1,800.00 | 0.00 |
| Total Accounts Receivable | -1,800.00 | 0.00 |
| Total Current Assets | 114,703.50 | 106,758.40 |
| TOTAL ASSETS | <u>114,703.50</u> | <u>106,758.40</u> |
| LIABILITIES & EQUITY | | |
| Equity | | |
| Opening Balance Equity | 71,931.49 | 71,931.49 |
| Retained Earnings | 38,897.94 | 37,649.28 |
| Net Income | 3,874.07 | -2,822.37 |
| Total Equity | 114,703.50 | 106,758.40 |
| TOTAL LIABILITIES & EQUITY | <u>114,703.50</u> | <u>106,758.40</u> |

3:17 PM

03/07/20

Cash Basis

VCPEA Inc
Profit & Loss
January through February 2020

| | <u>Jan - Feb 20</u> | <u>Jan - Feb 19</u> |
|--------------------------------|-------------------------|------------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Conference | 0.00 | 3,300.00 |
| Sponsorship income | 2,010.00 | 0.00 |
| Total Income | <u>2,010.00</u> | <u>3,300.00</u> |
| Gross Profit | 2,010.00 | 3,300.00 |
| Expense | | |
| Meals & Entertainment | 79.88 | 89.74 |
| Printing and Reproduct... | 330.00 | 0.00 |
| Travel | 209.62 | 0.00 |
| Total Expense | <u>619.50</u> | <u>89.74</u> |
| Net Ordinary Income | 1,390.50 | 3,210.26 |
| Other Income/Expense | | |
| Other Income | | |
| Investment Income | | |
| Interest Inc | 0.73 | 0.84 |
| Total Investment Income | <u>0.73</u> | <u>0.84</u> |
| Total Other Income | 0.73 | 0.84 |
| Other Expense | | |
| Exhibitor fees | 600.00 | 0.00 |
| Grants given | 1,000.00 | 0.00 |
| Insurance | 799.00 | 744.00 |
| Taxes & Licenses | 30.00 | 0.00 |
| Total Other Expense | <u>2,429.00</u> | <u>744.00</u> |
| Net Other Income | <u>-2,428.27</u> | <u>-743.16</u> |
| Net Income | <u><u>-1,037.77</u></u> | <u><u>2,467.10</u></u> |

Register: Suntrust Checking

From 01/01/2020 through 03/07/2020

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|-------------|---------------|--------------------------|---------------------------|--------------------|----------------|----------|----------------|----------------|
| 01/08/2020 | debit | Apple Spice Junction | Meals & Entertainment | BoD meeting l... | 79.88 | X | | 22,782.69 |
| 01/08/2020 | 2255 | Va Assoc of Area Ag... | Exhibitor fees | exhibit at Gove... | 400.00 | X | | 22,382.69 |
| 01/09/2020 | | | Sponsorship income | Deposit | | X | 10.00 | 22,392.69 |
| 01/09/2020 | 2256 | Lindley, Dawn | Travel | mileage to & fr... | 209.62 | X | | 22,183.07 |
| 01/16/2020 | 2257 | Pinnacle Living | Exhibitor fees | exhibit at conf | 200.00 | X | | 21,983.07 |
| 01/31/2020 | | | Investment Income:Int... | Interest | | X | 0.38 | 21,983.45 |
| 02/05/2020 | 2258 | Marker, Marjorie | Printing and Reproduct... | Uptown Printin... | 330.00 | X | | 21,653.45 |
| 02/10/2020 | 2259 | Treasurer Of VA | Taxes & Licenses | VDACS registr... | 30.00 | | | 21,623.45 |
| 02/10/2020 | 2260 | G.A.C.A.A. | Grants given | TAPAS grant | 1,000.00 | X | | 20,623.45 |
| 02/13/2020 | 2261 | Atkinson Insurance ... | Insurance | commercial ins... | 799.00 | X | | 19,824.45 |
| 02/18/2020 | | Virginia Assisted Liv... | Sponsorship income | | | X | 500.00 | 20,324.45 |
| 02/20/2020 | | SCC | Sponsorship income | | | X | 500.00 | 20,824.45 |
| 02/27/2020 | | County of Mecklenb... | Accounts Receivable | | | X | 300.00 | 21,124.45 |
| 02/27/2020 | | City of Hampton | Accounts Receivable | | | X | 1,500.00 | 22,624.45 |
| 02/27/2020 | | Anthem Inc | Sponsorship income | | | X | 1,000.00 | 23,624.45 |
| 02/29/2020 | | | Investment Income:Int... | Interest | | X | 0.35 | 23,624.80 |
| 03/02/2020 | | Virginia Center on A... | Sponsorship income | | | | 500.00 | 24,124.80 |
| 03/03/2020 | | VA Network For Vic... | Sponsorship income | | | | 300.00 | 24,424.80 |
| 03/03/2020 | 2262 | W. Joseph Martin, C... | Prof and Legal Fees | 2019 tax & filing | 350.00 | | | 24,074.80 |
| 03/03/2020 | 2263 | Lindley, Dawn | Travel | conf comm mtg... | 136.85 | | | 23,937.95 |
| 03/04/2020 | | Norfolk Redevelopm... | Accounts Receivable | | | | 300.00 | 24,237.95 |
| 03/04/2020 | | Peninsula Agency on... | Accounts Receivable | | | | 600.00 | 24,837.95 |