



BOARD OF DIRECTORS MEETING September 13, 2023

Attendees: Courtney O'Hara, Sydney Palinkas, Diane Hoffman, Paula Kupstas, Gary Cody, Marjorie Marker, Judy Hackler, Gwendolyn Ingram, Melissa Harper, Irene Osei, Victor Little, Randi Keesee

- I. Welcome and Introductions: Courtney O'Hara (President)** welcomed everyone and started the meeting at 10:33am. Board members introduced themselves.
- II. July Minutes Approved:** The Board approved the July minutes. **Sydney Palinkas (Secretary)** will upload to the website.
- III. New Board Member- Victor Little:** The Board voted to approve Victor Little as a new member. Victor is a Family Services Worker with Adult Protective Services in the City of Richmond.
- IV. Board Member Retirement: Susan Umidi** announced that she is retiring from the Board. Members **Joyce Walsh** and **Joyce Martin** also recently retired from the Board. They will be greatly missed.
- V. Treasurer's Report: Paula Kupstas, Treasurer,** presented the Treasurer's Report. The Truist checking and savings account balances are \$52,288.84 and \$12,045.38 as of September 12, 2023. The book value of the Davenport account is \$84,971.35, and its market value as of September 12, 2023 is \$104,458.41.

Paula will be scheduling a meeting with the Finance Committee moving forward.

Paula will confirm that Joe Martin will continue to review VCPEA's 1099 form after Joyce Martin's retirement.
- VI. 2024 Conference**

- A. Hotel RFP :** With the help of others, **Judy Hackler** put together an RFP for hotels for the 2024 and 2025 conferences. The RFP has been sent out to several hotels.
- B. Conference Date:** The RFP included May 15 - May 17, 2023 as preferred dates. Backup dates were in May and June.
- C. Themes:** The Board discussed several potential themes for the conference. Board members emphasized the need to focus on technology changes, LGBTQ+ issues, and social isolation at this year's conference. The chosen theme was "Empowering Elders - Creating Safe Connections".
- D. Speaker Requests:** Speaker requests will be put out when a date and location are determined.
- E. Board Member Roles in Conference Planning:** The Board discussed the division of roles in this year's conference planning. The following is a breakdown of tasks and those that volunteered to assist.
1. **Fundraising Team** (grant writing, sponsorship): **Gary Cody, Irene Osei, Paula Kupstas**
 - a) Secure conference funding via grant writing, via foundations, and both governmental and NGOs
 - b) Think about new marketing ideas (Facebook)
 2. **Venue Liaison:** **Julie Moore, Judy Hackler**
 - a) Serve as point of contact with venue
 3. **Scholarship Review Team:** **Melissa Harper, Diane Hoffman**
 - a) Review scholarship applications and make selections
 - b) Serve as co-lead for orientation for scholarship awardees
 4. **Attendee Logistics** (Name Tags / Evaluations/Certificate Coordination) : **Sydney Palinkas, Judy Hackler**
 - a) Ensure that attendees receive certificates of attendance (Gutenberg?)
 - b) Create evaluation and distribute it electronically
 - c) Summarize feedback offered via evaluation. *Do not to separate eval for scholarship recipients
 5. **Speaker Liaison:** **Randi Keese**
 - a) Serve as point of contact with speakers
 - b) Ensure each speaker has a packet at conference with gift and important materials, to include PIC forms
 6. **Hospitality Lead - Gary Cody**
 - a) Coordinate hospitality offerings
 7. **Conference Greeter:** **Diane Hoffman, Irene Osei**
 - a) Assist with registration
 8. **Accessibility Coordinator - Sydney Palinkas**
 - a) Ensure attendee accessibility needs are being met through registration questions and reasonable accommodations

- VII. Conference Planning Meeting - October 30th:** Please note Board retreat is currently postponed. We will use this time for conference planning.
- VIII. Newsletter:** As a reminder, please send **Sydney Palinkas (Secretary)** anything you would like highlighted in upcoming newsletters.