



## BOARD OF DIRECTORS MEETING MINUTES January 11, 2023

Attendees: Courtney O'Hara, Marjorie Marker, Judy Hackler, Randi Keese, Joyce Martin, Diane Hoffman, Gary Cody, Paula Kupstas, Melissa Harper, Victor Little, Irene Osei, Michele Sorenson, Joyce Walsh, Sydney Palinkas

- I. **Welcome and Introductions: Courney O'Hara**, President, called the meeting to order at 10:33am. All members did a quick round of introductions.
- II. **November Minutes Approved: Sydney Palinkas**, Secretary, presented the November meeting minutes. The minutes were approved and **Sydney** posted them to the website.
- III. **Treasurer's Report: Paula Kupstas**, Treasurer, reviewed the most recent Treasurer's Report. There have been few changes since the last meeting. A few items may change on the profit and loss statement for the calendar year, including the dividend income from Davenport which is expected to increase. We have not received the recent printed statements yet from Davenport. **Paula** will set up online access to Davenport once the Finance Committee is established.  
  
**Michele Sorenson** has joined the Finance Committee. We need one more Board member to sit on that committee. Please contact **Paula** if you have questions or would like to join.
- IV. **TAPAS Grant**: The TAPAS Grant needs to be budgeted for at the start of each fiscal year. The unofficial amount has been \$8,000 total in past years. There have been few requests in past years; although there has been minimal advertising done. We can advertise this at the conference. The total budget for this year will be \$4,000. **Sydney Palinkas** will make sure information for the grant is up to date on the website.
- V. **Conference Updates**
  - A. **Budget: Paula Kupstas** presented the conference budget. There have been no changes since the last meeting. The sponsorship form is on the website and was sent out with the conference email blast. **Paula and Gary**

will review past vendors and send personal sponsorship invitations to them.

There are still questions about hotel fees for calculating expenses.

We are 18% toward our goal for registration.

- B. Speakers: Margie Marker**, Vice President, is working on the conference agenda but we still need one speaker to fill a space. Suggestions included Tracy Gendreon on “Ageism Unmasked”, Virginia Victims Fund, **Melissa Harper** could repeat her session on neglect, and **Sydney Palinkas** could present on recognizing elder abuse and neglect. **Michele Sorenson** will reach out to a physician from Sentara about presenting on best practices in terms of infection control when working with older adult victims.

**Judy Hackler** will be the point of contact for speakers. **Irene Osei** will help if needed.

**Sydney Palinkas** will send another email blast promoting the conference once we have the full agenda.

- C. Marketing and ticket sales:** Conference sales were opened January 3rd. An email blast was sent out to everyone on our mailing list. 18 people have registered so far. 8 people have applied for scholarships (this does not include people from last year). All board members are encouraged to share info with their networks.

There is a promo code for Board members, speakers, scholarship recipients, and sponsors.

**Sydney Palinkas** will send out another promotion email for the conference before the price increase.

**Margie Marker** will send out a promotion email to the Virginia Adult Services Committee.

**Judy Hackler** will put the hotel discount code on the EventBrite confirmation email for registered attendees. We will not publicly advertise the link. **Courtney O’Hara** will send the hotel discount code to the 18 people who have already registered for the conference.

**Randi Keese** and **Susan Umidi** have been managing the Facebook page. They will promote the conference on Facebook.

**Sydney Palinkas** will send out an email promotion to announce the Helen Napps Award.

**VI. VCPEA Newsletter: Sydney Palinkas** will create a quarterly VCPEA newsletter using Constant Contact. The tentative schedule will be January, March, June, September. Ideas for the newsletter include World Elder Abuse Awareness Day, Older Americans Month, doing a conference recap, and offering WEAAD spanish materials.

Meeting adjourned at 11:30am.