



BOARD OF DIRECTORS MEETING MINUTES **September 21, 2022**

Present Members (via Zoom): Courtney O’Hara, Sydney Palinkas, Joyce Walsh, Margie Marker, Joyce Martin, Judy Hackler, Paula Kupstas, Randi Keesee, Susan Umidi, Irene Osei, Michelle Sorenson, Emily Hardy

I. Welcome and Introductions

Courtney O’Hara called the meeting to order and welcomed members at 10:35am.

II. Review of Minutes

Courtney O’Hara, formerly in the role of Secretary, presented the July Meeting Minutes. The July minutes were officially approved by the board.

III. Approval of new Executive Team and New Board Members.

Margie Marker proposed new Executive Team as follows:

- President - Courtney O’Hara
- Vice President - Margie Marker
- Secretary - Sydney Palinkas
- Treasurer - Paula Kupstas

Members voted in favor of the new executive team.

Courtney thanked **Susan Umidi** and **Joyce Martin** for their many years of service on the Executive Team. Susan and Joyce thanked the group and shared enthusiasm for the new board.

Margie proposed and introduced new members- **Sydney Palinkas, Randi Keesee, Emily Hardy, and Gary Cody**. New members introduced themselves. Members welcomed and voted in favor of the new members.

All present members introduced themselves.

IV. Treasurer's Report Presented by Paula Kupstas

Paula Kupstas presented the Treasurer's Report and balances. She discussed her transition as the new treasurer and moving to the online version of Quickbooks. Members acknowledged and approved the balances for the report.

The balance sheet has some adjustments needed. **Paula** will resolve this issue and resend the balance sheet to the board. **Joyce Martin** brought up a discrepancy on the profit from the 2022 Conference discussed in the July Meeting. **Paula** will verify this and report at the next meeting.

Paula will present a yearly budget at the January meeting, including the 2023 Conference budget.

TAPAS Grants - **Courtney** discussed that VCPEA can provide small grants for local programs to do education and outreach. Moving ahead, this should be included strategically in the budget.

V. Paula Kupstas Discussed Re-establishing the Finance Committee

VCPEA has a Davenport Investment Account. Per the By-Laws, the board needs to establish a Finance Committee. The Investment Policy Statement must be updated with new Committee members. This will need to be shared with Davenport.

Finance Committee Members responsibilities are listed in the Investment Policy Statement and By-Laws. Members should review and decide if they would like to be part of this committee. (**Margie** will resend a copy of the By-Laws to the members.)

The Finance Committee should have at least three members, with quarterly meetings to review financials before sending them to the rest of the board. It would be helpful to have someone with a legal background on the committee. If anyone is interested in being on this board, they should email **Paula Kupstas** and **Courtney O'Hara**.

There will be three main committees - Executive, Finance, and Conference.

VI. Mailbox at Post Office

Paula Kupstas currently has the key to the mailbox. There has been a request for a second key to the mailbox. **Margie Marker** is requesting access for herself, **Paula**, and other Richmond-area Board members. The mailbox has been renewed for another year.

The mailbox is used most during the conference for sponsorships, registrations, etc. We should not need a larger size box in the future.

VII. Conference Committee Reports

Susan Umidi began the conference committee report. The goal has been to determine an opening speaker for the conference. Updates:

- Matt Paxton is not available.
- Kerry Kasam is most likely not available due to other projects. However, she is interested in joining another conference - with her team hosting an entire day of the conference. This may be considered for the following year.
- Sardek Love was suggested as a great motivational speaker. He would be willing to charge \$4,000 for a speaker fee. His normal fee is \$15,000. He is willing to tailor the talk to the specific challenges and experiences of our audience. He has another conference in California the same week as our conference. This could be a possibility for a closing speaker. **Susan** will send recordings of Sardek to the group.
- Jonathan Martinez is another speaker option as someone to discuss disability rights. **Gary Cody** has been talking with him. His fee would be \$4,000 as an opening speaker and a session presentation.
- **Randi Keese** reached out to the grief comedian. She is available and her fee would be \$3,000 / \$4,000 (including travel and accommodations). She might have a chance for her cost to be offset by another company.
- **Randi Keese** also reached out to two speakers on diversity, equity, and inclusion. Their fee would be \$4,000. They previously spoke at the National Aging Conference. She will reach out to see if there are any recordings of the speakers by September 30th.

Margie reported that a major theme of the NAPSAs conference this year was secondary / vicarious trauma. **Michele Sorenson** had a suggestion for a secondary trauma speaker that she will reach out to.

Call for Proposals are due October 14th. **Margie** will resend the group the Call for Proposals application.

The hotel cost is expected to be similar to the KingsMill Resort.

VIII. Other Business

Margie Marker reported that VCPEA was approved by CVC, a program allowing Virginia state employees to donate to us.

Margie Marker suggested we send a thank you gift card to Monica, who helped with the website.

Paula Kupstas suggested thanking the past 2022 conference sponsors on the website. **Sydney Palinkas** will put this on the website.

Next Board Meeting: Wednesday, November 9, 2022

Next Conference Planning Meeting: October 27, 2022, 1:00 pm

The meeting ended at 11:50am and was closed by **Courtney O'Hara**.