

dLCV Foundation Meeting
Meeting Minutes September 15, 2014

Call to order

Darrel Mason called to order the meeting of the dLCV Foundation at 12:10 p.m. on September 15, 2014, 1910 Byrd Avenue, Suite 5, Richmond, VA 23230

Members Present

The following members were present: Darrel Mason (President), Lauren Fisher, Adrienne Volenik, and Kathy Matthews

Members Present via Conference Phone

The following members were present via conference phone: CW Tillman (dLCV President), Mary Jane Sufficool, and Harry Gewanter

Members Absent

The following members were absent: John Craddock, Bill Fuller, and Bill Hurd

Guests Present

The following guests were present: Stephen Piegrass and Kelly Downer.

Staff Present

The following persons were present: LaToya Blizzard, Devin Coleman, and Colleen Miller

Approval of minutes from last meeting

The minutes from the July 7th Board meeting were approved.

Agenda

Accepted with minor revisions.

Treasurer's Report — presented by Kathy Matthews

During the months of June, July, and August, there was no unauthorized activity to the bank account. Kathy reported that the balance as of August 29, 2014, is approximately \$31,553.16. Lastly, the Foundation has an outstanding obligation to the dLCV of \$10,000.00. This is under the Educating Our Children MOU from the July Foundation meeting. Kathy will provide additional financial information, in addition to a proposed budget, at the November meeting.

Colleen's Updates — presented by Colleen Miller

In response to the “Friend Raising” task, Colleen reported that dLVCV held its annual CLE Day on September 9, 2014. There were twelve guests in attendance. dLVCV will also host its “Talk of the Morning” breakfast on September 25, 2014. Some of the guests invited include several advocacy leaders. This will continue to foster new and ongoing relationships with individuals within the community. Lastly, Colleen reported that dLVCV is actively searching for new office space in anticipation of an office move in 2015.

Gala and Special Events Committee Report — presented by Mary Jane Sufficool

Mary Jane reported that the committee met on September 4th to discuss and prepare for the 2015 Gala. The Committee proposed to have the gala on a Friday during the month of March or April, with the venue yet to be determined. In response to the Committee's concerns, Colleen developed a FAQs sheet which will be distributed amongst the Board. This document is intended to provide some familiarity to the public and potential sponsors. The Committee will meet regularly by telephone. The Committee's next project will be the development of a sponsorship package.

Educating Our Kids Campaign Report — presented by Adrienne Volenik

Adrienne reported that the training and manual are proceeding. The manual is near completion but requires some additional original work from volunteer contributors. The Committee is expecting to release the manual in the coming months. After its release, the Foundation will begin marketing the manual and establishing a timeline for additional trainings. Darrel re-affirmed the Committee and its number of members. Currently, Adrienne Volenik, Harry Gewanter, and Valerie Slater are members of the committee. Adrienne will provide additional updates at the November meeting.

New Business

Fundraising plan

Colleen presented a proposed fundraising plan. Of significance, the plan proposes the hiring of a development staff, which will be responsible for outreach and resource development. Initially, the development staff position will be an employee of dLVCV that will support the Foundation as needed. This split-position will require a Memorandum of Understanding between the dLVCV and the Foundation. Ideally in future years, the employee will be under the supervision of

the Foundation Board. The Foundation has committed to funding \$5,000 towards the hiring of the position. Darrel appointed Lauren Fisher to be a part of the Development Staff Committee.

Old Business

A. Community Monitoring Campaign

Colleen and Kathy discussed community monitoring campaign and proposed a program titled “You are Welcome Here.” In exchange for agreeing to allow trained volunteers to visit throughout the year, community residential and day providers will receive some designation of participation, like a fancy emblem. The emblem does not guarantee a quality provider, but it does affirm that the providers are willing to have visitors on short or no notice. Darrel appointed Kathy to the Community Monitoring Committee, and Barbara Barrett and Dr. Donna Gilles have agreed to join the committee as well. Darrel will work to develop the committee, which will be tasked with creating a budget and campaign to support: volunteer recruitment, training, provider recruitment, travel stipends, promotional materials, and other items. The Committee will ultimately enlist the help of the volunteers, such as former DAC members.

Adjournment

Darrel Mason adjourned the meeting at 1:30 p.m.

Next Meeting: Monday, November 3, 2014

Monday, January 19, 2015, “Annual Meeting” 1:00 p.m. – 4:00 p.m.

Time: 12:00 p.m. – 1:30 p.m.

Location: 1910 Byrd Ave., Suite 5, Richmond, VA 23230