

VCRF BOARD MEETING MINUTES

Tuesday, August 22, 2023

7:15 p.m. – 8:15 p.m.

via Zoom

Meeting was called to order at 7:20 p.m.

I. Attendance:

Donna L. Linton, President
Kim Ribaric
Dawn Brown
Michele Eddy
Ret. Judge Jeanette Irby

II. Adoption of Agenda- Adopted; Michelle moved to adopt and Dawn moved to 2nd ; Motion Carried.

III. Presentation and Adoption of Minutes – Donna L. Linton, President presented the minutes. November 14, 2022, as amended; Jeanette moved to adopt and Kim 2nd ; Motion carried.

January 17, 2023- Dawn moved to adopt as written, Eddy 2nd ; Motion carried.

IV. Treasurer's Report Assistant treasurer Ribaric presented; Draft reviewed; Judge Irby moved to adopt, Michele Eddy 2nd; report adopted as presented.

V. COEF Committee Report

A. COEF – Michele Eddy Report: Update provided: unsure if Rachel will continue in the role and the issue will be resolved by January. Tony Spratley has expressed an interest in assuming that role. Michele will serve as backup as needed. He was interested in chairing the silent auction and Eddy will help with the transition.

Donna drafted some policy and procedures for the event, including timelines and deadlines so that everyone will know what the expectations and responsibilities are required. This is a significant event and the big fundraiser for the scholarship.

B. Silent Auction - Donna L. Linton, President, Report: has not yet set the date for submission of auction items. Kim and Michele will meet with Rachel to determine what needs to be done for a successful event and Rachel's continued interest in participating in a leadership role. Dawn is going to determine if she can help with the criteria, selection and awarding and the scholarship. Michele will speak with Rachel and reach out to Tony.

1. Discussion of the focus of foundation fundraising Donna believed that the foundation funds could have a broader purpose in addition to the scholarships. Some ideas including but not limited to helping with equipment, classes, and support startup costs to become a court reporter. Present cost is at least 5K.

2. Kim moved that a scholarship up to 2000.00 be awarded, 2nd Michelle. After discussion, motion passed unanimously.
3. Silent Auction materials need to reflect the change in policy. Kim moved to amend policy, and Dawn 2nd., motion carried.

VI. Fundraising Report

- A. Donna Reported; met with Tony and Kim discussed a virtual run and other marketing ideas. 75.00 entry fee, raffle for spa for VCRF and something that could be regifted for the holidays. Usually, raffles do fairly well. Wine box idea was also discussed for the holidays. Kim has some good partnership opportunities, and they yield a great profit. Michele also suggested that we try spas that have a national presence to increase participation across the country. Kim shared a sample of the wine/candy box, and wine tumbler box. Michele discussed a quota for each board member to sell.

VII. Old Business

- Revisiting rewriting bylaws: Donna reported: they are in the drop box, table to the next meeting.
- Policy & Procedures; under revision, and draft will be circulated to the board.

VIII. New Business- NONE

IX. Next proposed meeting dates: Tuesday, January 2, 2024 adopted.

Motion to adjourn: Dawn, carried unanimously.