

# MINUTES

## VCRF ANNUAL BUSINESS MEETING

Tuesday, June 24, 2025

7:56 p.m. – 9:37 p.m.

- ❖ I. Welcome – Kim Ribaric
  - Attendance:
    - Kim Ribaric, President
    - Tracy Holleman, Vice President
    - Kelly Hopkins, Secretary
    - Brendan Krett, Treasurer
- ❖ II. Adoption of Agenda – Kim presented; Tracy moved to adopt; Brendan seconded.  
**Motion carried.**
- ❖ III. Presentation of Minutes from November 10, 2024 – Kely presented. Tracy moved to adopt; Brendan seconded. **Motion carried.**
- ❖ IV. Treasurer’s Report – Brendan presented.
  - Current balance: \$25,419.96
  - Projected balance once all checks clear: \$6,299.03
  - Total amount of sponsorships collected through the VCRF: \$16,700 (\$350 went directly to the VCRA. VCRF’s check was written for \$16,350)
  - COEF account balance: \$1,770.93
  - Taxes for 2024 and 2025 need to be completed.
  - Removal of Donna Linton on bank account, add Tracy Holleman
  - \$1,000 check was sent to the VCRA from VCRF for student sponsorship to cover registration fees.
- ❖ V. Committee Reports
  - COEF - \$50 refund for VCRA Convention/MAR ED Day to three students for a total of \$150.
  - \$5 Starbucks gift cards were sent to non-winner applicants. There are two gift cards left over.
  - Silent Auction – Co-chairs Rose Marie Tate and Ruth Levy. Committee Member Kim Ribaric
    - Kim will close the silent auction.

- ❖ VI. 5k Marathon for 2025
  - Kim and Brendan will have the T-shirts ready to go by August 1, 2025
  - Race will be August 30, 2025, to September 13, 2025
  - Kim and Brendan will get sponsors for the T-shirts
  - Kim will check about bandanas and hats
- ❖ VII. VCRA
  - Convention reimbursement was voted on by email (\$16,350).
  - VCRA would like help from the VCRF to cover gifts for speakers at future conventions/education days. The board voted that this could be done at the President's discretion without a vote of the board. Kim made the motion; Brendan seconded. **Motion carried.**
  - There were four Request for Assistance Forms submitted
    - 2023 Request for Assistance for school counselor event was denied. Fiscal year lapsed. Brendan moved to deny; Tracy seconded. **Motion carried.**
    - 2024 Request for Assistance for school counsel event was partially approved. Board will reimburse vendor fee and electric fee. Total amount of reimbursement: \$525. Kim moved for the partial approval/partial denial; Kelly seconded. **Motion carried.**
    - 2024 CRCW Request for Assistance was approved for the VOX speaker and the Case Catalyst speaker. Total amount of reimbursement: \$275. Kim made a motion for the approval; Brendan seconded. **Motion carried.**
    - The board received a Request for Assistance from a student to help with their software. The board decided to put this request on hold and ask the student to provide more information about the request, i.e. cost. Kim made the motion; Tracy seconded. **Motion carried.**
- ❖ VIII Proposed amendments to the bylaws
  - Kim and Tracy will do this in July.
- ❖ IX. Old business
  - Cardinal program – Past president cardinals and cardinal in memoriam added. Kim will do a spreadsheet.
  - \$750 was included in sponsorships. (See spreadsheet.)
  - Website board member bios need to be finalized.
- ❖ X. New business
  - Giving Tuesday for 2025 is December 2<sup>nd</sup>.
  - Kim will have the website ready by November 18, 2025
  - Kim proposed to change the “Annual Business Meeting” in corporate documents to the fourth week in April. March is a busy time with the VCRA convention at the same time. Kim made the motion; Tracy seconded. **Motion carried.**

- Request for Assistance forms will now be due within six months of incurring the costs. Supporting documentation will be sent in with the Request for Assistance. Tracy made the motion; Kelly seconded. **Motion carried.**
- ❖ Proposed next COEF meeting: September 29, 2025 at 7:00 p.m.
  - Topics to discuss:
    - Revamping questionnaire (Needs to be ready by October)
    - Revamping grading sheet
- ❖ Proposed next VCRF meeting: August 4, 2025 at 7:00
- ❖ Brendan moved to adjourn the meeting at 9:37 p.m.; Tracy seconded. **Motion carried.**