

VCRF BOARD MEETING MINUTES

October 3, 2022

7:15

Zoom

MEMBERS PRESENT:

Donna Linton, President
Kim Ribaric, Vice President/Treasurer
Cynthia Bragg, Secretary
Michele Eddy

NEW BOARD MEMBER:

We welcomed Michele Eddy as a new board member.

TREASURER'S REPORT:

Kim reported that our current balance is \$3,962.04

Our expenses are \$15/month for Mail Chimp and \$10/month for the website fee

Michele offered to help Kim with the bookkeeping responsibilities. She will maintain the accounting activities.

The need for accounting software was discussed, and it was decided that we would not go that route at this time.

Kim reported that she mailed a check to VCRA for \$4,600, which consisted of the funds VCRF had received from VCRA (sponsorship checks mailed to VCRA - \$4,100) plus a sponsorship check from Sean Byrne (\$500).

We are still waiting for the check from VCRA moving the COEF funds to VCRF.

Sindie will double check to see if we have missed any IRS reporting deadlines.

A discussion was held concerning the Stripe fees charged on donations. We discussed adding an option for the donor to include the fees charged on their donation amount.

VCRA'S FALL VCRA DAY:

The Board discussed how to have VCRA request funds from VCRF. VCRA needs to put their request in writing letting VCRF know of the amount they would like to have to cover their educational expenses. VCRF will then discuss the request and let VCRA know the amount they

can contribute.

The Board also discussed the need to be careful that we aren't raising funds for a specific event rather than just to help our goals in general. One exception to this would be the VCRA convention.

EMAIL ADDRESS & WEB PAGE:

Kim has been working on the VCRF web page, and we discussed that a link needs to be added to VCRA's web page, which would direct users to the VCRF page.

Once the minutes are up to date, they need to be added to the web page.

FUNDRAISING:

Some ideas were discussed for possible upcoming fundraising opportunities. Some ideas discussed were:

- End-of-year fundraising blast to take advantage of last-minute tax write-offs
- Holiday Cheer Boxes
- Check into grants for non-profits

Some frustration was expressed for lack of volunteers to help with ideas such as a golf tournament

It was decided that "Thank you" letters need to go to donors within 30 days.

COEF:

Rachel Cramer, Chairman of the COEF Committee, joined the meeting to discuss COEF.

The COEF application forms need to be revised to indicate that it is VCRF awarding the scholarship. Rachel will do that.

The application needs to go out ASAP. Donna will ask Christopher to send it out through VCRA, and for now we will keep the VCRA email that is set up to accept applications.

Rachel mentioned her confusion on keeping VCRF and VCRA separate, but we let her know that she can ask for help from any VCRA members.

The silent auction, which will be held at the VCRA convention, was discussed, and Rachel let us know that everything is set up to start accepting donated items via Betterworld.

We discussed our need to expand our advertising of the COEF scholarship, and we agreed we would include more schools, including voice writing.

NEWSLETTER:

Donna has asked VCRA to have a Foundation Corner in the newsletter so we can advertise the foundation and keep everyone up to date on what we are working on and our goals.

MEETING MINUTES:

The minutes from our June 29, 2022, meeting were discussed. Kim made a motion to accept the minutes, Donna seconded, and motion passed.

Kim will upload the minutes on the website.

The next meeting is scheduled for 11/14/22 at 7:15.

Michele made a motion to adjourn the meeting, Kim seconded the motion, and the meeting adjourned at 9:35.