

VCRF BOARD MEETING MINUTES

Tuesday, January 3, 2024

7:30 p.m. – 8:45 p.m.

via Zoom

Meeting was called to order at 7:31 p.m.

I. Attendance:

Kim Ribaric (President)
Dawn Brown
Michele Eddy
Jeanette Irby (7:30-7:45)
Tracy Holleman (7:50 p.m.-end)
Brendan Krett (7:50-8:25 p.m.)

II. Adoption of Agenda – Kim presented; Dawn moved to adopt and Michele seconded; **Motion Carried.**

III. Presentation and Adoption of Minutes – Judge Irby presented the Minutes of August 22, 2023. Changes were suggested. Dawn moved to adopt and Michele seconded; **Motion carried.**

IV. Proposed Amendment - Bylaws Article V (4) – Presented by Kim; Judge Irby moved to adopt and Dawn seconded; **Motion Carried**

Vacancy. Vacancies occurring in the Board by death, resignation, refusal to serve, or otherwise shall be filled for the unexpired term by ~~the remaining Directors~~ a Board member's proposed recommendation and voted upon at any regular or special meeting.

I. Introduction and proposal by Kim Ribaric of Tracy Holleman to the Board as Vice President – Judge Irby moved to adopt and Dawn seconded; **Motion Carried**

II. Introduction and proposal by Kim Ribaric of Brendan Krett to the Board as Treasurer - Judge Irby moved to adopt and Dawn seconded; **Motion Carried**

III. Treasurer's Report No report given. Kim/Michele could not access bank account in order to give report.

- A. Discussion by Kim that the taxes for 2022-2023 were filed electronically by Michele; 2021-2022 could not be filed online because there was no option to do so. Michele will check online status this week and file; if not successful, she will call her accountant to use his software to file for us.
- B. There was a discussion about the checking account and signatories. Donna Linton will be removed as a signatory to the account and Tracy Holleman will be added.

- C. Kim will provide exact figures that she paid personally as her donation to the Foundation to Wix, MailChimp, and Google so they can be added to the general ledger. Kim will investigate whether Google Workspace that costs approximately \$72/year includes storage and whether we need to continue with this expense.
- D. Michele shared the VCRF Dropbox with everyone again, including Tracy and Brendan, where our documents are currently stored. This was set up by Donna and Michele some time ago.

IV. COEF Report - presented by Kim

- A. COEF Committee – Kim as President will chair the COEF Committee and Tracy will co-chair. COEF Committee will consist of the following members: Michele, Dawn, Terri Ferris, who has been sending scholarship applications out to reporting schools under Michele’s direction and guidance, and Cynthia Bragg, who helped with prior years’ COEF duties. Only one application has been received thus far.
Kim will hold a COEF Committee remote meeting in short order to discuss COEF business and moving deadline for apps to January 30, 2024.
- B. Silent Auction – Kim as President formed the Silent Auction Committee and appointed Rose Marie Tate and Ruth Levy as Chairs, as well as the following members: Kim, Michele, and Dawn.
 - 1. Website was set up previously on BetterWorld, and updated in November. Kim will check with Rachel if we need a donation to launch the site live. Michele volunteered to donate an item to launch site if necessary.

V. Fundraising Report – presented by Kim. Results of Holiday Spa Drawing, net profit: \$367.77. We need to remember to “boost” our advertising. Raffle did not do as well as hoped. Could be time of year.

VI. Update on 5k – presented by Kim. Brendan will Chair the 5K Fundraiser for MAR Ed Day, March 16, 2024 and get this underway. Michele reminded Kim that we have a lot of volunteers who will help with this event (check for past email).

VII. Old Business

- A. Kim will be addressing/drafting the rewriting of the bylaws. Michele volunteered to review before presenting to the Board.
- B. Policy & Procedures were drafted by Donna and need to be reviewed by all.

VIII. New Business

- A. Giving Tuesday, net profit: \$266.42. Donna Linton donated \$250 and Caprice Curry donated \$25. Suggestion that Giving Tuesday should be promoted more and the spa raffle may have been competing with Giving Tuesday and/or the current economics.
- B. Tracy suggested we add a survey question to VCRA MAR Ed Day participants that included what kind of VCRF raffles they would like to see in the future

IX. Discussion about what Board members plan to contribute to VCRF in 2024 - Michele would like to see Kim lead as President and get current Board members up to speed and comfortable in

leading as Chairs of Committees so Kim is not as inundated. Kim desires to simplify the Bylaws and P&P and requests us all to think about ideas for future fundraising.

X. **Next proposed meeting date:** March 26, 2024, Annual Meeting, remote.

XI. **Michele motioned to adjourn at 8:45 p.m. and Dawn seconded; Motion carried.**