



Minutes

VCSA Board Meeting
March 26, 2009
Ukrops, Glen Allen, VA

1. **EXECUTIVE BOARD MEMBERS:** Tom Kifer, *President*; Tonya Borman, *Vice President*; Linwood Byrd, *Treasurer*; Marc Woolverton, *Secretary*; Fred Kern, *Immediate Past President*. **BOARD MEMBERS:** Lynn Jarnecki, Harold Eley, Cathy Simmons, Jim Pierce, Nancy Garrett. **Absent:**, Judy Boyer, Rosie Fagan, Amanda Mathews, and Joyce Sachs. **Guest:** Steve Jarnecki, Scott Walters (guest of Tonya).
2. President Kifer called the meeting to order at 11:20AM at Ukrops.
3. Treasurer's report presented by Linwood. Current balance is \$7,353.83.
 - a. Motion to accept as presented by Cathy, seconded by Jim. Passed unanimously.
 - b. Discussion on the two SCC co
4. Minutes presented by Marc from past board meeting. Nancy motioned to accept, Cathy seconded. Passed unanimously.
5. Old Business
 - a. Dues Notices
 - i. Nancy reported on sending notices at the request of Tom.
 1. Mailed March 7, 2009 to all known programs.
 2. Annual form needs revision to present a more professional appearance.
 3. Needs to capture stats, changes in personnel.
 - b. Website.
 - i. Tonya reported website needs updating.
 - ii. Needs info from agencies to put on site for advertising.
 - iii. Links to other programs and resources change
 - c. VCSTI update
 - i. The corporation is in good standing. SCC renewal needs to be filed by March 31. Waiting on check from Linwood.
 - ii. Marc is waiting on treasurers statements for 2008 on the VCSA to complete the 501(c)(6) application for the VCSA
 - iii. The VCSTI cannot apply for 501(c)(3) until the VCSA has it's (c)(6) in place.
 - iv. Marc re contacted Ms Patricia Kemmerer, CPA. Her firm of XXX has approved her acting as our agency for a fee of not to exceed \$500 (previously approved by VCSA Board).

- v. Fred has provided Marc with a proposed budget for the VCSTI application.
- d. 2009 Conference Planning Review:
 - i. Cathy will explore the local FOP lodges near the hotel to see if they can assist with sponsoring the conference.
 - ii. Joyce has contract from Natural Bridge and is under review.
 - 1. Joyce could not make meeting due to work.
 - 2. All rooms same rate, \$72.00
 - iii. VCSA Challenge Coins
 - 1. Marc will research and report to board
 - iv. Past President's Recognition Event.
 - 1. Marc reported he has made contact w/ re
 - 2. Golf shirts for past Presidents
 - a. Marc will email request for sizes
 - b. Will order through Promo's Inc.
 - 3. Discussion on gift for past presidents
 - a. Decided on Challenge Coin
 - v. Keynote Speaker
 - 1. Per Tom, John Walsh cannot attend.
 - 2. Per Joyce, (though Tom) Patricia Cornwell cannot attend.
 - 3. Steve suggested the FBI Director Robert Mueller.
 - a. Will follow up.
 - 4. Juliet Bickford WTKR 3 reporter
 - a. Harold will follow up
 - vi. Conference Tasks Assignments
 - 1. Door prizes
 - a. Amanda, Lynn
 - 2. Marketing
 - a. Marc, Tom
 - 3. Training
 - a. Tonya, Jim, Harold
 - 4. Awards Dinner
 - a. Cathy, Fred
 - 5. Networking Suite
 - a. Joyce (I got it) Sachs
 - 6. Pre-conference / Conference Registrations
 - a. Nancy
 - 7. Donors & Sponsors
 - a. Marc, Tom
 - 8. Conference folders
 - a. Lynn
- e. Annual VCSA Awards
 - i. Cathy reported she and Nancy have been working on updating addresses; now 60 programs
 - ii. Reviewed the Award Application letter
 - 1. Tom will send Cathy flyer on conference info for a stuffer

- iii. Applications will be sent out May 1, 2009.
- f. 2009 Conference Training Planning
- g. Joint House/Senate Resolution HJR 955
 - i. Tom reported that Delegate Kirk Cox, majority whip
 - 1. HJR 955 Passed & signed
 - 2. Will be presented at conference
 - 3. Marc will send letter to delegates thanks for support
- 6. New Business
 - a. Jim is supporting folks in Woodstock and Shenandoah County with the formation of a program
 - b. Nancy Orange county
 - c. Linwood reported Powhatan county is asking for help from Chesterfield / Colonial Heights to form program
- 7. Newsletter
 - a. Spring/Summer drop dead for stories June 19.
 - b. Motion by Lynn and second Linwood to go with booklet/binded \$500. Tom will contact James River Printing for pricing
 - c. Scan photos and stories from old newsletters.
 - d. Mail by July 1.
- 8. Nominating Committee for elections
 - a. Cathy and Fred
 - b. All positions are open
- 9. Next meeting: Friday, August 7, 2009 9:30 AM at the Ukrops on Staples Mill Road, Richmond, VA.
- 10. Meeting adjourned:
 - a. 3:43 PM