



## Minutes

VCSA Board Meeting

September 20, 2009

Natural Bridge Hotel & Conference, VA

1. **EXECUTIVE BOARD MEMBERS:** Tom Kifer, *President*; Tonya Borman, *Vice President*; Marc Woolverton; *Secretary*, Nancy Garrett; Treasurer **BOARD MEMBERS:** Lynn Jarnecki, Harold Eley, Cathy Simmons, Judy Boyer, Lynn Jarnecki, Joyce Sachs, Jim Pierce **Absent:** Linwood Byrd, Fred Kern, **Guests:** Steve Jarnecki; (newly elected board members) Cathy Richards, Juliet Bickford.
2. President Kifer called the meeting to order at 10:00AM at Natural Bridge.
3. Treasurer's report presented by Nancy. Current balance is \$8,853.06. Nancy will forward to the board a complete report of all conference income and expenses by next week's end. Nancy reported that she is missing blank check book from when Linwood sent her the records. She is also missing dues checks from programs paying 2009 membership. Motion to accept report by Cathy, seconded by Lynn. Passed unanimously.
4. Minutes read by Marc from past board meeting. Jim motioned to accept, Joyce seconded. Passed unanimously.
5. Old Business
  - a. Tom discussed a new methodology of taking conference registrations. More checks and balances. Nancy asked about what to do with the 3 registrations made and paid that did not attend. Captain Marty Shirilla and Jan Westerbeke, and Patricia Fields. Marty and Jan notified VCSA they could not attend 2 days before due to family emergency. No communications with Fields. Motion by Joyce, second Cathy to reimburse Marty and Jan and keep Fields money. Passed unanimously.
6. New Business
  - a. Marc by-laws change re annual audit. Once a year internal audit and a once every three years a paid formal audit by an accounting firm. Marc will craft draft by-laws changes and email to board for discussion at the next meeting.
  - b. Marc discussed the need a conflict of interest statement to be signed by new board members on an annual basis. Tom directed marc to

create and implement. Tonya added to include concept in the Tipster and on web site.

- c. Tom suggests that the new board address annual awards. Consider changing the Civilian Board Member Award into the “Rosamond Fagan Civilian Board Member Award”.
- d. Tom and Tonya discussed changes in conference location selection process. This year we identified the 2010 location in Smithfield. As a first at this conference, the Board asked for approval by the membership (see Annual Business Meeting minutes). It was discussed and agreed that this process of looking for conference sites in advance to allow the membership to decide the venue.
- e. Next conference will be at the Smithfield Station, September 24 – 26, 2010. The Smithfield Station only has 44 rooms. There is also a Hampton Inn near by.
- f. Tom discussed using electronic registration on our web site in addition to hard mailing. The drawback is not getting the registration check in advance. The new board will address.
- g. Spring 2010 Tipster should be electronic only. Add registration for next conference. Discuss tax issues being addressed, review past conference, and tease Smithfield. Drop deadline if February 5, 2010 for articles; publish February 13
- h. Next meeting will be in Smithfield Station January 20 11AM.
- i. Motion by Joyce, second Judy for adjournment. Meeting adjourned 11:15AM