

**Veterans Services Foundation  
Board of Trustees  
Meeting Minutes  
May 7, 2014**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, May 7, 2014 at the American Legion Department of Virginia Building, 1708 Commonwealth Avenue, Richmond, VA.

**Members Present**

- James Boyd
- Frank Driscoll
- Frank Finelli
- Cathy Wilson (Ex officio/Voting, Deputy Commissioner of Department of Veterans Services (DVS) representing the Commissioner)
- Tom Gordy
- Thad Jones
- Jack Hilgers (Ex officio Nonvoting, VSF Executive Director)
- Jack Kavanaugh
- Al Pianalto
- Rich Schollmann (Board Chair)
- Meade Spotts
- Peter Trainer
- Pat Webb
- Randall West
- Frank Wickersham

**Members Absent**

- Brad Antle
- Juanita Farrow
- Don Kaiserman (Ex officio/Voting, Chairman of the Joint Leadership Council (JLC) of Veterans Service Organizations)
- William Lechler
- James Schenck

**Commonwealth of Virginia Officials Present**

- Cindy Norwood, OAG
- Tammy Davidson, DVS
- Andrew Schwartz, DVS
- Danielle Weaver, DVS

**Materials Distributed and Attached**

- Meeting Agenda (*Attachment 1*)
- Board of Veterans Services Chair Report (*Attachment 2*)
- Joint Leadership Council of Veterans Service Organizations Chair Report (*Attachment 3*)

- Department of Veterans Services Commissioner's Report (Attachment 4)
- VSF Income (Attachment 5)
- VSF Expenses (Attachment 6)
- FY 14 Events (Attachment 7)
- Veterans Services Fund Quarterly Report (Attachment 8)
- FY15 Budget (Attachment 9)
- VSF Beneficiary Program (Attachment 10)
- VSF Milestones for FY15 (Attachment 11)

### **Opening and Pledge of Allegiance**

Chair Rich Schollmann welcomed everyone and called the meeting to order at 11:20 a.m.

### **Roll Call of Trustees and Quorum Determination**

With 14 of 19 members or their authorized representatives present, a quorum was determined. Mr. Jack Hilgers introduced the guest making a presentation, Andy Schwartz from the Virginia Values Veterans (V3) Program.

Chair Schollmann welcomed the new board member Mr. Pat Webb. Mr. Webb gave a brief bio of himself earlier during the Development Committee meeting.

### **Approval of Agenda**

Chair Schollmann had one change to the Agenda, moving V. b. to III. c which moved the Virginia Wounded Warrior Program to the Commissioner's report. He then asked for a motion to approve the agenda with the one change (Attachment 1). The agenda previously was forwarded to the Foundation members electronically and was in the material distributed.

Mr. Tom Gordy **moved** to approve the agenda with one change and Mr. Jack Kavanaugh **seconded** the motion. There was no discussion and the motion **passed unanimously**.

### **Review and Approval of March 26, 2014 Meeting Minutes**

Chair Schollmann stated that the March 26, 2014 meeting minutes were previously forwarded to the Foundation members electronically. Hard copies are available if anyone desires to see them.

Chair Schollmann asked if there were any corrections to the Board minutes.

Mr. Frank Finelli had the following change to the minutes. Page 3 of 30 after V3 Program Success to Date (since June 2012) bullets, need to add:

Mr. Finelli commented that these results reflect a significant reduction in the pace of job pledges and actual hires achieved in FY13, the first year of the V3 Program.

In paragraph 4, second sentence the following needs to be added:

Mr. Finelli highlighted that the DVS-prescribed VSF Goals and Objectives for FY2014 (see Attachment 2 to VSF Development Committee minutes of March 26, 2014) include no goals, objectives, or funding requirements relating to veterans hiring.

Chair Schollmann then asked for a motion to approve the March 26, 2014 Board Meeting Minutes with corrections. Mr. Jack Kavanaugh **moved** to approve the minutes as corrected and

Mr. Pete Trainer **seconded** the motion. There was no discussion and the motion **passed unanimously**.

*Chair Schollmann called for a lunch break at 11:55 a.m. He called the meeting back to order at 12:25 p.m.*

## **REPORTS**

### **Board of Veterans Services (BVS) Report**

Mr. Thad Jones reviewed the BVS Report that was included in the materials handed out (*Attachment 2*). BVS will meet on May 13, 2014. The Board's 2014 Action Plan is attached to the report.

Chair Schollmann thanked Mr. Jones for his report.

### **Joint Leadership Council (JLC) of Veterans Service Organizations Report**

Chair Schollman stated that Mr. Don Kaiserman was unable to attend today's meeting and that the JLC Report was included in the materials handed out (*Attachment 3*). The next meeting will be Wednesday, May 21.

### **Department of Veterans Services Report**

Deputy Commissioner Cathy Wilson reviewed the DVS report for Commissioner Paul Galanti who is out of the office (*See attachment 4*). She stated that it's an honor to represent the Commissioner. She said he wanted to thank everyone for the sympathy card and donations for his wife who passed away on April 23. He will be back in the office on Monday, May 12 and sends his regrets for not being available to attend today's meeting.

DVS just finished an audit with Auditor of Public Accounts and the audit was very clean. DVS has a great team. She then continued reviewing the DVS report.

Deputy Commissioner Wilson then announced that Ms. Brandi Jancaitis is now the new Executive Director for the Virginia Wounded Warrior Program (VWWP). She will assume her post on Monday, May 12. The Deputy then gave a brief background on Ms. Jancaitis.

The VWWP received another grant from the Corporation for National and Community Service (CNCS) for \$186,200 with a \$72,411 match from VWWP/VSF funds.

Deputy Commissioner Wilson then announced that Benefits Director John Anderson is retiring after more than 20 years of service with DVS. Eastern District Benefits Manager Jason Williams is leaving for a higher paying job. Western District Benefits Manager Jim Granger will be filling in the Benefits Director position until it's filled.

Mr. Finelli stated that it is always hard to compete with private companies and we should be able to come up with a creative way to keep Benefits agents. Deputy Commissioner Wilson said that DVS has been working on this.

Mr. Finelli stated that the V3 annual event held last year in June was a great event and wanted to know if another like that will be held this year. The board will discuss this further with Mr. Andy Schwartz later in the meeting.

Chair Schollmann thanked Deputy Commissioner Wilson for the report.

**Foundation Executive Director**

Mr. Hilgers reviewed the VSF Income (*Attachment 5*) and Support Fund Expenses (*Attachment 6*) which were covered during the earlier Development and Finance Committee meetings at which almost all members were present. He asked if the Board members had any further comments or questions. None were offered.

Mr. Hilgers briefly reviewed the VWWP fundraising events for FY14 & 15 (*Attachment 7*) which also was covered earlier during the Development and Finance Committee meetings

Chair Schollmann thanked Mr. Hilgers for his reports.

**Board Chair/ Executive Committee**

Chair Schollmann stated that he had no new information to provide. He did remind the Board that the meeting in November will be at Sitter & Barfoot Veterans Care Center. The meeting in August will be at the Virginia War Memorial.

**Development Committee**

Mr. Jim Boyd reviewed the Development Committee meeting and stated that a quorum was present. The Committee recommends the Board approve the third Quarter FY14 Financial Reports and FY15 Budget. He said that the Committee decided that the proposed Beneficiary, now called the Planned Giving Policy, would be deferred until the next meeting because the suggestions proved by the Committee members needed to be included.

**Finance Committee**

Mr. Jack Kavanaugh stated that the Finance Committee met earlier today, Wednesday, May 7 in which all Board members present participated. The Committee recommends the Board approve the third Quarter FY14 Financial Reports and FY15 Budget.

**Brief Review of FY14 Quarterly Report**

Ms. Tammy Davidson said that she had covered the end of VSF Quarterly Report (*Attachment 8*) during the Development Committee meeting where most members were present and asked if there were any additional questions. No questions were posed.

**Brief Review of DVS Budget Allocations for FY15**

Mr. Hilgers reviewed the Budget Allocations (*Attachment 9*), that had been reviewed by the Development Committee earlier when most of Board members were present. He asked if the Board members had any questions regarding the Budget allocations. There was no response.

**Report of the Nominating Committee**

Mr. Pete Trainer gave the report for the Nominating Committee in the absence of Chair Mr. Bill Lechler and Ms. Juanita Farrow. The following board members have been nominated.

|                   |                 |
|-------------------|-----------------|
| Chair             | Rich Schollmann |
| Vice Chair        | Jim Boyd        |
| Second Vice Chair | Meade Spotts    |

Voting will be held later in the meeting.

## **UNFINISHED BUSINESS**

### **Virginia Values Veterans (V3) Program Update**

Mr. Andy Schwartz gave an update on Virginia Values Veterans V3 Program.

Success to Date:

- 179 Certified Companies has increased to 194
- 5,554 Jobs Pledged to Veterans
- 3,296 Veterans Actual Hires Reported
- 18 Training Events conducted.

The Unemployment rate in Virginia for veterans is lower than the national rate for veterans. The unemployment rate for veterans in Virginia also is lower than the state's general population unemployment rate. Historically, Virginia veterans have always had lower unemployment than those nationally, but the rate of unemployment has not returned to per-recession levels.

There are about 20,000 unemployed veterans in Virginia. However, with the probable influx of active duty service members being released, this will change and can be a very fast growing program. V3 is positioned to be proactive in accommodating transitioning service members for jobs rather than reactive to an existing problem.

Mr. Pete Trainer asked Mr. Schwartz how the VSF can help the V3 Program. Mr. Schwartz stated that getting the word out about the program would help, but that additional funding was not needed.

Mr. Finelli also asked Mr. Schwartz if the V3 Program could use additional funding, and if so, for what purpose. Mr. Schwartz responded that additional funding could be used to extend outreach for the V3 Program.

Chair Schollmann thanked Mr. Schwartz for the update.

### **VSF Beneficiary Program**

Mr. Hilgers stated that the draft Planned Giving Policy (*Attachment 10*) is a work in progress that had been discussed during the Development Committee meeting. As mentioned before, action has been deferred pending incorporation of Development Committee members' recommendations. He will have the next draft ready before the next board meeting.

### **Discussion of VSF Milestone Plan for FY15**

Mr. Hilgers discussed the VSF Milestone Plan (*Attachment 11*) for FY15 and explained that activities are similar to this year, but that the Policies, Bylaws and other relevant documents will be undergoing their biennial review.

### **Other Unfinished Business**

Chair Schollmann asked if there was any other unfinished business. None was presented.

## **NEW BUSINESS**

### **Approval of third Quarter Financial Report**

Chair Schollmann asked for a motion to approve the third Quarter Financial Report.

Mr. Kavanaugh **moved** to approve the third Quarter Financial Report and Mr. Frank Driscoll **seconded** the motion. There was no discussion and the motion **passed unanimously**.

#### **Approval of DVS Budget Allocations for FY15**

Chair Schollmann asked for a motion to approve the DVS Budget Allocations for FY15. Mr. Finelli said that he felt strongly that the VSF budget for FY15 should reflect some budget for veteran hiring, given that this is a priority for the Commonwealth.

Mr. Kavanaugh **moved** to approve the DVS Budget Allocations for FY15 and Mr. Frank Driscoll **seconded** the motion. There was no discussion and the motion **passed with 13 aye votes and one no**.

#### **Approval of Beneficiary Policy**

Chair Schollmann tabled the approval of the Beneficiary Policy as proposed by the Development Committee based on Committee recommendations.

#### **Approval of VSF Milestone Plan for FY15**

Chair Schollmann asked for a motion to approve the VSF Milestone Plan for FY15.

Mr. Driscoll **moved** to approve the VSF Milestone Plan and Mr. Frank Wickersham **seconded** the motion. There was no discussion and the motion **passed unanimously**.

#### **Election of Officers**

Chair Schollmann reviewed the Nominated Officers. Mr. Rich Schollmann, Mr. Jim Boyd and Mr. Meade Spotts and asked if there were any nominations from the floor.

Mr. Kavanaugh **moved** that the nominations be closed and the nominees accepted by accumulation.

Chair Schollmann declared the nominees elected by unanimous consent.

#### **New Member Committee Appointment Confirmation**

Mr. Pat Webb Appointment to the Development Committee was confirmed by the Board.

#### **Public Comment Period**

Chair Schollmann asked if there was any public comment. None was presented as no members of the public were in attendance.

Mr. Gordy mentioned that on May 30 in Hampton Roads the training camp for the Warrior Games would be operational and invited all to attend.

Mr. Trainer stated this may be his last meeting as his first term appointment will be up in June. He indicated that he would like to serve as second term to which the Board unanimously agreed.

#### **Adjournment**

The meeting adjourned at 12:42 p.m. The next meeting will be August 5, 2014 at the Virginia War Memorial.

# **ATTACHMENT 1**

## **DRAFT**

**Veterans Services Foundation Board of Trustees  
American Legion Department of Virginia Building  
1708 Commonwealth Avenue, Richmond, VA**

**May 7, 2014**

**11:30 a.m. – 2:00 p.m.**

**Development Committee Meeting  
10:00 a.m. – 10:45 a.m.**

**Finance Committee Meeting  
10:45 a.m. – 11:15 a.m.**

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of New Member and Visitors, Approval of Agenda – *Board Chair* (5 minutes)
- II. Review and Approval of March 26, 2014 Board Meeting Minutes– *Board Chair* (5 minutes)
- IV. Reports:
  - a. Board of Veterans Services – *Thad Jones* (5 minutes)
  - b. JLC – *Don Kaiserman* (5 minutes)
  - c. Department of Veterans Services – *Paul Galanti* (5 minutes)
  - d. Foundation Executive Director – *Jack Hilgers* (5 minutes)
  - e. Board Chair – *Rich Schollmann* (5 minutes)
  - f. Development Committee (DevCom) – *Jim Boyd* (5 minutes)
  - g. Finance Committee (FiCom) – *Jack Kavanaugh* (5 minutes)
  - h. Brief Review of FY14 Quarterly Report – *Tammy Davidson* (5 minutes)
  - i. Brief Review of DVS Budget Allocations for FY15 – *Jack Hilgers/Tammy Davidson* (5 minutes)
  - j. Report of the Nominating Committee – *Bill Lechler* (5 minutes)
- IV. Working Lunch (Approximately 12:30 p.m.)
- V. Unfinished Business:
  - a. Virginia Values Veterans (V3) Program Update – *Andrew Schwartz* (10 minutes)
  - b. VWWP Update – *Catherine Wilson* (10 minutes)
  - c. VSF Beneficiary Program – *Jack Hilgers* (10 minutes)
  - d. Discussion of VSF Milestone Plan for FY15 – *Jack Hilgers* (2 minutes)
  - e. Other Unfinished Business – *Board Chair* (1 minute)
- VI. New Business:
  - a. Approval of 3<sup>rd</sup> Quarter Financial Report – *Board Chair* (2 minutes)
  - b. Approval of DVS Budget Allocations for FY15 – *Board Chair* (2 minutes)
  - c. Approval of Beneficiary Policy – *Board Chair* (2 Minutes)
  - d. Approval of VSF Milestone Plan for FY15 – *Board Chair* (2 minutes)
  - e. Election of Officers – *Board Chair* (4 minutes)
  - f. New Member Committee Appointment Confirmation – *Board Chair* (2 Minutes)
  - g. Other New Business – *Board Chair* (2 minutes)
- VII. Public Comment Period. (11 minutes)
- VIII. Adjournment (Next Board Meeting: 6 August, Virginia War Memorial)

## **ATTACHMENT 2**

### **BOARD OF VETERANS SERVICES**

#### **REPORT TO THE VETERANS SERVICES FOUNDATION**

**May 7, 2014**

The Board of Veterans Services (BVS) has not met since the last meeting of the Veterans Services Foundation (VSF).

The next BVS meeting will be held May 13, 2014. At the meeting, the BVS will:

- Receive a presentation on the Virginia Values Veterans (V3) Program;
- Review and discuss the 2014 General Assembly session, including BVS and Joint Leadership Council of Veterans Service Organizations (JLC) 2014 initiatives and other veteran/military legislation and budget items;
- Receive reports from the Chairs of the BVS Benefits, Care Centers, and Cemeteries committees and from the JLC, VSF, and Department of Veterans Services;
- Update the BVS committee assignments;
- Appoint a nominating committee (elections will be held at the July 22 meeting).

The BVS looks forward to its partnership with the VSF in service to Virginia's veterans. The BVS 2014 action plan is attached for reference.

Respectfully submitted,

Thad A. Jones  
Chairman



Board of Veterans Services  
2014 Action Plan – “*Keep Building upon Success*”  
Adopted January 6, 2014

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**January 6: “*Establishing our path for success*” meeting**

- Discuss 2014 General Assembly session, including Governor’s introduced budget
- Review BVS and JLC 2014 initiatives and other veterans legislation
- Adopt 2014 Meeting Schedule
- Adopt 2014 Action Plan
- Review Code of Virginia and Executive Order 29 (EO29) and the role of the BVS
- Review and endorse the Compact with Virginia’s Veterans

**January – May: “*Begin researching and developing BVS 2015 Initiatives*”**

- Board members make site visits to DVS facilities
- Committee chairs hold meetings to review/discuss potential initiatives
- Committees research and prepare point papers for May 13 meeting
- Committees review DVS service area plans with DVS directors
- Orientation for new Board members

**May 13 meeting**

- Review 2014 General Assembly Session: budget and legislation
- Review and discuss committee-proposed 2015 initiatives
- DVS operations briefings – committee chairs and DVS directors
- Appoint nominating committee

**May – July: “*Rolling up our sleeves*”**

- Board members visit DVS facilities, meet with DVS directors to connect the dots
- Committee chairs hold meetings to review potential 2015 initiatives
- Committees research and prepare point papers for July 22 meeting

**July 22 meeting: “*Bringing it all together*”**

- Review, discuss, and approve BVS 2015 initiatives
- Review, discuss, and support JLC 2015 initiatives
- Elect BVS Chair and Vice Chair

**August 15 (NLT)**

- Submit BVS 2015 initiatives to DVS for transmission to Governor
- (Tentative): BVS-JLC Veterans Roundtable with Governor McAuliffe

**October 7 meeting: “*Looking ahead*”**

- Adopt 2015 Meeting Schedule
- Adopt 2015 Action Plan
- Review DVS Strategic Plan and Compact with Virginia’s Veterans

**ATTACHMENT 3**  
**COMMONWEALTH OF VIRGINIA**  
**JOINT LEADERSHIP COUNCIL OF**  
**VETERANS SERVICE ORGANIZATIONS**  
**Report to the Veterans Services Foundation**  
**May 7, 2014**

The Joint Leadership Council of Veterans Service Organizations (the JLC) has not met since the last meeting of the Veterans Services Foundation (VSF).

The next JLC meeting is May 21. At the meeting, the JLC will:

- Continue to review actions taken during the 2014 General Assembly on JLC and Board of Veterans Services (BVS) 2014 Initiatives;
- Review and discuss potential 2015 JLC Initiatives;
- Review prior-year (2004-2013) JLC initiatives and current status;
- Appoint a Nominating Committee for the positions of Chair and Vice Chair (elections will be held at the July 16 meeting).

At the October 16, 2013 JLC meeting, VSF member Al Pianalto and VSF Executive Director Jack Hilgers gave an excellent presentation on the VSF. They also provided information on researching and evaluating veterans charities. The JLC would appreciate the Department of Veterans Services' and the VSF's assistance in coordinating a follow-on presentation on the steps citizens should take if they suspect a charity of fraudulent solicitation.

We look forward to continuing our partnership with the VSF in support of Virginia's veterans in 2014.

Respectfully submitted,

Donald Kaiserman  
Chairman

# ATTACHMENT 4



## COMMONWEALTH of VIRGINIA

### Department of Veterans Services

Paul E. Galanti  
Commissioner

Telephone: (804) 786-0286  
Fax: (804) 786-0302

Memorandum for: Chairman Richard Schollmann  
Members, Veterans Services Foundation

From: Catherine Wilson, Deputy Commissioner

Date: May 7, 2014

Subject: Department of Veterans Services report

Some of the recent items of note for the Department of Veterans Services (DVS):

- Audits: the Auditor of Public Accounts (APA) audit of the *Veterans Services Foundation and Veterans State Nursing Home Care Grant at Department of Veterans Services – for the year ended June 30, 2013* found:
  - Proper recording and reporting of all transactions, in all material respects, in the Commonwealth Accounting and Reporting System;
  - No matters involving internal control and its operation necessary to bring to management's attention; and
  - No instances of noncompliance with applicable laws and regulations or other matters that are required to be reported.
  
- Virginia Values Veterans (V3) Program – program statistics as of April 23:
  - New Certified Companies                      Jobs Pledged
    - LMI    30
    - SAIC    75
    - R J Enterprises of VA                            3
    - Tri-Dim Filter Corporation                    1
    - Ball Metal Verona                                4
    - Navigon    1
    - Altria Group                                        5
  
  - Recertified Companies                            Jobs Pledged

- SimVentions 5
  - MeadWestvaco 2
- Statistics
  - 190 Certified Companies
  - 5,719 Jobs Pledged
  - 3,392 Actual Hires Reported
- Virginia Wounded Warrior Program (VWWP):
  - Brandi Jancaitis has been selected as the new Executive Director of the Virginia Wounded Warrior Program. She will assume her new post on May 12. She currently serves as the Director, Housing Development for Veterans, Virginia Wounded Warrior Program and has a wealth of experience in human services and the Virginia Wounded Warrior Program.
  - The VWWP was successful in its grant pursuit to expand the Virginia Veterans Corps (VVC) AmeriCorps program. The VVC has provided robust support for the past three years in the Hampton Roads area and this new grant will extend VVC support to South Boston, Petersburg and the Richmond areas;
    - The resources of the VWWP and DVS will be dedicated to ensuring long term stability of the program and replication in other regions of the Commonwealth;
    - Through this grant the VVC will have 28 half-time AmeriCorps members who will continue to serve military service members, veterans and their families, assisting with access to healthcare, behavioral health care, social services, housing, employment or other individual and family services;
    - The grant from the Corporation for National and Community Service (CNCS) is for \$186,200 with a \$72,411 match from VWWP/VSF funds;
    - This initiative was highlighted as a best practice at the last National Association of State Directors of Veterans Affairs (NASDVA) meeting by the CEO of CNCS. Senator Warner was on a congratulatory call to the recipients on May 6.
- Veterans care centers:
  - Construction continues on the 40-bed addition to the Sitter & Barfoot Veterans Care Center. Completion is expected in late 2014 with the first new residents expected to be admitted in early 2015;
  - The Virginia Veterans Care Center will receive \$974,249 in federal grant funding to replace the emergency generator and patient security system.
- Veterans cemeteries:
  - A project is underway to replace the heating and cooling systems in the chapel, office building, comfort station, and grounds maintenance building at the Amelia cemetery;
  - The master plans for the Amelia and Suffolk cemeteries are nearing completion.

Thank you for your stellar support of the Department of Veterans Services and our programs and services. We look forward to our continued partnership.

## **ATTACHMENT 5**

### **VSF INCOME FOR FY14\***

**Unaudited**

**April 30, 2014**

**Income**

**VWWP**

|                                   |           |
|-----------------------------------|-----------|
| Combat Veterans Motorcycle Assn   | 21,000.00 |
| GC Marshall Chapter MOAA          | 17,500.00 |
| Dominion-Polo Cadillac Club       | 10,734.87 |
| Boshway Foundation                | 10,284.42 |
| The Pretty Team (Real Estate)     | 9,700.00  |
| Knights of Columbus Golf Tour     | 7,293.27  |
| Douglas Cox Chiropractic Clinic   | 7,037.20  |
| Lakeview Development Corp         | 6,671.37  |
| Prince William Cruisers           | 6,300.00  |
| Southern Knights Cruisers         | 5,220.00  |
| Clyde Childress                   | 5,000.00  |
| Virginia Independent Auto Dealers | 5,000.00  |
| Hampton Roads Autobody Assn       | 4,000.00  |
| VA-ACME                           | 4,000.00  |
| The Whitney & Stone Foundation    | 4,000.00  |
| Anonymous                         | 4,000.00  |
| Cox Chiropractic                  | 4,000.00  |
| Dominion Foundation Matching      | 3,857.00  |
| Am Legion Hopewell Riders         | 3,121.00  |
| Al Sroolbants Foundation          | 3,000.00  |
| Navy Federal Credit Union         | 3,000.00  |
| Revere Gas                        | 3,000.00  |
| Veterans Musical Show Powhatan    | 2,931.96  |
| Bad Dog Entertainment             | 2,728.00  |
| Huntington Engalls Gift Program   | 2,588.89  |
| POW/MIA Riders WVMC               | 2,500.00  |
| Ratcliff-Owens Sumner Am Leg Post | 2,500.00  |
| WS Connelly & Co                  | 2,500.00  |
| Whitt's Harley-Davidson           | 2,455.00  |
| Augusta Expo                      | 2,400.00  |
| Military Family Support Center    | 2,000.00  |
| Bays Mountain 5K Run              | 1,958.30  |
| Longwood University Veterans      | 1,770.68  |
| Richmond Flying Squirrels         | 1,571.55  |
| Oceaneering Marine Svcs           | 1,523.00  |
| Celebration Christian Fellowship  | 1,500.00  |
| Kelly/Watkins Memorial Game       | 1,368.00  |
| BAE Systems                       | 1,237.20  |
| Un-Refiner Golf Club              | 1,237.00  |
| Staunton BPO Elks Club            | 1,200.00  |
| Kanawha Recreation Assn           | 1,083.00  |
| 10 IS Booster Club 5K Langley     | 1,050.00  |
| Blue Ridge Community Collage      | 1,034.75  |
| Tuckahoe Orthopedic Assoc         | 1,030.00  |
| Archie L. Moore                   | 1,000.00  |
| Bailey's Crossroads Rotary Club   | 1,000.00  |
| Alpha 4 Run-A-Thon Langley        | 1,000.00  |
| Salem High School, VA Beach       | 1,000.00  |
| Richmond Italian Festival         | 1,000.00  |
| Holly & Ty Chappell               | 1,000.00  |
| Gene Clapsaddle                   | 1,000.00  |
| Army Mgmt Staff College Alumni    | 1,000.00  |

|                            |                  |
|----------------------------|------------------|
| Katheryn Johnson           | 1,000.00         |
| Hampton Roads Rotary Club  | 1,000.00         |
| Individual Donors          | <u>59,520.59</u> |
| VWWP Revenue Balance       | 257,407.05       |
| <br>                       |                  |
| Care Centers               |                  |
| VVCC                       | 40,039.41        |
| SBVCC                      | 8,861.50         |
| Cemeteries                 |                  |
| Amelia                     | 250.00           |
| Dublin                     | 500.00           |
| Suffolk                    | 1,151.00         |
| V3 for UV2                 |                  |
| Dominion Resources         | 5,000.00         |
| Women's Veteran Conference |                  |
| Dominion Resources         | 500.00           |
| Foundation Support Fund    | .06              |
| Foundation Endowment       | 3,600.00         |
| Suffolk Cemetery Cart      | 3,600.00         |
| Non-VWWP Total             | <u>63,501.97</u> |
| <br>                       |                  |
| Total FY14 Income to Date  | 320,908.96       |

\*Does not include In-kind Donations, Grants, or Interest

## ATTACHMENT 6

### VSF Support Fund Expenses Revised 3-31-14

|                          |           |                      |                            |
|--------------------------|-----------|----------------------|----------------------------|
| 2009                     | -0-       | + DVS Expenses (Tvl) | 1,497.88                   |
| 2010                     | 5,117.89  | - Website            | 1,713.33 = 3,404.56        |
| 2011                     | 3,778.62  | - Website            | 2,217.70 = 1,560.92        |
| 2012                     | 15,659.91 | - NVWG               | 13,600.00 = 2,059.91       |
| 2013                     | 9,453.95  | - Golf Carts (2)     | 7,200.00 = <u>2,621.77</u> |
| Total                    |           |                      | 11,145.04                  |
| Less DVS Expenses (2009) |           |                      | 9,647.16                   |
| Average Per Year         |           |                      | 2,411.79                   |

#### Detail for 2010

|                  |          |
|------------------|----------|
| Travel*          | 2,196.13 |
| Public Relations | 763.77   |
| APA Audit        | 340.00   |
| Admin            | 104.09   |
| Misc             | .57      |

\*Travel included some DVS legislative requirements.

#### Detail for 2011

|                  |          |
|------------------|----------|
| Travel           | 1,475.11 |
| Public Relations | 85.70    |
| Misc             | .11      |

#### Detail for 2012

|                       |          |
|-----------------------|----------|
| Travel                | 1,759.66 |
| Web Services          | 190.00   |
| On-line Donation Svcs | 106.15   |
| Misc                  | 4.10     |

#### Detail for 2013

|                           |          |
|---------------------------|----------|
| Travel                    | 1,702.10 |
| Lapel Pins                | 436.00   |
| Public Relations          | 103.74   |
| Web Services              | 115.00   |
| On-line Donation Svcs     | 30.66    |
| Professional Subscription | 42.50    |
| Admin                     | 179.20   |
| Misc                      | 12.57    |

Detail for 2014 (Thru March 2014)

|                           |              |
|---------------------------|--------------|
| Travel                    | 1,078.46     |
| Advertising               | 750.00       |
| Web Services              | .06          |
| Admin                     | 161.80       |
| On-line Donation Svcs     | 33.35        |
| Professional Membership   | 150.00       |
| Professional Subscription | <u>75.00</u> |
|                           | 2,248.61     |



## **ATTACHMENT 7**

### **VSF and VWWP Fundraising\* Events FY14 & 15**

| <u><b>Date</b></u> | <u><b>What</b></u>     | <u><b>Where</b></u> | <u><b>POC</b></u>    | <u><b>Donation</b></u> |
|--------------------|------------------------|---------------------|----------------------|------------------------|
| 7/4/13             | Childress Celebration* | Powhatan            | Clyde Childress      | 5,000.00               |
| 7/16/13            | HR Autobody Assn*      | Virginia Beach      | Carole Dale          | 4,000.00               |
| 7/20/13            | VIADA Fundraiser*      | Portsmouth          | Stella Salyer        | 5,000.00               |
| 7/20-21/13         | Commonwealth Games     | Roanoke Area        | Matt Wade            | N/A                    |
| 7/27/13            | CVMA Bull Run III*     | Manassas            | Ross Woodley         | 21,000.00              |
| 7/27/13            | Golf Lessons for Vets  | Staunton            | Delano Medley        | N/A                    |
| 8/3/13             | Wings/Wheels Show*     | Hot Springs         | Ben Shaw             | 1,149.16               |
| 8/3/13             | Eco Challenge*         | Williamsburg        | Kevin Warrick        | 500.00                 |
| 8/4/13             | MOAA Golf T*           | Lexington           | Pat Webb             | 17,500.00              |
| 8/10/13            | So Knights Car Show*   | Petersburg          | Ricky Williams       | 5,395.00               |
| 8/17/13            | Wnded Warrior Fest*    | Fredericksburg      | Kennith Harvey       | Cancelled              |
| 8/30/13            | Fitness Challenge*     | Ft. Lee             | Travis Mason         | Cancelled              |
| 9/7/13             | Pr William Cruisers*   | Alexandria          | Steve Schlifflett    | 6,300.00               |
| 9/7/13             | Flying Squirrels*      | Richmond            | Martha Utley         | 1,571.55               |
| 9/7/13             | Augusta Expo           | Fishersville        | Bob Stolarz          | 2,400.00               |
| 9/19/13            | Bosh Global Svcs Fr*   | Newport News        | Harry Davis          | 10,284.42              |
| 9/26/13            | Alpha 4 Booster Run    | Langley AFB         | Anthony Guzzardo     | 1,000.00               |
| 9/28/13            | Honor Ride for WW*     | Zion Crossroads     | Scott & Becky Selzer | 233.00                 |
| 9/28/13            | Veterans Rec Fair      | Haymarket           | Don Hirst            | N/A                    |
| 10/4/13            | KC Golf Tournament*    | Hartfield           | Al Langer            | 7,293.27               |
| 10/6/13            | Polo Match*            | Charlottesville     | Martha M/Camille S.  | 10,734.87              |
| 10/18/13           | 10 IS BC Fun Run*      | Langley AFB         | Joe Sheve            | 1,050.00               |
| 10/18-19/13        | Veterans Appreciation* | Longwood Univ       | Crystal Thbault      | 1,770.68               |
| 11/2/13            | Un-refiner Golf T*     | Newport News        | Vern Bartels         | 1,237.00               |
| 11/5/13            | James City Rotary*     | Williamsburg        | Martin Steiner       | 500.00                 |
| 11/9/13            | ATA Blackbelt OH*      | Moneta              | Nik Harvey           | Cancelled              |
| 11/9/13            | Whitts Motorcycle R*   | Manassas            | Chris Taylor         | 2,475.00               |
| 11/23/13           | Vets Musical Show*     | Powhatan            | Ruth Boatwright      | 2,931.96               |
| 12/1/13            | Mercedes Benz Club*    | Virginia Beach      | Bobby Ross           | 1,045.00               |
| 1/25/14            | JROTC Drill Meet       | Virginia Beach      | Captain Hunt         |                        |
| 3/15/14            | Band Concert*          | Lynchburg           | Nelson Smither       |                        |
| 3/28/14            | VA-ACME Golf T*        | Virginia Beach      | Mike Camden          |                        |
| 5/3/14             | Clay Shoot*            | Lexington           | Ross Schmoll         |                        |
| 5/9/14             | GStek Golf Toun*       | Portsmouth          | Gene Strother        |                        |
| 5/16/14            | Ruritan Dinner*        | King William        | Barbara Wesley       |                        |
| 5/16-17/14         | St. Rod Car Show*      | Williamsburg        | Larry Anderson       |                        |
| 5/17/14            | Cole HarleyDav Run*    | Bluefield, WV       | Stephanie Gwaltney   |                        |
| 5/18/14            | Fun Clay Shoot*        | Lynchburg           | Hunt Asbury          |                        |
| 5/21/14            | Safety Ride*           | Ft Eustis           | David Clay           |                        |
| 5/23-26/14         | Thunder for the Cause* | Fredericksburg      | Gary Everett         |                        |
| 6/16/14            | Wolf Creek Golf T*     | Bastain             | Ken Franklin         |                        |
| 6/28/14            | Minton Golf Tourn*     | Troutville          | Ron Minton           |                        |
| 8/3/14             | MOAA Golf Tour*        | Lexington           | Pat Webb             |                        |
| 8/9/2014           | So.Knights Car Show*   | Petersburg          | Ricky Williams       |                        |
| 9/1/14             | Lakeview Golf T*       | Harrisonburg        | Mike Goodin          |                        |
| 9/14/14            | Amazing 2 Wheel Ch*    | Richmond            | Lanee Vango          |                        |
| 9/15/14            | SCCI Golf Tourn*       | Ruther Glen         | Jeff Goodman         |                        |
| 9/20/14            | Honor Ride*            | Troy                | Becky Selzer         |                        |
| 10/26/14           | Marathon Run*          | Washington DC       | Leslie Hanson        |                        |

## **ATTACHMENT 8**

**Veterans Services Foundation  
Statement of Assets  
March 31, 2014  
(Unaudited)**

**Assets:**

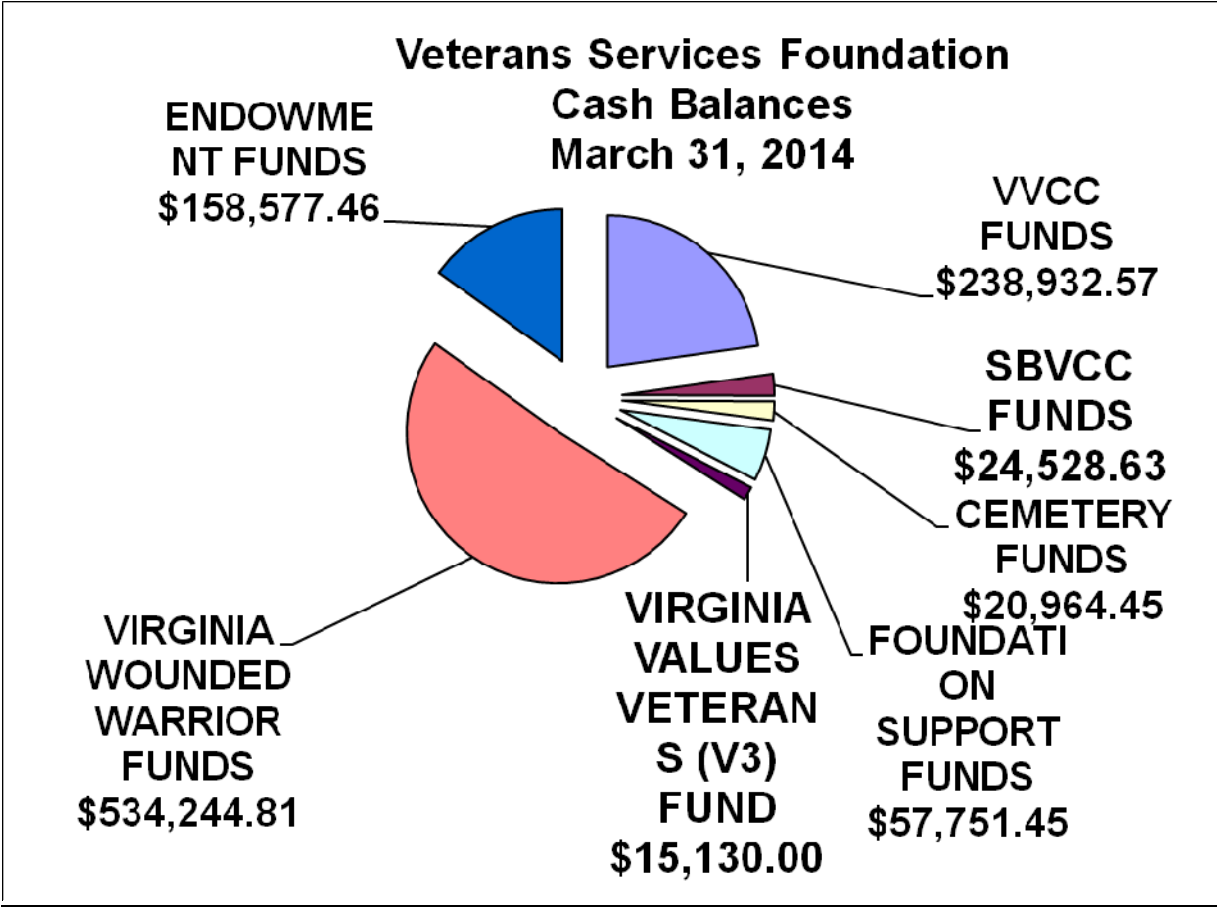
|                              |                        |
|------------------------------|------------------------|
| Cash held by State Treasurer | 1,050,129.37           |
| <b>Total Assets</b>          | <b>\$ 1,050,129.37</b> |

**Fund Balances:**

|   |                        |
|---|------------------------|
| Restricted Fund Balances:                         |                        |
| Restricted for VVCC Activities                    | 238,932.57             |
| Restricted for SBVCC Activities                   | 24,528.63              |
| Restricted for Cemetery Operations                | 20,964.45              |
| Restricted for VWWP Funds                         | 534,244.81             |
| Restricted for Virginia Values Veterans (V3) Fund | 15,130.00              |
| Restricted for Foundation Support Fund            | 57,751.45              |
| <b>Total Restricted Fund Balances</b>             | <b>891,551.91</b>      |
| Women's Veterans Conference                       | 0.00                   |
| Endowment Fund Balances                           | 158,577.46             |
| <b>Total Fund Balances</b>                        | <b>\$ 1,050,129.37</b> |

**Notes:**

- 1 All cash is held by the State Treasurer.
- 2 Restricted fund balances are donations given for a specific purpose, or are funds authorized by the Foundation for a specific expenditure purpose.
- 3 Endowment Fund Balance represents the funds remaining from the base funding that are not authorized for expenditure.



**Veterans Services Foundation**  
**Statement of Income, Expenditures and Changes in Fund Balances**  
**For the Month Ended March 31, 2014**  
**(Unaudited)**

| INCOME:                               | Y-T-D Actual      |
|---------------------------------------|-------------------|
| Restricted gifts received for:        |                   |
| Virginia Veterans Care Center         | 40,039.41         |
| Sitter & Barfoot Veterans Care Center | 8,861.50          |
| Cemetery Funds                        | 1,401.00          |
| VWWP Funds                            | 237,504.64        |
| Virginia Values Veterans (V3) Fund    | 5,000.00          |
| Foundation Support Fund               | 0.06              |
| Womens Veterans Conference            | -                 |
| Endowment Fund                        | 3,600.00          |
| <b>TOTAL INCOME</b>                   | <b>296,406.61</b> |

| EXPENDITURES:  |                     |
|--|---------------------|
| VVCC Indigent Resident Needs                                 | 2,942.49            |
| VVCC Rehabilitation Equipment                                | 17,500.00           |
| VVCC Activity Fund--Activities with Residents                | 3,033.06            |
| VVCC Operation Holiday Spirit                                | 12,225.96           |
| VVCC Carnival Expenses                                       | 1,722.16            |
| VVCC Restricted-Other  | 15,573.85           |
| SBVCC Other Donations  | 399.99              |
| SBVCC Activities Fund  | 2,076.30            |
| SBVCC Operation Holiday Spirit                               | 5,496.33            |
| SBVCC Other Equipment  | -                   |
| SBVCC Indigent Resident Needs                                | -                   |
| VWWP Enabling Veterans Services                              | 5,670.00            |
| VWWP Outreach Services/Grant Matching                        | 19,598.98           |
| Virginia Values Veterans (V3) Fund                           | 55,000.00           |
| VWWP Direct Veterans Services                                | 136,692.24          |
| Foundation Support Fund--Operating Expenditures and Web Site | 2,248.61            |
| VWWP Homeless Veterans Fund                                  | 3,000.00            |
| Amelia Cemetery Avenue of Flags                              | -                   |
| <b>TOTAL EXPENDITURES</b>                                    | <b>283,179.97</b>   |
| <b>Excess of Income over Expenditures</b>                    | <b>13,226.64</b>    |
| Beginning Fund Balances                                      | 1,036,902.73        |
| <b>Ending Fund Balances</b>                                  | <b>1,050,129.37</b> |

**NOTES:**

1. The purpose of restricted gifts is detailed on the Schedule of Receipts, Expenditures and Budget, by Activity.

**Veterans Services Foundation**  
**Schedule of Receipts, Expenditures and Budget, by Activity**  
**For the Month Ended March 31, 2014**  
**(Unaudited)**

| Activity  | Beginning<br>Balance<br>July 1, 2013<br>(Adjusted) | Receipts         | Expenditures     | Ending<br>Balance<br>March 31, 2014 | FY 2014<br>Budget | Donations<br>Needed to<br>Meet Budget |
|---|--|------------------|------------------|-------------------------------------|-------------------|---------------------------------------|
| <b>Virginia Veterans Care Center:</b>             |  |                  |                  |                                     |                   |                                       |
| Indigent Resident Needs                           | 14,570.71  | 2,394.74         | 2,942.49         | 14,022.96                           | 2,000.00          | -                                     |
| Activities Fund                                   | 15,628.99  | 3,377.62         | 3,033.06         | 15,973.55                           | 5,000.00          | -                                     |
| Operation Holiday Spirit                          | 63,061.47  | 28,442.05        | 12,225.96        | 79,277.56                           | 19,000.00         | -                                     |
| Carnival Fund                                     | 5,816.31   | 1,350.00         | 1,722.16         | 5,444.15                            | 4,000.00          | -                                     |
| Rehabilitation Equipment                          | 47,159.48  |                  | 17,500.00        | 29,659.48                           | 4,000.00          | -                                     |
| Other Equipment                                   | 30,937.27  | 1,000.00         | 15,573.85        | 16,363.42                           | 17,000.00         | -                                     |
| Unit Projects and Functions                       | 10,810.63  | 2,500.00         |                  | 13,310.63                           | 1,500.00          | -                                     |
| Other Donations Restricted for use at VVCC        | 63,905.82  | 975.00           |                  | 64,880.82                           | 500.00            | -                                     |
| <b>Total VVCC</b>                                 | <b>251,890.68</b>                                  | <b>40,039.41</b> | <b>52,997.52</b> | <b>238,932.57</b>                   | <b>53,000.00</b>  | <b>-</b>                              |
| <b>Sitter &amp; Barfoot Veterans Care Center:</b> |  |                  |                  |                                     |                   |                                       |
| Indigent Resident Needs                           | 921.86   |                  |                  | 921.86                              | 1,000.00          | 78.14                                 |
| Activities Fund                                   | 6,647.34   | 8,361.50         | 2,076.30         | 12,932.54                           | 13,000.00         | -                                     |
| Operation Holiday Spirit                          | 5,046.33   | 450.00           | 5,496.33         | -                                   | 5,000.00          | -                                     |
| Other Equipment                                   | -  |                  |                  | -                                   | 4,500.00          | 4,500.00                              |
| Other Donations Restricted for use at SBVCC       | 11,024.22  | 50.00            | 399.99           | 10,674.23                           | 4,500.00          | -                                     |

|   |                     |                   |                   |                     |                   |                 |
|---|---------------------|-------------------|-------------------|---------------------|-------------------|-----------------|
| <b>Total SBVCC</b>                              | <b>23,639.75</b>    | <b>8,861.50</b>   | <b>7,972.62</b>   | <b>24,528.63</b>    | <b>28,000.00</b>  | <b>4,578.14</b> |
| <b>Cemetery Funds:</b>                          |                     |                   |                   |                     |                   |                 |
| Virginia Veterans Cemeteries                    | 750.00              |                   |                   | 750.00              | 1,200.00          | 450.00          |
| Virginia Veterans Cemetery--Amelia              | 4,706.38            | 250.00            |                   | 4,956.38            | 2,800.00          | -               |
| Albert G. Horton Jr. Memorial Cemetery--Suffolk | 6,780.07            | 651.00            |                   | 7,431.07            | 1,000.00          | -               |
| SW Virginia Veterans Cemetery--Dublin           | 7,327.00            | 500.00            |                   | 7,827.00            | -                 | -               |
| <b>Total Cemetery Support Funds</b>             | <b>19,563.45</b>    | <b>1,401.00</b>   | <b>-</b>          | <b>20,964.45</b>    | <b>5,000.00</b>   | <b>450.00</b>   |
| <b>VWWP Funds:</b>                              |                     |                   |                   |                     |                   |                 |
| Outreach Services/Grant Matching                | 109,000.00          |                   | 19,598.98         | 89,401.02           | 109,000.00        | -               |
| Direct Veterans Services                        | 131,000.00          |                   | 136,692.24        | (5,692.24)          | 131,000.00        | -               |
| Enabling Veterans Services                      | 10,000.00           |                   | 5,670.00          | 4,330.00            | 10,000.00         | -               |
| Homeless Veterans Fund                          | 50,000.00           |                   | 3,000.00          | 47,000.00           | 50,000.00         | -               |
| Other Donations Restricted for use by VWWP      | 161,701.39          | 237,504.64        |                   | 399,206.03          | -                 | -               |
| <b>Total VWWP Funds</b>                         | <b>461,701.39</b>   | <b>237,504.64</b> | <b>164,961.22</b> | <b>534,244.81</b>   | <b>300,000.00</b> | <b>-</b>        |
| <b>Virginia Values Veterans (V3) Fund</b>       | <b>65,130.00</b>    | <b>5,000.00</b>   | <b>55,000.00</b>  | <b>15,130.00</b>    | <b>60,000.00</b>  | <b>-</b>        |
| <b>Foundation Support Fund</b>                  | <b>60,000.00</b>    | <b>0.06</b>       | <b>2,248.61</b>   | <b>57,751.45</b>    | <b>60,000.00</b>  | <b>-</b>        |
| <b>Womens Veterans Conference</b>               | <b>-</b>            | <b>-</b>          | <b>-</b>          | <b>-</b>            | <b>-</b>          | <b>-</b>        |
| <b>Endowment Fund</b>                           | <b>154,977.46</b>   | <b>3,600.00</b>   | <b>-</b>          | <b>158,577.46</b>   | <b>-</b>          | <b>-</b>        |
| <b>Grand Total All Funds</b>                    | <b>1,036,902.73</b> | <b>296,406.61</b> | <b>283,179.97</b> | <b>1,050,129.37</b> | <b>506,000.00</b> | <b>5,028.14</b> |

**Note: August 2013**

*DVS received \$20,000.00 additional appropriation in the Foundation Support fund, increasing 2014 Budget from \$40,000.00 to \$60,000.00.  
DVS received \$60,000.00 additional appropriation in the Virginia Values Veterans Fund (V3), increasing 2014 Budget to \$60,000.00.  
VVCC received \$11,000.00 additional appropriation in Other Equipment, increasing 2014 Budget from \$42,000.00 to \$53,000.00.*

**Note: October 2013**

*Beginning Balance for Endowment Fund has been decreased by \$80K to increase Foundation Support Fund by \$20K and V3 by \$60K.*

**Note: November 2013**

*Homeless Veterans Fund has been reactivated per DVS Deputy Commissioner request.*

**Note: February 2014**

*DVS received requested allotment/appropriation increase to VWWP in the amount of 100K. Per Deputy commissioner Request:*

*VWWP budget amendment of 100K to reflect as follows: 35K Direct Veterans Services, 50K Homeless Veterans Fund, 15K Outreach Services Grant Matching. VWWP 2014 budget has increased from 200K to 300K due to appropriation/allotment increase of 100K.*

**Note: March 2014**

*New subfund created per J. Hilgers Womens Veterans Conference.*

**ATTACHMENT 9**  
**Veterans Services Foundation**  
**Budget Requests as of May 7, 2014**  
**For FY 2015**  
**(Unaudited)**

| Activity   | Cash<br>Balances<br>March 31,<br>2014 | FY 2014<br>Adjusted<br>Requested<br>Budget | FY 2015<br>Budget<br>Requests | Comments |
|--|---------------------------------------|--|-------------------------------|----------|
| <b>Virginia Veterans Care Center:</b>  |                                       |  |                               |          |
| Indigent Resident Needs  | 14,022.96                             | 4,000.00                                   | 2,000.00                      |          |
| To be used for dentures, glasses, hearing aides, clothing, transportation, etc.  |                                       |  |                               |          |
| Activities Fund  | 15,973.55                             | 5,000.00                                   | 5,000.00                      |          |
| To be used for resident luncheons, sporting events, Easter egg hunt, Entertainment, etc.   |                                       |  |                               |          |
| Operation Holiday Spirit   | 79,277.56                             | 19,000.00                                  | 19,000.00                     |          |
| To be used for resident gifts, supplies, etc.  |                                       |  |                               |          |
| Carnival Fund  | 5,444.15                              | 4,000.00                                   | 4,000.00                      |          |
| To be used to hold an actual carnival for residents and families. These funds will be spent for prizes, bands, clowns, a black jack game, tent rentals, supplies, etc. |                                       |  |                               |          |
| Rehabilitation Equipment   | 29,659.48                             | 17,000.00                                  | 5,000.00                      |          |
| Specialty cushions, miscellaneous restorative therapy equipment for new addition   |                                       |  |                               |          |
| Other Equipment  | 16,363.42                             | 17,000.00                                  | 5,000.00                      |          |
| Misc. equipment for resident activities.   |                                       |  |                               |          |
| Unit Projects and Functions  | 13,310.63                             | 1,500.00                                   | 1,500.00                      |          |
| For special programs, and for a new family support group program.  |                                       |  |                               |          |
| Other Donations Restricted for use at VVCC   | 64,880.82                             | 500.00                                     | 500.00                        |          |
| <b>Total VVCC</b>  | <b>238,932.57</b>                     | <b>68,000.00</b>                           | <b>42,000.00</b>              |          |
| <b>Sitter &amp; Barfoot Veterans Care Center:</b>  |                                       |  |                               |          |
| Indigent Resident Needs  | 921.86                                | 1,000.00                                   | 1,000.00                      |          |
| To replace Lost Resident Items   |                                       |  |                               |          |
| To Provide necessities for residents with no resources.  |                                       |  |                               |          |
| Activities Fund  | 12,932.54                             | 13,000.00                                  | 13,000.00                     |          |
| Purchase Bingo Table & Accessories   |                                       |  |                               |          |



|   |                     |                   |                   |
|---|---------------------|-------------------|-------------------|
| Purchase Games & Activity Supplies                        |                     |                   |                   |
| Operation Holiday Spirit                                  |                     | 5,000.00          | 5,000.00          |
| Decorations & Supplies for residents                      |                     |                   |                   |
| Gifts for Residents (@\$30 each)                          |                     |                   |                   |
| Other Equipment   |                     | 4,500.00          | 4,500.00          |
| Purchase door openers for corridor bathrooms              |                     |                   | 4,500.00          |
| Other Donations Restricted for use at SBVCC               | 10,674.23           | 4,500.00          | 4,500.00          |
| Donations received in memory of Coloner Barfoot           | (3,220.00)          | 3,500.00          | 3,500.00          |
| <b>Total SBVCC</b>  | <b>24,528.63</b>    | <b>28,000.00</b>  | <b>28,000.00</b>  |
| <b>Cemetery Funds:</b>                                    |                     |                   |                   |
| Cemeteries General Fund                                   | 750.00              | 1,200.00          | 1,200.00          |
| Virginia Veterans Cemetery--Amelia                        | 4,956.38            | 2,800.00          | 2,800.00          |
| Albert G. Horton, Jr. Memorial Veterans Cemetery--Suffolk | 7,431.07            | 1,000.00          | 1,000.00          |
| SW Virginia Veterans Cemetery--Dublin                     | 7,827.00            |                   |                   |
| <b>Total Cemetery Funds</b>                               | <b>20,964.45</b>    | <b>5,000.00</b>   | <b>5,000.00</b>   |
| <b>VWWP Funds:</b>  |                     |                   |                   |
| Outreach Services   | 89,401.02           | 109,000.00        | 75,000.00         |
| Direct Veterans Services                                  | (5,692.24)          | 131,000.00        | 150,000.00        |
| Enabling Veterans Services                                | 4,330.00            | 10,000.00         | 25,000.00         |
| Homeless Veterans Services                                | 47,000.00           | 50,000.00         | 50,000.00         |
| Support Services Omitted                                  |                     |                   |                   |
| Other Donations Restricted for use by VWWP                | 399,206.03          |                   |                   |
| <b>Total VWWP Funds</b>                                   | <b>534,244.81</b>   | <b>300,000.00</b> | <b>300,000.00</b> |
| <b>Virginia Values Veterans (V3) Fund</b>                 | <b>15,130.00</b>    |                   |                   |
| <b>Foundation Support Funds</b>                           | <b>5,775,145.00</b> | <b>60,000.00</b>  | <b>60,000.00</b>  |
| <b>Endowment Fund</b>                                     | <b>158,577.46</b>   |                   |                   |
| <b>Grand Total All Funds</b>                              | <b>1,050,129.37</b> | <b>506,000.00</b> | <b>435,000.00</b> |

**ATTACHMENT 10**  
VIRGINIA VETERANS SERVICES FOUNDATION  
VIRGINIA DEPARTMENT OF VETERANS SERVICES  
Veterans Services Fund – Planned Giving  
Policy and Procedures

DRAFT

**J11.0 Notice**

This policy is not legal advice. Potential donors should contact their attorneys to obtain advice relating to planned gifts.

**J11.1 Purpose**

- A. The Virginia Veterans Services Foundation (VSF or Foundation) seeks to offer planned gift opportunities to donors by establishing of a Planned Giving Program. To that end, this policy is established to recognize that VSF understands its primary responsibility is to the donors and VSF shall always remain cognizant of the donor's needs and desires.
  
- B. Planning and coordination are essential to successful planned giving and to avoid duplication in approaching potential donors in the name of the VSF and the Virginia Department of Veterans Services (DVS). To preserve the credibility of VSF and DVS among their financial supporters and the public, as well as to optimize resources, this policy will govern all private planned giving made on behalf of VSF and DVS and/or activities related to these two agencies and groups affiliated therewith.

**J11.2 References**

This policy is made in accordance with the *Code of Virginia* §§ 2.2-2715 et seq and 64.2-1100 et seq, the DVS-VSF Memorandum of Understanding, and the VSF Bylaws.

**J11.3 Application**

The Executive Director of the VSF or his designee shall be responsible for the application of this policy.

**J11.4 Interpretation**

The Chairman of the Board of Trustees of the VSF (the Trustees), with the assistance of the Commissioner of Veterans Services, is responsible for the interpretation of this policy.

**J11.5 Planned Giving Program**

Broadly defined, a planned gift is one which is legally provided during the donor's lifetime but whose principle benefits do not accrue to the VSF until some future date.

**J11.6 Policy**

- A. It is VSF's policy, in coordination with DVS, to oversee and ensure that the establishment of planned giving priorities and oversight of private planned giving rests with the VSF Trustees. The Trustees' Development Committee, under the Trustees Bylaws, is responsible for making recommendations regarding fundraising and organizing fundraising programs, which includes planned giving. The Trustees have designated the VSF Executive Director as having oversight of private fundraising activities. The VSF Executive Director shall assist the Development

Committee plan, organize, and conduct programs to implement the Planned Giving Program.

- B. It is VSF's policy, in coordination with DVS, that the Foundation may accept gifts in the following forms:
  - 1. Bequests included in the will of a donor or a bequest in a trust created by the donor.
  - 2. Gifts of Current life insurance policies and life insurance endowments.
- C. It is VSF's policy to reserve the right to refuse any planned gift or enter into any planned gift arrangement that is not in the best interest of the Foundation. VSF shall not accept the following:
  - 1. Charitable gift annuities;
  - 2. Deferred charitable gift annuities;
  - 3. Charitable remainder trusts;
  - 4. Gifts of personal residence or other real property.
- D. It is the policy of VSF and DVS that prospective donors are to obtain and be represented by their own legal counsel for review of the gift to be donated and the advisability of the gift in light of the donor's overall estate plan. VSF and DVS staff members shall not give legal advice to donors or act as an executor of an estate that has an obligation to the Foundation.

## **J11.7 Definitions**

The following definitions apply:

- A. **Bequests** are defined in an individual's will. A will is the legal declaration of a person's wishes regarding the disposition of his or her property upon his or her death. A bequest is a gift of any amount or form made to the Foundation in the donor's will. Bequests can take many forms and are completely controlled by the donor until his or her death. Types of bequests can include:
  - 1. Specific bequests can be made for a specific dollar amount.
  - 2. Residual bequests provide for the distribution of assets remaining after payment of all debts, expenses, and specific bequests.
  - 3. Contingent bequests provide for distribution of assets if certain conditions or circumstances exist at the time of death.
- B. **Life Insurance** gifts may take the following forms:
  - 1. Give an existing paid-up policy by changing the owner and the beneficiary to the Virginia Veterans Services Foundation.
  - 2. Give an existing policy, on which the owner still is paying premiums, and name the Virginia Veterans Services Foundation as irrevocable owner and beneficiary.
  - 3. Purchase a new policy, transferring all incidents of ownership, except payment responsibility, to the Virginia Veterans Services Foundation. The donor will hold the policy for a period of time mutually agreed to by both parties.
  - 4. Name the Virginia Veterans Services Foundation as beneficiary or a co-beneficiary to share in the policy proceeds with another beneficiary.
  - 5. Name the Virginia Veterans Services Foundation as a contingent beneficiary so the proceeds will become a charitable gift if the first beneficiary has passed away.

## **J11.8 Planned Giving Procedures**

- A. VSF shall conduct planned giving in a manner that does not conflict with DVS policies. Concurrently, the interests of each donor shall be protected and VSF shall not knowingly enter into any arrangement which would jeopardize the donor's financial or estate planning interest.
- B. Donors should be encouraged to leave outright gifts in their will or trust agreement to VSF for specific purposes.
- C. The Foundation Executive Director shall be responsible for the proper negotiation, administration, and closure of all planned gifts made to VSF. All DVS staff made aware of any planned giving arrangement shall provide such information to the Foundation Executive Director. The Executive Director shall keep appropriate DVS staff informed of the status of the Planned Gift Program and specific gifts.
- D. The information contained in Appendix A may be used for requests for bequests.
- E. The Foundation Development Committee shall form a Planned Gift Subcommittee to be called upon to supervise the Planned Gift Program and make appropriate recommendations as required. The Subcommittee also shall evaluate proposed gifts which do not clearly fall within the scope of this policy, but merit consideration and further clarification. Determination of which proposals warrant review by the Subcommittee shall be made at the discretion of the Foundation Executive Director.
- F. The VSF Executive Director is responsible for maintaining a record of information about known bequest donors and the provisions of the bequest. He also is responsible for recording life insurance information including: the name of the donor, name of the insured, insured's date of birth, date of gift, face value of the policy, type of policy, cash surrender value, timing and amount of premium payments, name and address of the insurance company, and account number of the policy.
- G. The procedures to follow and administer through the legal process once a bequest gift has been realized or matured for the timely distribution of funds shall be determined by the Development Committee's Planned Gift Subcommittee of the VSF Board of Trustees.
- H. Realized bequests and insurance will be received at face value and acknowledged as such to the estate executor or insuring company. Acknowledgements to the deceased's next of kin will be determined by the estate executor.
- I. Acceptance and distribution of unrestricted gifts to VSF shall be at the discretion of the Board of Trustees as determined by provisions contained in the *Code of Virginia*. Acceptance and distribution of restricted gifts shall be as designated by the donor.

## **J11.9 Reporting Planned Giving Status and Results**

The Executive Director shall submit a quarterly report to the Foundation Board.

## **J11.10 Adoption and Amendment**

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all Trustees at least ten (10) days prior to the vote being taken. Biennial review of this policy is the VSF Development Committee's responsibility.

## **J11.11 Policy Effective Date**

The effective date of the policy, or any policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy.

**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Veterans Services Fund – Planned Giving**

**Appendix A**

**VIRGINIA VETERANS SERVICES FOUNDATION**

**PLANNED GIVING**

**Notice.** This appendix only is for informational purposes and is not legal advice. Potential donors should contact their attorneys to obtain advice relating to planned gifts.

**Charitable Bequests**

The Virginia Veterans Services Foundation offers several ways for donors to help Virginia’s veterans and their families. One way is through charitable bequests.

Charitable bequests are a common way donors designate a portion of their assets in their estate plans to benefit philanthropic institutions. Bequests made through wills or living trusts play an important role in securing the future of Foundation programs. These commitments also enable individuals to make gifts that may not have been possible during their lifetimes.

**Bequests can take several forms:**

Specific Bequest: gives the Foundation a specific amount of money or piece of property; e.g., “I give, devise, and bequeath to the Virginia Veterans Services Foundation (Federal Tax ID#: 46-2744762), Richmond, VA 23219, the sum of \$ ....(or shares of ...stock) to be used at the discretion of the Board of Trustees (or for a designated purpose such as the Virginia Wounded Warrior Program (VWWP), the Sitter & Barfoot Veterans Care Center, the Virginia Veterans Care Center, or any of the Veterans Cemeteries in Amelia (Richmond), Dublin (Southeast Virginia), or Suffolk (Hampton Roads)).”

Residual Bequest: designates all or a portion of whatever remains after all debts, taxes, and expenses have been paid; e.g., “I give, devise, and bequeath to the Veterans Services Foundation (Federal Tax ID#: 46-2744762), Richmond, VA 23219, all the rest, residue, and remainder of my estate, to be used at the discretion of the Board of Trustee (or for a designated purpose as listed above).”

Contingent Bequest: takes place only under certain conditions; e.g., “In the event my spouse does not survive me, I give, devise, and bequeath to the Virginia Veterans Services Foundation (Federal ID#: 46-2744762), Richmond, VA 23219, the sum of .... (or the residue and remainder of my estate, to be used at the discretion of the Board of Trustees (or for a designated purpose as listed above).”

**Sample bequest language** for a will, codicil, or establishing a trust follows:

“I give, devise, and bequeath to the Virginia Veterans Services Foundation, (Federal ID#: 46-2744762) Richmond, VA, 23219 (insert here the type of donation). This gift is to be placed in said Foundation’s Veterans Services Fund, from which a spending portion will be used to support (insert the particular program(s) as listed above or) “the Foundation’s programs and activities.”

Unless specified by the donor, the spending portion will be directed to support Foundation programs as determined by the Foundation’s Trustees. Foundation programs are detailed on the latest Virginia Veterans Services Foundation brochure.

**The Foundation (Federal ID#: 46-2744726) is a tax exempt state agency** under section 170 (c) (1) of the Internal Revenue Code and section 2.2-2719 of the Code of Virginia for state and local taxes.

**The Foundation cannot provide legal or financial advice. We urge the donor to meet with a legal or financial professional to determine the appropriate way to give and the best language to use when making a bequest.**

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Please allow the Foundation to thank you by completing the following Benefactor Commitment Card.

**I expect my gift will amount to US \$**\_\_\_\_\_

**My Benefactor commitment to the Virginia Veterans Services Foundation will be in the form of:**

**Will/Bequest      Outright Gift      Other (please specify)**\_\_\_\_\_

**I designate that the spending portion of my gift will be applied:**

**Foundation Endowment                      Virginia Wounded Warrior Program**  
**Sitter & Barfoot Veterans Care Center      Virginia Veterans Care Center**  
**Virginia Veterans Cemeteries**  
**Other**\_\_\_\_\_

*Should no designation be specified, the Trustees will use it for unrestricted veterans programs and activities.*

**Name**\_\_\_\_\_ **Date of Birth\***\_\_\_\_\_

**Address**\_\_\_\_\_ **Date**\_\_\_\_\_

**Telephone**\_\_\_\_\_ **E-mail**\_\_\_\_\_

*\*Date of birth is used to discriminate donors in place of a SSN or other personal or financial information.*

*Please return this to the Virginia Veterans Services Foundation, 900 East Main Street, 6th Floor, West Wing, Richmond Virginia 23219*

**ATTACHMENT 11**  
**VSF Milestones FY15\***

July 1, 2014

Board Officers assume duties

August 6 meeting\*\*

Review FY14 Goals and Objectives/Matrices

Consider Goals and Objectives for FY15

Approve 4<sup>th</sup> Quarter FY14 Financial Statement

Approve review of VSF-DVS Policies

Board Chair appoints Committee Chairs/Vice Chairs

Approval of Committee Chair/Vice Chair appointments

Approve tentative dates and locations (if available for FY15)

November 5 meeting\*\*

Approve 1<sup>st</sup> Quarter FY15 Financial Statement

Approve budget adjustments, if any

Approve review of VSF-DVS Policies

Approve Bylaws and MOU changes, if any

March 11, 2015

Request Budget input for FY16 due April 15

March 25 meeting

Approve 2<sup>nd</sup> Quarter FY15 Financial Statement

Approve budget adjustments, if any

Approve review of VSF-DVS Policies

Confirm dates and locations of 2015 Board meetings

Elect a nominating committee

April 6

Nominating Committee put out call for candidates for officers' positions

May 6 meeting\*\*\*

Approve 3<sup>rd</sup> Quarter FY15 Financial Statement

Approve budget adjustments, if any

Approve FY16 budget

Elect officers for FY16

\*At all meetings, as appropriate, receive VWWP, V3, and other DVS activity updates.

\*\*In odd numbered years review all VSF-DVS Policies, Bylaws, and MOU

\*\*\*In Odd numbered years, receive report on APA audit, if available