

**Veterans Services Foundation Board of Trustees**  
**American Legion Building**  
**1708 Commonwealth Avenue, Richmond**  
**Meeting Minutes**  
**November 4, 2015**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, November 4, 2015 at the American Legion Building, 1708 Commonwealth Avenue, Richmond.

**Trustees Present**

- Brad Antle
- Jim Boyd
- Nicole Carry
- Jim Cuthbertson (*ex officio*, voting, representing the Joint Leadership Council (JLC) of Veterans Service Organizations)
- Frank Driscoll
- Frank Finelli
- Johnny Johnson (*ex officio*, voting, Board of Veterans Services (BVS) Vice Chair)
- Jack Lanier
- Bill Lechler
- John Lesinski
- Tom Mulrine
- John Newby (*ex officio*, voting, Department of Veterans Services (DVS) Commissioner)
- Al Pianalto
- Meade Spotts
- Pat Webb

**Trustees Absent**

- Kathleen Levingston
- Rich Schollmann
- Randy West
- Matice Wright

**VSF Staff Present**

- Tammy Davidson (*ex officio*, non-voting, VSF Treasurer)
- Jack Hilgers (*ex officio*, non-voting, VSF Executive Director)

**Commonwealth of Virginia Officials Present**

- Leslie Frasier, Office of the Secretary of Veterans and Defense Affairs
- Amy Beauchamp, DVS
- Karla Boughey, DVS
- Glendalynn Glover, DVS
- Brandi Jancaitis, DVS
- John Oglesby, DVS
- Andrew Schwartz, DVS

## Visitors Present

- None present

## Materials Distributed and Attached

- Meeting Agenda (*Attachment 1*)
- BVS Chair Report (*Attachment 2*)
- JLC Chair Report (*Attachment 3*)
- VSF Income (*Attachment 4*)
- VSF Expenses (*Attachment 5*)
- FY 15-16 Events (*Attachment 6*)
- Veterans Services Fund Quarterly Report (*Attachment 7*)
- Trustees Bylaws Update (*Attachment 8*)
- DVS-VSF Joint Policy # 3 update (*Attachment 9*)
- DVS-VSF Joint Policy # 4 update (*Attachment 10*)

## Materials Available But Not Included

- List of Documents
- VSF Committee and Board Meeting Minutes for August 15, 2015
- Trustees Roster Dated October 1, 2015
- V3 Program Update
- Virginia Veteran and Family Support (VVFS) Brochure

## Materials Distributed Separately

- Virginia Veteran and Family Support Update Presentation
- Veterans Housing Assistance Programs Before and After Update
- Sitter & Barfoot Veterans Care Center Briefing

## Opening and Pledge of Allegiance

Chair Brad Antle welcomed everyone and called the meeting to order at 11:03 a.m. He led the group in reciting the Pledge of Allegiance.

## Roll Call of Trustees and Quorum Determination

With 15 of 19 trustees present, a quorum was determined. Mr. Jack Hilgers introduced and welcomed the representative from the JLC, Mr. Jim Cuthbertson, and said that BVS Vice Chair Mr. Johnny Johnson would be representing the BVS.

## Approval of Agenda

The agenda was previously forwarded to the Foundation members electronically and was in the materials distributed. Chair Brad Antle asked for a motion to approve the agenda as presented.

Mr. William Lechler **moved** to approve the agenda as presented and Mr. Jim Boyd **seconded** the motion. There was no discussion and the motion **passed unanimously**.

## **Review and Approval of August 5, 2015 Meeting Minutes**

Chair Antle stated that the August 5, 2015 meeting minutes were previously forwarded to the Foundation members electronically. Hard copies are available if anyone desired to see them. Chair Antle asked for a motion to approve the August 5, 2015 Board meeting minutes as read.

Mr. Pat Webb **moved** to approve the minutes and Mr. Al Pianalto **seconded** the motion. There was no discussion and the motion **passed unanimously**.

### **Chairman Remarks**

Chair Brad Antle welcomed the three new trustee members to the board. They are Ms. Nicole Carry, Dr. Jack Lanier and Mr. Tom Mulrine. Each were given the opportunity to tell the other board members a little bit about themselves. Also Mr. Jack Hilgers introduced the representative of the Office of the Secretary of Veterans and Defense Affairs, Ms. Leslie Frasier, and Ms. Karla Boughey who is on loan from the State Senate and serving as Assistant Director of Development in DVS. She currently is the Legislative Director for Senator Walter Stosch. She has worked for Senator Stosch for about ten years and before that she was in development for about ten years. She is a graduate of Longwood College and Old Dominion University. Senator Stosch is due to retire in January and if all goes well we hope that Karla will consider joining DVS in a full-time role then. Each Trustee was given a new Virginia Veteran and Family Support brochure and ink pen by the program Director, Brandi Jancaitis.

## **PRESENTATIONS**

### **VVFS Update**

Ms. Brandi Jancaitis provided an oral and a visual update on the Virginia Veteran and Family Support program. She said that she was at an interview that morning at McDonalds before coming to this meeting. She noted that when she walked in to the interview all of the crew members were wearing pins with the VVFS logo on it. They informed her that McDonalds would be donating 10% of every apple pie that is sold in the month of November. This is for all 71 locations in the greater Richmond area. She also stated that last year in November McDonalds in the Tidewater area did a similar promotion and that they will continue again this year.

It appears that the name change is going well at this time. VVFS is focusing on social media because it is free and will attract many people. The social media campaign is focused on the family unit. It is designed to make people want to know more about what VVFS will do.

Governor McAuliffe proclaimed October 1<sup>st</sup> as Virginia Veteran and Family Support Day. His presentation highlighted the accomplishments of VVFS. He included that there were over 30,000 services given out under this program in different areas to date. Working towards ending Veteran homelessness has been one of VVFS top objectives. Virginia has been approved to have functionally ended homelessness for veterans. This is a proud moment for the Commonwealth and an announcement is due made by the Governor on Veterans Day, November 11<sup>th</sup>. Ending functionally homelessness for veterans means that veterans homelessness in the state will be a rare, brief, and non-reoccurring event for veterans who choose to participate. The federal guidelines for ending homeless are measured by the state's ability to be able to house a homeless veteran within 90 days. Also not every veteran who is experiencing homelessness is ready for housing for different reasons. Each veteran faces individual circumstances and there has to be an outreach plan to support the veteran in the direction that he or she needs to go.

The original Virginia Wounded Warrior Program has been transformed to assist and support veterans in a more timely and effective manner. Three years ago veteran homelessness was not a big issue, but now it is in the forefront. The system truly helps veterans that want help and to get them into housing without a long waiting period. They now are able to get section eight vouchers quickly due to the veteran homelessness campaign to end homelessness. Dominion Resources has made a very large financial commitment of two and a half million dollars to provide utility assistance and VVFS will serve as one of the intake areas for that assistance. It provides a great opportunity to remove all barriers and it supports stable housing.

Another area that is rapidly expanding is veterans caregiver services which are an extremely important area. Virginia will be one of ten states that will have this program. Ms. Jancaitis attended the Rosalyn Carter Institute for caregiver's and met Mr. & Mrs. Carter and participated in their training for caregivers. This service initially will be established with coaches in Hampton Roads and Northern Virginia, but it will be available to all caregivers throughout the state via Skype. It is hoped that the care giver websites will be functional by December 2015 or early in the new year. The websites are expected to provide veterans caretaker families with the skills needed to care for veterans along with themselves as the caretakers.

Virginia Veteran and Family Support also has received a grant to hold a couples retreat specific to National Guardsman and their families. It will be for troops that are expected to be mobilized back to active service.

Chair Antle thanked Ms. Jancaitis for a very informative update.

### **V3 - Virginia Values Veterans Update**

Mr. Andrew Schwartz explained for the new members of the VSF that the V3 program is the Commonwealth of Virginia official program to train and certify employers to help them implement best practices for recruiting, hiring, and retaining veterans. The purpose of the program is to train the employers to be able to better support the veteran in the work place. He said that the Governor's original goal for the program was to employ 11,000 vets by the end of his term, but now the program has already employed over 12,000 to date. Therefore, the Governor has updated his goal to 20,000 by the end of his term.

Mr. Schwartz said that he did not have a formal slide presentation, but provided a handout that included the core metrics of V3 with 377 companies in the program and over 12, 500 veterans hired to date. The Veteran Service Foundation Grant allowed 11 companies to come on board and 268 veterans have been hired. The University of Virginia finally is participating as a V3 certified company. Mr. Schwartz was asked about the College of William and Mary. He said that they currently are enrolled but there are communication difficulties because they are not reporting any results despite repeated requests for reports. Mr. Schwartz hoped that this issue will be resolved in the near future.

The V3 employment grant is \$500,000. It was established by the General Assembly through the Appropriations Act this year. There currently are 18 companies involved with the grant and \$10,000 has been awarded so far. This is a pilot program and some of the original statutory language for this grant has caused some barriers in being able to serve the targeted audience. The criteria include that the veteran has to be hired within one year of discharge, or hired on or after July 1, 2014, employer must be willing to pay the veteran at the prevailing wedge for that geographic area. The employer is then then awarded 1,000 for each veteran that stays on the job for at least a year. The intention was to help the transitioning service member to find employment.

However, there are two prevailing barriers making it difficult for the veterans to take full advantage of the grant. One is that the veteran has to be hired within one year after exiting the military and the other is that the employer must be willing to pay the veteran at the prevailing average wedge. In some cases when the veteran exits the military the person is not always ready to jump back in to full time employment. Some of them want to further their education first then return back to the workforce. Also not all employers are in a position to

compensate their employees at the prevailing average wages. The DVS Commissioner and Secretary Harvey are working to have some of the language in the grant revised so that V3 can be more successful in helping veterans in need.

A copy of the Virginia Business Magazine was passed around to show the ad for the V3 grant program. This magazine targets over 55,000 employers throughout the commonwealth. In the V3 ad, the headliner targets the V3 employment grant. The Commonwealth of Virginia is very proud to invest in companies who want to recruit, hire and retain veterans. The criteria for this grant focuses on small businesses of 300 or fewer employees.

Another piece of significant legislation that was passed last year was that all state agencies and executive branches had to become V3 certified. Currently, 35 agencies are in the process of becoming certified and 12 have received their certification. Steady progress is being made as the agencies are attending the training sessions. Some of the agencies just need to complete the paperwork to indicate that they are officially enrolled. Other states are looking at Virginia stating that they want to have a program like the V3 program because Virginia and its V3 curriculum are at the top of such programs nationwide. The V3 team goal is to expand the curriculum so that it will be able to offer more comprehensive training resources for every employer. The V3 team is proud to have other states looking up to Virginia and the team is willing to share the success that it has had in implementing the program.

The V3 team is developing partnerships in an effort to increase outreach and to provide better education and training and connectivity resources to employers. V3 is reaching out to the following partners: Virginia Economic Development; Virginia State Chamber of Commerce; U.S. Department of Defense; and the U.S. Department of Labor. This includes contacts with local development and employment offices and local Chambers of Commerce. The team also is developing broader public relations reach to help get more out about the V3 program to all sources including newspaper advertisements, social media, and through business magazines and newsletters.

Mr. Finelli asked if V3 and the transition program were getting sufficient exposure on military bases. Mr. Schwartz said that V3 companies are welcome at Fort Lee, Fort Belvoir, and Quantico Marine Base and V3 is working to get access on all military installations. The problem occurred a couple of years ago when DOD put out new contractor guidelines that prohibited private companies from soliciting anything on base. That virtually shut down all viable transition programs. Now, base commanders are working to find ways to allow access for transition purposes and, in particular, companies that are V3 certified are being invited on base because of their focus on veterans employment.

Mr. Schwartz was asked he had veterans unemployment data for the state. He said that the last annual national data that he recalled was three point six percent, but monthly data is not available from the Bureau of Labor Statistics due to the finite numbers existing in many states which greatly reduces the reliability of the data.

Mr. Schwartz was asked if V3 served National Guardsmen and Reserves. He said that it has a strong relationship with them and they let V3 know well beforehand if there will be a drawdown so we can alert V3 companies to the situation. They are treated as veterans regardless of their status. Regarding part-time employment, Mr. Schwartz did not have the most up-to-date information. Mr. Finelli suggested that for the next VSF meeting that someone from the Guard and Reserve could come and present their current status regarding employment and unemployment.

Chair Antle thanked Mr. Schwartz for his informative briefing.

### **Sitter & Barfoot Veterans Care Center**

The Center Admissions Coordinator, John Oglesby, apologized for the absence of the Center Administrator, Robyn Jennings, who was sick. He proceeded to give a slide presentation on the status of the veterans care center. He noted the services offered to residents with 200 private rooms that have private bathrooms, short-term rehabilitation, long-term care, and a full therapy department. The Center has primary care physicians in house and specialists who come when needed. Provided in house are podiatry, dental, optometry, and psychiatric care. There is a pharmacy on site with a full time pharmacist on the Center staff. They offer therapeutic recreation and have many volunteers from Fort Lee, veterans service organizations, motorcycle clubs, and many others.

Admission criteria follow federal guidelines. To be admitted the candidate or their spouse have to be a veteran who was honorably discharged from active duty, a resident of Virginia, and have a medical need for skilled nursing care. The Center has had a 96% average occupancy rate with admissions from 19 different healthcare facilities, mostly hospitals. Forty percent of admissions come from McGuire Veterans Administration Medical Center. The Center averages seven discharges home per month for post short term rehabilitation.

Currently, there are 337 employees with 260 full-time and 77 part-time. Of these, the nursing department has 124 employees of whom there are 17 registered nurses, 39 licensed practical nurses, and 91 certified nursing assistants. The environmental department with 30 employees does an outstanding job keeping the facility in spotless condition. They really earn their pay and it shows through many favorable comments of the residents and visitors. The other two departments are dietary and finance which are relatively small with 20 and 14 employees each.

Revenue to support the Care Center comes from Medicare, Medicaid, federal VA subsidy, other insurances, and private payments. Forty eight percent of residents are Medicaid beneficiaries. The Center more than covers its expenses and no state general funds are used or needed.

Mr. Oglesby followed with a pictorial tour of the new wing, named the Richmond Wing. Residents would never know they were in a care facility. It's more like being at home. The new wing adds 40 residents' rooms. Other improvements to the existing Center were an expanded laundry area, new hot water boiler, and expanded therapy department. He also showed a picture of the new Colonel Barfoot Memorial Patio which is in-part covered and in-part uncovered.

Mr. Finelli asked if there were any unmet needs in the pipeline that perhaps could be covered by donations. Mr. Oglesby said that the question should be posed to the Care Center Administrator, Ms. Robyn Jennings because she would have a greater appreciation for a proper answer. He personally would like to see a WiFi system installed for the residents' use.

Chair Antle thanked Mr. Oglesby for his excellent presentation.

Mr. Hilgers said that he had neglected to introduce another new member of the DVS team present. Ms. Amy Beauchamp who will be taking Ms. Judy Reid's place handing the Board's audio-visual requirements.

Chair Antle called for a break for lunch.

*The Trustees broke for lunch at about 12:20 p.m. and reconvened at about 12:50 p.m.*

## **REPORTS**

Chair Antle called for reports.

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

Mr. Johnny Johnson, BVS Vice Chair said that the Chair, Mr. Don Kaiserman could not attend because he was out of town. Mr. Johnson briefly reviewed the BVS Report (*Attachment 2*).

Chair Antle thanked Mr. Johnson for the report and his service on the BVS Board.

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

Mr. Jim Cuthbertson gave the JLC report in the absence of the Committee Chair Harold Barton. (*Attachment 3*). The JLC has had one meeting since the last meeting of the Foundation. The meeting was held on October 21, 2015.

The JLC adopted four additional initiatives for consideration by the Governor and the General Assembly which are included in the attached report and will be posted on the JLC website by mid-November. Mr. Cuthbertson reviewed each new objective.

Officer and committee appointments also were approved at the October 21 meeting. The next meeting of the JLC will be after the Governor releases his budget for the next two years on December 17, 2015. That meeting currently is scheduled for December 18, a Friday.

Chair Antle thanked Mr. Cuthbertson for the brief report and his service on the JLC.

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

Commissioner John Newby apologized for not having a written report for the meeting. He gave a brief overview of his background for the new Trustees. DVS is entering a very busy season with Veterans Day this month and the Governor's Budget coming out in mid-December. This will be important because DVS did very well last year with about a twenty percent increase in General Fund appropriations. Prior to that, the DVS budget had been relatively flat since 2003. It is hoped that success will continue into the next biennial budget the Governor will be proposing to the General Assembly. DVS is fortunate because it has strong bipartisan support throughout the General Assembly.

Also coming up in mid-December will be the JLARC report on DVS. The Department should get an overview of the findings in a couple of weeks. The report results will be a topic for discussion and implementation in DVS and at all of the future supporting Boards and Council meetings.

The Commissioner provided a brief calendar update on what's going on the next two months. He said he would provide a list to the Trustees.

- November 5, a new Benefits office will open in Fairfax and all of the DVS team will be there and the key-note speaker will be Secretary Harvey.
- November 11, Veterans Day will have a great event at the Virginia War Memorial. The Governor will be the key-note speaker and will announce the end of veterans functional homelessness in Virginia – the first state in the union to do so. Also attending will be the U.S. Secretary of Housing and Development and the U.S. Department of Labor Representative to the U.S. Interagency Council on Homelessness.
- November 17, the new Benefits office will open in Strasberg – having moved from next door at Front Royal.
- December 14, a new Benefits office will open in Fredericksburg next to Mary Washington Hospital. The Governor will be the key-note speaker.

- December 17, a big day as the Governor will present his proposed budget priorities for the next two years to the money committees of the General Assembly. Immediately following at 1 p.m. there will be a ribbon-cutting ceremony at the Virginia War Memorial for construction of the new wing. Ground breaking will not take place until next spring, but this is an opportunity to have the Governor and the heads of the General Assembly money committees attend.

The next big thing will be the location of the two new care centers in Hampton Roads and Northern Virginia. A vendor will be selected to conduct sight surveys in the areas offered – Virginia Beach and Hampton in Hampton Roads and Stafford, Fauquier, and Prince William Counties in Northern Virginia. The results of the surveys will be announced on 1 May 2016. A question was asked about whether the care centers would have the capacity to operate as transfer points in an emergency, temporarily holding a veteran before transferring them to the nearest medical facility. The Commissioner answered that was a factor that needed to be considered in site selection.

Mr. Hilgers noted that there is a lot of information about events on the DVS Website. Also that the General Assembly session would start on January 13, 2016 with the JLC Conference at the General Assembly on January 14. All Board members will be invited to attend. Chair Antle mentioned how valuable an experience he found attending to be.

The Chair thanked the Commissioner for his report.

#### **Foundation Executive Director**

Mr. Hilgers said that he had forwarded electronic copies of the VSF Annual Report to the Secretary of Veterans and Defense Affairs for the information of the Trustees. He also provided a copy of the DVS weekly report to the Secretary because it is a great indicator of what DVS is doing for veterans and their families that VSF is supporting.

Mr. Hilgers addressed the VSF income (*Attachment 4*) and stated that the total revenue is up about 30%, without a new Altria \$100,000 grant, and that funding for the Wounded Warrior Program, now Virginia Veteran and Family Support program was up by 35%. It should be noted that Ron Minton's total should be \$14,000.70 due to a contribution listed under individual donors counting towards his effort. Additionally he had a great deal to do with the \$8,000.00 donation from the Combat Veterans Motorcycle Association of Shenandoah Valley, listed as Roanoke. Therefore, he could be credited for donations totaling \$22,000 so far this year. Additionally, there are several donors who are sponsoring all of the V3 Program workshops this year. Overall donations for all programs are up 30% over last year.

Mr. Hilgers then covered VSF expenses (*Attachment 5*) that are up from this time last year due to the cost of travel for implementing the restructuring of the VSF Website followed by advertising which was contained in "Virginia's Directory of Candidates for Public Office" of which we expended only half of the cost in FY15. The cost of the Website restructuring is shown as an expense, but that will be covered in part by V3 and VVFS. Additionally, the cost of the Sitter and Barfoot Commemorative Coins has been covered by the Military Order of the Purple Heart, thanks to Mr. Jim Cuthbertson, and the \$300.00 Web Services was incorrectly billed to VSF and that expense has been transferred to DVS, but that will not show until the November Financial Report.

The next item was VSF fundraising events for VWWP/VVFS in FY15 and FY16 (*Attachment 6*). Mr. Hilgers noted that for FY15 the proceeds of the MOAA Clay Shoot and the FY16 MOAA Golf Tournament would be presented at the George C. Marshall Chapter 8 December meeting as they have in the past. It will be noted that there was one cancellation in FY15 and one in FY16, but funds still were donated because the event supporters did not want their donations to be returned, but sent to VWWP/VVFS. The total for the FY16 Southern Knights Car Show have yet to be tallied.



Additionally, at the last Board meeting Mr. John Lesinski asked about the lack of fund raising events in northern Virginia where there is a lot of income and a lucrative area for events. Mr. Hilgers said that he had found some interesting data in the Chronicle of Philanthropy that indicate donation rates run counter to salary trends and overall community wealth. For example in the south Hampton Roads area, the top earnings were in Chesapeake, Suffolk, and Virginia Beach, with Norfolk and Portsmouth being the lowest. However, the top donors per capita came from the latter two cities. Data indicate that urban giving rates are much higher than suburban and rural areas. Tight-knit communities have been very responsive and supportive to help their close neighbors. The W.K. Kellogg Foundation found that blacks donate 25 percent more of their income on average than whites. In black communities, as in all communities of color, the direct issues and challenges of quality education, access to health care, racial equality, and others, resonate deeply with donors inspiring them to give significant portions of their time, talent, and funds to find and create solutions.

While it is true that south Hampton Roads giving rate (3.4% of Income) was higher than Virginia's (2.9%), but below the national average (3.7%), several areas in affluent Northern Virginia were below 2.5%. This may explain part of the disparity.

Mr. Hilgers asked if there were any questions. None were posed.

Mr. Hilgers concluded noting that Mr. Gordy and Mr. Kavanaugh departed without a proper sendoff and appreciation for their services to the Foundation. He said that appropriate plaques would be procured and that they would be invited back to receive them.

### **Board Chair**

Chair Antle stated that he had nothing of interest to report and asked Ms. Tammy Davidson to make the financial report.

### **Veterans Services Fund FY16 Quarterly Report**

Ms. Davidson said that a copy of the report was included in the Trustees packages and proceeded to cover the: Statement of Assets; Statement of Income, Expenses, and Changes in Fund Balances; and the Schedule of Receipts, Expenditures and Budget by Activity. See [\*Attachment 7\*](#). VSF has increased its total assets by about \$60,000 and there has been about \$88,000 in expenses since the first of the year. VWWP/VVFS continues to experience a great decrease in expenses still due to program changes, but anticipated VVFS expenses should increase next quarter. Additionally, the Virginia Veterans Care Center spend has greatly increased and additional projects should bring its surplus funds down to an acceptable level.

Ms. Davidson asked for questions. None were posed and Chair Antle asked Mr. Webb if he had a report.

### **Development Committee Chair**

Mr. Webb said there is a requirement to develop five year goals, basically a five year plan for VSF. Some possible goals are:

- Advertising the VSF Planned Giving Program.
- Continuity of Operations (i.e., Staff Sustainability).
- Handling Donations of Securities.
- Investing Fund Assets for Fund Sustainability for both DVS Programs and VSF Operations.

He followed by saying that some concerns have been raised by committee members. For example:

- While it is easier and more successful as an endeavor to have success in fundraising when working for a brick/mortar object to sell, often disagreements arise as to what object to promote which make the effort very difficult.
- As for planned giving, it will be easier if there is an actual target to enhance based on their giving (Sitter/Barfoot, academic scholarships, etc.).
- It is not clear how to specifically address what VSF is trying to raise money for in each of the DVS key areas, given that some of those areas are raising more funds than they can spend. VSF will likely be more effective in its efforts if it can point to where funds would be applied in a compelling way.
- As for the investment program, the idea is good provided the Assembly doesn't raid the fund. Other funds have been hit year after year, so we need to make sure "safe"/invested fund is in a "lock-box" for which there is no House/Senate money committee key.
- An investment program will require corpus of around \$5M in investible funds.
- On the financial statements, no accrued interest has been shown on the VSF fund balances. It was explained that the funds raised by VSF went into the Commonwealth's treasury which oversaw any investments and was beneficiary of income generated. If this be the case, then VSF may not be allowed to establish an investment program.

These are good points that need further discussion.

Based on discussions with the VSF Executive Director and committee members about developing a five year plan for the VSF, there will need to be a separate meeting where goals and objectives can be addressed as the contents of a whole plan rather than just pieces. Chair Webb proposed that the committee meet in a separate meeting in the near future with other board members and anyone else who would like to participate to address a five year plan with appropriate goals and objectives for the VSF.

Chair Webb called for discussion or questions.

Mr. Frank Finelli reiterated that investment funds need to have a corpus of about \$5 million to be productive. There certainly are some commonsense things that can be done with balances below that amount, and that can be a topic of discussion at the proposed meeting, but an investment policy will be needed as the first step in the process.

Mr. Hilgers said that such a meeting as proposed would be in line with former Development Committee retreats held in 2009 and 2013 in which many Board members participated along with several interested parties such as the Secretary of Veterans and Homeland Security in 2013.

Chair Webb said that he would be contacting all concerned to see when it would be appropriate to hold such a retreat.

### **Finance Committee Chair**

Chair Antle asked Acting Committee Chair Frank Driscoll if he had a report. Mr. Driscoll said that Committee members would like to participate in the five year planning meeting. He added that unless any Committee member had an issue, he had no report. No member brought issues forward.

## **UNFINISHED BUSINESS**

### **FY16 Committee Appointments**

Chair Antle said that with the departure of Mr. Kavanaugh, he proposes Mr. Frank Driscoll for Finance Committee Chair and Ms. Matice Wright as Vice Chair.

Mr. Lechler so **moved** and Mr. Pianalto **seconded** the motion which **passed unanimously**.

Chair Antle said that the appointments of new members to committees would be taken New Business and asked Mr. Hilgers to cover proposed legislation for FY16.

### **FY16 Proposed Legislation**

Mr. Hilgers stated that at the last Board meeting the composition of the Foundation was discussed and Code changes are being proposed to state the composition of the Foundation and refer to Board members as "Trustees." Also he had electronically provided all the position papers associated with the legislation proposed by the JLC and the Secretary of Veterans and Defense affairs as information to the Trustees to keep them informed of legislative developments taking place. Mr. Hilgers asked if there were any questions that Mr. Cuthbertson, Commissioner Newby, or he could answer. None were put forth.

### **VSF Trustees Bylaws Update**

Mr. Hilgers said that due to an error on his part, a key phrase was omitted from section 2.04 of the Trustees Bylaws when they were reviewed at the August 5, 2015 meeting. The change can be found on page 2 of the Bylaws (*Attachment 8*). He hoped it would be the pleasure of the Trustees to pass this minor change.

### **VSF-DVS Joint Policies #3 and #4 Revisions**

Mr. Hilgers said that the revisions to Joint Policy #3 are on all pages of the Policy (*Attachment 9*). The changes are for clarification and to present ongoing requirements that have been in place for several years but not documented. Policies #3 and #4 are considered works in progress and changes may be expected periodically, as discussed at previous meetings of the Trustees due to changing circumstances. This is true of Policy #4 (*Attachment 10*), which will require future changes to section J4.9 as several of the responsibilities under of the cognizance of the DVS Director of Finance are beyond the capability of the Finance team. We hope to have these clarified by the next Board meeting. Mr. Hilgers asked if there were any questions.

Chair Antle said there were none and asked Mr. Hilgers to proceed with the Website Update.

### **VSF Website Update**

Mr. Hilgers said that the changes to be considered for the VSF website were finished and he had invited all of the Trustees to look at the sight and offer any comments. He said that all that he received were very favorable. He thanked Ms. Tina Parlett-Calhoun and Mr. Pat Webb for their assistance. He noted that the restructuring ran about \$1,000 more than anticipated. Therefore, the Executive Director requested that the authorization to spend \$10,000 be increased to a total \$11,000. That authorization will be covered under New Business.

He asked if there were any questions and none were offered.

### **FY16 VSF Goals and Objectives**

Chair Antle asked Mr. Hilgers about the goals and objectives topic. Mr. Hilgers said that he thought that adequately had been covered by Mr. Webb in his report and had nothing more to offer.

### **Other Unfinished Business**

Chair Antle asked if there was any other Unfinished Business. None was presented.

## **NEW BUSINESS**

### **Approval of VSF FY16 Fund First Quarter Report**

Chair Antle said that if there is no objection, he would call for a motion to approve the final Quarter FY15 Financial Report.

Mr. Pianalto so **moved** and Mr. Lechler **seconded** the motion. The motion **passed without discussion**.

### **Approval of VSF Trustees Bylaws Update**

Chair Antle said that if there is no objection, he would call for a motion to approve the Trustees Bylaws update.

Mr. Finelli so **moved** to approve the update. Mr. Spotts **seconded** the motion. There was no discussion and the motion **passed without discussion**.

### **Approval of VSF-DVS Joint Policies #3 and #4 Revisions**

Chair Antle said that if there is no objection, he would **move** to approve the Revisions to Policy #3 and #4.

Mr. Webb **seconded** the motion. There was no discussion and the motion **passed**.

### **Approval of VSF FY16 Committee Appointments**

Chair Antle said that Ms. Carry, Dr. Lanier, and Mr. Mulrine desire to serve on the Development Committee, and if there is no objection, he would call for a motion to approve these appointments.

Mr. Webb so **moved** and Mr. Lesinski **seconded** the motion. There was no discussion and the motion **passed without discussion**.

### **Approval of VSF Website Restructuring Funding**

Chair Antle asked for a motion to approve the expenditure of up to \$11,000 by the VSF Executive Director for VSF Website restructuring.

Mr. Boyd so **moved** and Mr. Lechler **seconded** the motion. The motion **passed without discussion**.

### **Other New Business**

Chair Antle asked if there was any other new business. None was heard.

### **Public Comment Period**

Chair Antle asked if there was any public comment. None was presented.

### **Adjournment**

Chair Antle said that without objection, the meeting was adjourned. The meeting ended at 1:38 p.m. The next meeting will be on March 30, 2016 at the Virginia War Memorial.

# **ATTACHMENT 1**

**Veterans Services Foundation Board of Trustees  
American Legion Department of Virginia Building  
1708 Commonwealth Avenue, Richmond, VA  
November 4, 2015  
11:00 a.m. – 2:00 p.m.**

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of New Trustees, Staff, and Visitors, Approval of Agenda – *Board Chair* (5 minutes)
- II. Review and Approval of August 5, 2015 Board Meeting Minutes– *Board Chair* (5 minutes)
- III. Presentations
  - a. VVFS (VWWP) Update – *Brandi Jancaitis* (10 minutes)
  - b. V3 Update – *Andy Schwartz* (10 minutes)
  - c. Veterans Care Center Update – *Robyn Jennings* (20 Minutes)
- IV. Working Lunch (Approximately 12:00 p.m.)
- V. Reports:
  - a. Board of Veterans Services – *Don Kaiserman* (5 minutes)
  - b. JLC – *Bart Barton* (5 minutes)
  - c. Department of Veterans Services – *John Newby* (5 minutes)
  - d. Foundation Executive Director (VSF Income, Expenses, Events) – *Jack Hilgers* (5 minutes)
  - e. Review of FY16 First Quarter Financial Report – *Tammy Davidson* (5 minutes)
  - f. Board Chair – *Brad Antle* (5 minutes)
  - g. Development Committee – *Pat Webb* (5minutes)
  - h. Finance Committee – *Frank Driscoll* (5 minutes)
- V. Unfinished Business:
  - a. FY16 Committee Appointments – *Board Chair* (4 minutes)
  - b. FY16 Legislation – *Jack Hilgers* (5 minutes)
  - c. Trustees Bylaws Update – *Jack Hilgers* (2 minutes)
  - d. VSF-DVS Joint Policies #3 and 4 Revision – *Jack Hilgers* (5 minutes)
  - e. VSF Website Update – *Jack Hilgers* (5 minutes)
  - f. VSF Goals and Objectives – *Jack Hilgers* (5 minutes)
  - g. Other Unfinished Business – *Board Chair* (1 minute)
- VI. New Business:
  - a. Approval of FY16 First Quarter Financial Report – *Board Chair* (2 minutes)
  - b. Approval of Bylaws Update – *Board Chair* (2 minutes)
  - c. Approval of VSF-DVS Joint Policies #3 and 4 Revisions – *Board Chair* (2 minutes)
  - d. Approval of FY16 Committee Appointments – *Board Chair* (2 minutes)
  - e. Approval of Website Restructuring Funding – *Board Chair* (2 minutes)
  - f. Other New Business – *Board Chair* (2 minutes)
- VII. Public Comment Period. (5 minutes)
- VIII. Adjournment (Next Board Meeting: 30 March 2016, Virginia War Memorial)

## **ATTACHMENT 2**

### **REPORT TO THE VETERANS SERVICES FOUNDATION (VSF)**

**November 4, 2015**

The Board of Veterans Services (BVS) last met on May 12, 2015. The results of this meeting and BVS committee meetings held in April were reported to the VSF on October 21, 2015.

The BVS is made up of fourteen citizen members, five legislators, and three *ex officio* members. Board chairman and members are in regular contact with the Department of Veterans Services to provide policy input on key operational issues.

The Board welcomed three new citizen members in July: Joana C. Garcia, Nick Kesler, and Laurie Forbes Neff. All bring invaluable experience in the military and veterans arena, and in their civilian positions, that will contribute to the Board's success. Don Lecky left the Board on October 1. A replacement is expected to be announced within several weeks.

The BVS will hold its next meeting on December 9<sup>th</sup>, at 10 a.m. at the American Legion Building.

Respectfully submitted,

Don Kaiserman,  
Chairman

## **ATTACHMENT 3**

### **Joint Leadership Council of Veterans Service Organizations**

#### **Report to the Veterans Services Foundation**

**November 4, 2015**

The Joint Leadership Council of Veterans Service Organizations (JLC) has met once since the last meeting of the Foundation – on October 21.

At the October 21 meeting, four additional initiatives were approved by the JLC for inclusion in the 2016 Legislative Agenda. This brings the total of JLC initiatives for consideration by the Governor and General Assembly for the 2016 session up to 12.

A summary of the newly approved initiatives is attached. Position papers are being drafted and will be posted on the JLC page of the Department of Veterans Services (DVS) website by mid-November.

Also at their October 21 meeting, the JLC approved the appointed officers and committee representatives that were proposed by the Chairman. A copy of the 2015-2016 JLC Elected and Appointed Officers is attached.

The JLC looks forward to continuing our partnership with the VSF in support of Virginia's veterans in 2015. Our next meeting is Friday, December 18.

Respectfully submitted,

Harold H. Barton, Jr.  
Chairman

*The four new initiatives are being numbered 9, 10, 11, 12 – At the December 18<sup>th</sup> JLC meeting the members will prioritize all 12 initiatives, potentially reprioritizing current initiatives up or down.*

**JLC 2016-09      A Bridge to Health Care Careers for Former Military Medics & Corpsmen**

That the Governor and General Assembly allow Virginia employers to recruit motivated employees from a pipeline of 11,000 medics and corpsmen, who transition out of the military every year with valuable health care skills and a desire to work in the healthcare field but who need to transfer their skills into comparable licenses/certifications required to work in Virginia. These veterans will be able to work in healthcare and keep their skills up-to-date, while returning to school, for up to 2 years, to obtain the proper education/credentials.

**JLC 2016-10      Veteran Treatment Dockets**

That the Governor and General Assembly establish enabling legislation and judicial protocol for judges who wish to establish a Veterans Treatment Docket to provide intensive monitoring, rehabilitation and treatment programs and mentoring in partnership with the U.S. Dept. of Veteran Affairs (VA). This docket is only for specific offenders with special conditions and needs based on their military service. Around the nation, these dockets have shown to directly address the underlying conditions contributing to non-violent criminal behavior, ensures supervision and accountability, reduces recidivism and promotes rehabilitation back into the community, all while being a more cost-effective solution.

**JLC 2016-11      VCCS Veteran Advisor & Resource Center**

That the Governor and General Assembly establish a dedicated Veteran Advisor at each school within the VA Community College System to coordinate and centralize campus efforts to aid veterans in the transition from military service to civilian education life. This position will provide a “one-stop shop” for veterans from matriculation to graduation, providing a safe space for veterans to navigate the education system.

**JLC 2016-12      VA Tax Code And Veteran Service Organizations, Re-categorization**

That the Governor and General Assembly revise the Virginia Tax Code to bring Veteran Service Organizations (VSOs) in line with their federal tax status: 501(c)(19) from where they are categorized now: 501(c)(4). Under current status VSOs are vulnerable to be considered as “for profit” entities businesses by state, county or city, or other local governments and municipalities and all taxes levied thereby. VFW Post 7916, Occoquan, VA is already facing such a situation. Many states have already followed the example set by Congress and federal code, set in 1972, to organize VSOs under 501(c)(19) status.



## **ATTACHMENT 4**

### **VSF INCOME FOR FY16\* Unaudited October 29, 2015**

**Income**

<b>VVFS</b>	
Combat Vets Motorcycle Assn Manassas	35,000.00
Lynchburg Harley-Davidson Fundraiser	28,000.00
McDonalds Tidewater Assn	16,541.20
McDonalds Tidewater Assn	13,641.10
Ron Minton Golf Tournament	13,400.70+
Anonymous Grant	13,000.00
Ferguson Enterprizes	10,000.00
Spotsylvania Sheriff's Office Fundraiser	9,172.00
BAE Systems Golf Tournament	9,885.00
Combat Vets Motorcycle Assn Roanoke	8,000.00
Mary Spear 55 Mile Run Fundraiser	6,855.00
Prince William Cruisers	5,300.00
NXL Construction Golf Tournament	5,985.00
American Legion Riders Post 146	4,000.00
Lakeview Golf Club & Seniors	3,467.99
Bush Park Camping Fundraiser	3,000.00
REICO Foundation	3,000.00
Southern Computer Consultants Golf Tur	3,000.00
James River Equipment Raffle	2,300.00
Erline Goodwyn	2,000.00
Staunton Elks Lodge Fundraiser	1,700.00
Boshway Foundation	1,500.00
Collins Trust for VA Tech Golf Tur	1,500.00
Lane High School Class of 1965 Reunion	1,400.00
Tango's Tavern Golf Tournament	1,100.00
Colonial Dames XVII Suffolk Chapter	1,100.00
RC Health & Fitness Fundraiser	1,000.00
River Counties Community Foundation	1,000.00
Parkview Community Center Board	<u>1,000.00</u>
Sub-Total	193,447.29
Individual Donors	<u>29,374.29</u>
VVFS Revenue Balance	222,822.26
Care Centers	
VVCC	2,241.66
SBVCC	1,001.00
Cemeteries	
Amelia	275.00
Dublin	1,000.00
Suffolk	580.00
V3	
Stratford University	1,000.00
ITA International	500.00
RR Donnelley	500.00
Networking Technologies & Support	500.00
Logistics Management Institute	500.00
Foundation Endowment	
Individual Donors	435.00
Non-VVFS Total	<u>8,532.66</u>
Total FY16 Income	231,354.92

\*Does not include In-kind Donations or Interest

**ATTACHMENT 5**  
**VSF Support Fund Expenses**  
**Revised 6-30-15**

FY 2009	-0-	+ DVS Expenses (Tvl)	1,497.88
FY 2010	5,117.89	- Website	1,713.33 = 3,404.56
FY 2011	3,778.62	- Website	2,217.70 = 1,560.92
FY 2012	15,659.91	- NVWG	13,600.00 = 2,059.91
FY 2013	9,453.95	- Golf Carts (2)	7,200.00 = 2,621.77
FY 2014	3,000.54		3,000.54 = 3,000.54
FY 2015	5,026.85	- Golf Cart	3,600.00 = <u>1,426.85</u>

Total			15,572.43
Less DVS Expenses (2009)			14,074.55
Average Per Year			2,345.76

Detail for FY 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 FY 2011

Travel	1,475.11
Public Relations	85.70
Misc	.11

Detail for FY 2012

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

Detail for FY2013

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 FY 2014

Travel	1,825.01
Advertising	750.00
Web Services	.06
Admin	161.80
On-line Donation Svcs	38.73
Professional Membership	150.00
Professional Subscription	<u>75.00</u>
	3,000.54

Detail for FY 2015

Travel	764.97
Web Services	52.00
Advertising	375.00
Admin	103.49
(Golf Cart	3,600.00)
On-line Donation Svcs	<u>131.39</u>
	1,426.85

Detail for FY 2016 (Sept 30, 2015)

Travel	445.85
Advertising	375.00
Website Rebuild	5,400.00
(Web Services	300.00)
(S&BVCC Coins	<u>1,753.00)</u>
	6,220.85
	<u>5,400.00</u> –
	820.15

## **ATTACHMENT 6**

### **VSF and VVFS Fundraising\* Events FY15 & 16**

<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>
7/5/14	Independence Day Cel*	Powhatan	Clyde Childress	5,060.00
7/26/14	Music Festival/Car Sho*	Buena Vista	Larry Tolly	500.00
7/26/14	CVMC Bull Run III*	Manassas	Bruce Hewston	30,000.00
8/4/14	MOAA Golf Tour*	Lexington	Pat Webb	7,000.00
8/23/14	Augusta Expo Concert*	Lynchburg	Bob Stolarz	900.00
8/24/14	Kickball Fundraiser*	King George	Seaver Woolfolk	850.00
8/30/14	Longboards*	Newport News	Sarah Long	2,080.32
9/1/14	Lakeview Golf T*	Harrisonburg	Mike Goodin	4,709.09
9/15/14	SCCI Golf Tourn*	Ruther Glen	Jeff Goodman	3,000.00
9/20/14	Honor Ride*	Troy	Becky Selzer	650.00
9/20/14	Prince Wm Cruisers CS*	Manassas	Steve Shifflett	12,900.00
9/27/14	ALRiders Ride & BBQ*	King George	Steven Heitmeyer	3,000.00
10/4/14	So.Knights Car Show*	Petersburg	Ricky Williams	6,121.00
10/10/14	KCA 3349 Golf T*	Hartfield	Al Langer	6,746.00
10/12/14	Gospel Singing*	Spotsylvania	Jim Rose	2,000.00
10/18/14	Un-Refiners Golf Tourn*	Yorktown	Vern Bartels	1,388.00
10/26/14	MC Marathon*	Washington DC	Leslie Hanson	1,184.33
10/28/14	Hard Times Concert*	Fredericksburg	Glen Melvin	275.15
11/1/14	Whitts Motorcycle R*	Manassas	Chris Taylor	2,446.00
11/1-30/14	McD Honor Wounded*	Hampton Roads	Jenn Tracy	16,541.20
11/11/14	Warwick Moose*	Newport News	Raymond Bliss	1,864.78
11/11/14	Schockoe Market Fndrser*	Richmond	Elliott Park	1,121.00
11/17-23/14	Papa Johns Pizza*	VA Peninsula	Elizabeth Costy	295.13
11/22/14	Moose Lodge 699*	Richmond	Chuck Lorenz	5,000.00
1/10/15	USA Dance*	VA Beach	Raymond Smith	500.00
1/17/15	UR Law Students Concr*	Richmond	Eric Postow	2,000.00
1/21/15	Dominion Pwr Chili CO*	Richmond	Kathy Johnson	1,400.00
1/29/15	Bailey's Celebration*	Richmond	Janie Goldberg-Dicks	760.00
2/24/15	Ice Skating Fundraiser*	DC Area	Brandon Hall	479.00
3/25/15	Champps Benefit*	Arlington	Janie Goldberg-Dicks	1,513.04
4/4/15	Concert and Ball*	Danville	Tony Lundy	2,648.00
4/24-25/15	Tdwtr St & Rod Assn*	Williamsburg	Ron Buchanan	2,117.17
4/25/15	Spotsylvania Mall*	Spotsylvania	Don Thodos	9,172.00
4/25/15	HR Autobody Car Show*	Chesapeake	Carol Dail	2,500.00
4/27/15	VA Tech Golf Tourn*	Blacksburg	Wayne Zellers	12,500.00
5/1-31/15	McDonald's Tidewater*	Hampton Roads	Jenn Tracy	13,641.10
5/8/15	GStek Golf Tourn*	Portsmouth	Gene Strother	4,000.00
5/9/15	MOAA Clay Shoot*	Lexington	Ross Schmoll	3,000.00
5/9/15	LaRS Golf Tournament*	Williamsburg	Jon Liebler	6,300.00
5/15-16/15	Basketball Tourn*	Roanoke	Brad Booth Cancelled	1,750.00
5/15/15	TRADOC MC Run	Newport News	David Clay	197.00
5/23/15	Minton Golf Tourn*	Roanoke*	Ron Minton	14,000.01
5/23/15	Overton Fundraiser*	Chesapeake	Johnny Johnson	2,750.00
5/30/15	Poker Run*	Colonial Beach	Diane King	1,407.00
5/30/15	Dart Tournament *	Newport News	Staci Roush	5,105.00
6/4/15	Tango's Golf Tourn*	Oceana	Terry Long	1,100.00
6/14/15	BAE Golf Tournament*	Christiansburg	Walker Suthers	5,075.00
6/20/15	ALR Ride for Warriors*	Hopewell-Richmond*	Dennis Hubbs	4,200.00
6/26/15	NXL Golf Tournament*	Richmond	Ally Martin	5,942.00
6/26/15	CVMA of NVA*	Manassas	Ross Woodley	35,000.00

**VSF and VVFS Fundraising Events FY16**

7/2/15	James River Equip	Ashland	Jaime Fogg	2,300.00
7/3/15	Independence Day Cel	Powhatan*	Clyde Childress	5,140.00
7/12-8/2/15	Pleasure House Brewing	VA Beach	Tim O'Brien	381.00
7/25/15	RC Health & Fitness	Chesterfield	Rotha Covington	1,000.00
8/3/15	MOAA Golf Tournament	Lexington*	Pat Webb	
8/27/15	Bailey's Fundraiser	Newport News	Janie Goldberg-Dicks	100.00
8/29/15	CVMA Benefit Run	Daleville	Scott Miller	8,100.00
8/29/15	Augusta Expo Gospel	Fishersville	John Scott/Bob Solarz	
9/7/15	Lakeview Golf Tourn	Harrisonburg	Mike Goodin	350.00
9/10/15	Restaurante O'le	Virginia Beach	Manuel Alvarez	180.00
9/12/15	Motorcycle Run	Lynchburg	Tom Bushley	28,000.00
9/14/15	SCCI Golf Tournament	Ruther Glen	Jeff Goodman	3,000.00
10/3/15	Southern Knights Show	Petersburg*	Ricky Williams	Cancelled
10/3/15	The Landmark Gr Golf T	Stuart	Peggy Rogers	Cancelled
10/3/15	Ariya Chiropractic Cl	Ashland	I Pool	
10/5/15	Run the Extra Mile	Virginia Beach*	Mary Spear	6,225.00
10/11/15	KCA 3349 Golf T*	Hartfield	Al Langer	6,xxx.xx
10/21/15	An Evening of Music	Blacksburg	James Dubinski	
10/23/15	WL&VMI Lacrosse	Lexington	Gene McCabe	2,569.66
10/24/15	Unrefiners Golf Tourn	Newport News	Vern Bartels	2,006.00
11/7/2015	Witt's Harley Davidson	Manassas	Chris Taylor	
11/1-30/15	McD Honor Wounded	Hampton Roads	Jenn Tracy	
11/1-30/15	McD Honor Wounded	Richmond	Melissa Wright	
11/11/15	Schockoe Market Fndrser	Richmond*	Elliott Park	
11/11/15	Western Branch High Sch	Virginia Beach	Tracy Guida	
11/11/15	Trinity Lutheran Meal	Stephens City	Kim Begnaud	
11/14/15	Landmark Casino Nite	Stuart	Peggy Rogers	
4/2/16	Concert & Ball	Danville	Tony Lundy	
5/20/16	GStek Golf Tourn	Portsmouth	Gene Strother	
5/28/15	Minton Golf Tourn	Roanoke	Rom Minton	
TBD	Bicycle Hill Climb	Roanoke	Kris Piemonte	
8/15-7/16	Womack Publications	Richard Ingram	VA/NC	
8/15-7/16	Reyes Insurance Agency	Gilbert Reyes	Stafford	

## **ATTACHMENT 7**

**Veterans Services Foundation  
Statement of Assets  
September 30, 2015  
(Unaudited)**

### **Assets:**

Cash held by State Treasurer	1,346,580.71
<b>Total Assets</b>	<b><u><u>\$ 1,346,580.71</u></u></b>

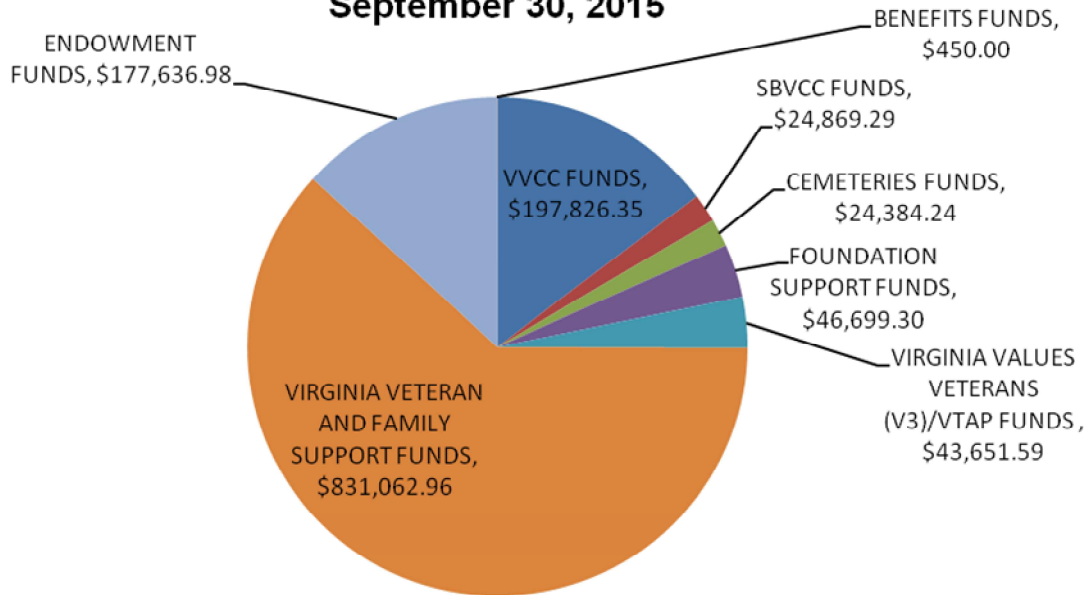
### **Fund Balances:**

<b>Restricted Fund Balances:</b>	
Restricted for VVCC Activities	197,826.35
Restricted for SBVCC Activities	24,869.29
Restricted for Cemetery Operations	24,384.24
Restricted for VVFS Funds	831,062.96
Restricted for Benefits Funds	450.00
Restricted for Virginia Values Veterans (V3) VTAP Funds	43,651.59
Restricted for Foundation Support Funds	46,699.30
<b>Total Restricted Fund Balances</b>	<b>1,168,943.73</b>
<b>Endowment Fund Balances</b>	<b>177,636.98</b>
<b>Total Fund Balances</b>	<b><u><u>\$ 1,346,580.71</u></u></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  
Cash Balances  
September 30, 2015**



**Veterans Services Foundation**  
**Statement of Income, Expenditures and Changes in Fund Balances**  
**For the Month Ended September 30, 2015**  
**(Unaudited)**

INCOME:	Y-T-D Actual
Restricted gifts received for:	
Virginia Veterans Care Center	1,991.66
Sitter & Barfoot Veterans Care Center	1,001.00
Cemetery Funds	855.00
VVFS Funds	137,462.23
Benefits Funds	450.00
Virginia Values Veterans (V3) Funds	3,000.00
Foundation Support Funds	-
Endowment Funds	5,210.00
<b>TOTAL INCOME</b>	<b>149,969.89</b>
<b>EXPENDITURES:</b>	
VVCC Indigent Resident Needs	643.74
VVCC Rehabilitation Equipment	-
VVCC Activity Fund--Activities with Residents	869.05
VVCC Operation Holiday Spirit	-
VVCC Carnival Expenses	1,372.18
VVCC Restricted-Other	-
VVCC Other Equipment	36,261.00
SBVCC Other Donations	-
SBVCC Activities Fund	-
SBVCC Operation Holiday Spirit	-
SBVCC Other Equipment	-
SBVCC Indigent Resident Needs	-
SBVCC Received in Memory of Coloner Barfoot	4,396.00
VVFS Enabling Veterans Services	-
VVFS Outreach Services	2,535.00
VVFS Direct Veterans Services	18,028.94
VVFS Homeless Veterans Fund	10,745.00
VVFS Wins for Warriors	256.43
Benefits Funds	-
Virginia Values Veterans (V3) Fund	5,000.00
Foundation Support Fund--Operating Expenditures and Web Site	8,273.85
Dublin Cemetery Avenue of Flags	-
<b>TOTAL EXPENDITURES</b>	<b>88,381.19</b>
<b>Excess of Income over Expenditures</b>	<b>61,588.70</b>
Beginning Fund Balances	1,284,992.01
<b>Ending Fund Balances</b>	<b>1,346,580.71</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 September 30, 2015**  
**(Unaudited)**

Activity	Beginning Balance July 1, 2015 (Adjusted)	Receipts	Expenditures	Ending Balance September 30, 2015	FY 2016 Budget	Donations Needed to Meet Budget
<b>Virginia Veterans Care Center:</b>						
Indigent Resident Needs	20,100.22	-	643.74	19,456.48	2,000.00	-
Activities Fund	13,166.32	1,216.66	869.05	13,513.93	5,000.00	-
Operation Holiday Spirit	38,688.56	-	-	38,688.56	19,000.00	-
Carnival Fund	535.22	775.00	1,372.18	(61.96)	4,000.00	2,689.78
Rehabilitation Equipment	24,937.89	-	-	24,937.89	5,000.00	-
Other Equipment	58,561.00	-	36,261.00	22,300.00	5,000.00	-
Unit Projects and Functions	13,310.63	-	-	13,310.63	1,500.00	-
Other Donations Restricted for use at VVCC	65,680.82	-	-	65,680.82	500.00	-
<b>Total VVCC</b>	<b>234,980.66</b>	<b>1,991.66</b>	<b>39,145.97</b>	<b>197,826.35</b>	<b>42,000.00</b>	<b>2,689.78</b>

<b>Sitter &amp; Barfoot Veterans Care Center:</b>						
Indigent Resident Needs	1,165.21	500.00	-	1,665.21	1,000.00	-

Activities Fund	19,459.08	501.00	-	19,960.08	16,505.00	-
Other Donations Restricted for use at SBVCC	-	-	-	-	4,500.00	4,500.00
Received in Memory of Mark Scott	1,645.00	-	-	1,645.00	-	-
Received in Memory of Coloner Barfoot	5,995.00	-	4,396.00	1,599.00	5,995.00	-
<b>Total SBVCC</b>	<b>28,264.29</b>	<b>1,001.00</b>	<b>4,396.00</b>	<b>24,869.29</b>	<b>28,000.00</b>	<b>4,500.00</b>

**Cemetery Funds:**

Virginia Veterans Cemeteries	750.00	-	-	750.00	1,200.00	450.00
Virginia Veterans Cemetery--Amelia	5,706.38	275.00	-	5,981.38	2,800.00	-
Albert G. Horton Jr. Memorial Cemetery--Suffolk	8,431.07	580.00	-	9,011.07	1,000.00	-
SW Virginia Veterans Cemetery--Dublin	8,641.79	-	-	8,641.79	-	-
<b>Total Cemetery Support Funds</b>	<b>23,529.24</b>	<b>855.00</b>	<b>-</b>	<b>24,384.24</b>	<b>5,000.00</b>	<b>450.00</b>

**VVFS Funds:**

Outreach Services	75,000.00	-	2,535.00	72,465.00	75,000.00	-
Direct Veterans Services	150,000.00	-	18,028.94	131,971.06	150,000.00	-
Enabling Veterans Services	25,000.00	-	-	25,000.00	25,000.00	-
Homeless Veterans Fund	50,000.00	-	10,745.00	39,255.00	50,000.00	-
Wins for Warriors	13,708.12	-	256.43	13,451.69	-	-
Other Donations Restricted for use by VVFS		137,462.23	-		-	-

	411,457.98			548,920.21		-
<b>Total VVFS Funds</b>	<b>725,166.10</b>	<b>137,462.23</b>	<b>31,565.37</b>	<b>831,062.96</b>	<b>300,000.00</b>	<b>-</b>
<b>Benefits Funds</b>	<b>-</b>	<b>450.00</b>	<b>-</b>	<b>450.00</b>	<b>100,000.00</b>	<b>99,550.00</b>
<b>Virginia Values Veterans (V3)/VTAP Funds</b>	<b>45,651.59</b>	<b>3,000.00</b>	<b>5,000.00</b>	<b>43,651.59</b>	<b>200,000.00</b>	<b>151,348.41</b>
<b>Foundation Support Funds</b>	<b>54,973.15</b>	<b>-</b>	<b>8,273.85</b>	<b>46,699.30</b>	<b>40,000.00</b>	<b>-</b>
<b>Endowment Fund</b>	<b>172,426.98</b>	<b>5,210.00</b>	<b>-</b>	<b>177,636.98</b>	<b>-</b>	<b>-</b>
<b>Grand Total All Funds</b>	<b>1,284,992.01</b>	<b>149,969.89</b>	<b>88,381.19</b>	<b>1,346,580.71</b>	<b>715,000.00</b>	<b>258,538.19</b>

## **ATTACHMENT 8**

# **VETERANS SERVICES FOUNDATION**

## **Board of Trustees**

### **BYLAWS**

#### **Article I – Authority and Statement of Purpose**

- 1.01 Authority: The authority for the Veterans Services Foundation (the Foundation) is §§ 2.2-2715 – 2.2-2719 of the Code of Virginia. The Foundation is a state agency under the Secretary of Veterans and Defense Affairs and is separate and distinct from the Department of Veterans Services (the Department) as set forth in § 2.2-230. The relationship between the Foundation and the Department shall be detailed in a memorandum of understanding which shall be an attachment to these Bylaws.
- 1.02 Statement of Purpose: The Foundation serves as an independent body politic and corporate agency supporting the Department in the executive branch of state government. The Foundation shall be governed and administered by a supervisory board of trustees (the Board). The Foundation shall (i) administer the Veterans Services fund (the Fund), (ii) provide funding for veterans services and programs in the Commonwealth through the Fund, and (iii) accept and raise revenue from all sources including private source fundraising to support the Fund.
- 1.03 Mission Statement: The Virginia Veterans Services Foundation will administer and develop fundraising and other resources to provide supplemental, revenue for the Veterans Services Fund for veterans' services and programs, and work with the Department of Veterans Services and supporting organizations to assure veterans services programs are enhanced.
- 1.04 Organization: The Foundation is composed of a governing board of trustees, supporting staff, donors, volunteers, and other interested parties which make-up the organization's structure and membership.

#### **Article II – Trustees**

- 2.01 Composition and appointment of trustees: The board of trustees (Board) of the Foundation consists of (i) eight non-legislative citizens appointed by the Governor; (ii) five nonlegislative citizens appointed by the Speaker of the House of Delegates; and (iii) three nonlegislative citizens appointed by the Senate Committee on Rules. The Commissioner of Veterans Services and the Chairmen of the Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations, serve as ex officio voting trustees.
- 2.02 Terms – Vacancies: After initial appointments, trustees shall be appointed for a term of four years. Appointments to fill vacancies, other than by expiration of a term, shall be for the unexpired terms. All trustees may be reappointed. However, no trustee shall serve more than two consecutive four-year terms. The remainder of any term to which a trustee is appointed to fill a vacancy shall not constitute a term in determining the trustee's eligibility for reappointment. Vacancies shall be filled in the same manner as the original appointments. The appointing authority at its pleasure may remove any trustee of the Board.
- 2.03 Qualifications of trustees: A majority of the trustees shall be active or retired chairmen, chief executive officers, or chief financial officers for large private corporations or nonprofit organizations and individuals who have extensive fundraising experience in the private sector. Trustees shall, insofar as possible, be

veterans. Each appointing authority shall endeavor to ensure a balanced geographical representation on the Board to facilitate fundraising efforts across the state.

- 2.04 Non-trustee Board membership: The Foundation Executive Director and Treasurer serve as ex officio non-voting Board members *and Agents of the Board in accordance with section 10.01 of these Bylaws*. Committee advisors elected to Board committees are considered non-trustee committee members in accordance with section 6.06 of these Bylaws.

### **Article III – Officers**

- 3.01 General: The trustees shall elect from their number a Chairman (Chair) and Vice Chairmen (Chairs). By separate agreements contained in the attached memorandum of understanding and VSF-DVS Joint Policy 2 (Foundation Operations), the Department of Veterans Services Director of Finance acts as the Treasurer without bond because financial controls exist to assure fiscal accountability.
- 3.02 Duties of the Chair: The Chair shall preside over all meetings of the Board unless absent, shall have general supervision of the affairs of the Board, and shall perform all other such executive duties as are reasonably necessary or are properly required by the Board. The Chair may appoint committees from within the Board of Trustees as deemed necessary or appropriate to carry out the purposes of the Foundation.
- 3.03 Duties of the First Vice Chair: Upon the death, resignation, absence, or disability of the Chair, or upon the Chair's refusal to act, the Vice Chair shall perform the duties of the Chair. In the absence or disability of the Chair, the Vice Chair shall perform the duties of the Chair only so long as the Chair is absent or disabled. In all other instances, the Vice Chair shall serve for the remainder of the Chair's term or until a substitute is elected by the Board. In the event that an issue arises concerning whether or not the Vice Chair should assume or retain the duties of the Chair, the issue shall be decided by a majority vote of the Board, excluding the Vice Chair.
- 3.04 Duties of the Second Vice Chair: The Second Vice Chair shall act in the absence, for whatever reason, of the Chair and First Vice Chair under the same provisions of those set forth for the First Vice Chair.

## **ATTACHMENT 9**

VIRGINIA VETERANS SERVICES FOUNDATION  
VIRGINIA DEPARTMENT OF VETERANS SERVICES  
Veterans Services Fund – Fundraising  
Policy and Procedures

### **J3.1 Purpose**

- A. Planning and coordination are essential to successful fundraising and to avoid duplication in approaching potential donors in the name of the Virginia Veterans Services Foundation (VSF) and the Virginia Department of Veterans Services (DVS).
- B. To preserve the credibility and integrity of VSF and DVS among their financial supporters and the public, as well as to optimize resources *and protect respective DVS marks/logos/brands*, this policy will serve to govern all private fundraising made on behalf *or in support* of VSF and DVS and/or activities belonging to these two agencies and groups affiliated therewith.
- C. In the interest of promoting maximum effectiveness and avoiding duplication of effort, conflict of events, and dilution of effectiveness, all fundraising ~~activities~~ *sponsors* are required to receive prior approval of their initiatives from the VSF Executive Director and a member of DVS responsible for the DVS program being supported.

### **J3.2 References**

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

### **J3.3 Application**

The Executive Director of the VSF and the DVS Director of Policy and Planning or their designee(s) shall be responsible for the application of this policy.

### **J3.4 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.

### **J3.5 Policy**

- A. VSF, in coordination with DVS, shall oversee and ensure that the establishment of fundraising priorities and oversight of private fundraising rests with the VSF Trustees. The Trustees' Development Committee, under the Trustees Bylaws, is responsible for making recommendations regarding fundraising and organizing fundraising programs. 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 obtain private gift support.
- B. DVS, in coordination with VSF, shall allow DVS activities (i.e., care centers, cemeteries, etc.) to accept unsolicited donations on behalf of VSF to be deposited in the Veterans Services Fund (the Fund). All plans for DVS fundraising activities involving the solicitation of funds or in-kind material shall be coordinated through the VSF Executive Director on behalf of the VSF Trustees' Development Committee and the DVS Deputy Commissioner. These plans must be approved by the VSF Executive Director on behalf of the VSF Trustees' Development Committee. The Commissioner or his/her designee shall be regularly updated on all approved plans. Exceptions to this policy for approval of

recurring events may be granted by the Commissioner or his/her designee *in consultation with the VSF Executive Director*.

- C. All non-DVS activities, persons, and groups wishing to raise private fund gifts for DVS veterans programs or services shall be required to receive prior VSF approval before engaging in planning or conducting such activities to preserve the credibility and integrity of VSF, **and** DVS, *and the activity sponsors* among their financial supporters as well as the public and optimize resources. *Exceptions to this policy for approval of non-DVS events may be granted by the VSF Executive Director.*
- D. VSF reserves the right to refuse donations.
- E. DVS and VSF trustees, employees, affiliated agency personnel, or volunteers shall not accept cash donations or serve as collection agents at any fundraising event conducted on behalf of VSF, DVS, or DVS programs by other activities, organizations, or individuals.
- F. DVS and VSF trustees, employees, affiliated agency personnel, or volunteers shall not accept honorariums or other pay for services they provide as employees of the Commonwealth, however, such honorariums or pay for services may be made to the VSF as donations for use in the DVS program of the donor's choice.

### **J3.6 Authorization to Conduct Fundraising**

- A. VSF Executive Director must approve all persons or groups wishing to raise private fund gifts for veterans programs or services provided by DVS or, VSF endowment or support funds, or other authorized veterans programs or services. All of these private fundraising efforts shall adhere to VSF approved policies and guidelines.
- B. No individual, group, or DVS activity shall solicit funds in the name of or on behalf of VSF or DVS unless they have organized and coordinated such activities with the VSF Executive Director on behalf of the VSF Trustees' Development Committee. Such coordination shall begin before making formal contact with a funding source or sources. This coordination shall continue until the specific fundraising event *or series of events are is* concluded. Once an event is concluded, it shall not be used to initiate another fundraising effort without pursuing approval of all interested parties set forth in the foregoing.

### **J3.7 Fundraising Authorization Procedures**

- A. VSF shall coordinate all of its fundraising activities with the Commissioner of Veterans Services and/or his/her designee(s).
- B. All DVS requests to plan and execute fundraising activities in support of any DVS activity shall be presented to the Commissioner of Veterans Services through the DVS Director of Development and the Deputy Commissioner for DVS activities.
  - 1. Each request shall include sufficient detail to adequately define the scope of the initiative. Appendix A contains a brief outline of a typical request. *Appendix B contains additional information that may be requested.*
  - 2. For currently approved, on-going DVS fundraising activities, latitude shall be considered in applying this requirement.



3. If the Commissioner favorably endorses the request, it shall be forwarded to the VSF Executive Director for approval on behalf of the VSF Trustees' Development Committee.
- C. All other persons or groups wishing to raise private fund gifts for DVS veterans programs or services shall designate a sponsor who shall submit a request to plan and execute activities for VSF approval before engaging in planning or conducting such activities.
1. The request shall contain sufficient detail to adequately define the scope of the initiative. Appendix A can be used as an outline for a typical request. *A completed Appendix B may be required as circumstances dictate.*
  2. *Requests shall be submitted for individual events or multiple events that are related.*
  3. Requests shall contain acknowledgement that the event sponsor generating multiple donations from many individuals shall meet the stewardship requirement of acknowledging the individual gifts with receipts or thank-you letters.
  4. Requests shall be submitted to the VSF Executive Director who shall follow the procedures contained in the preceding paragraphs for approval to promote maximum effectiveness and avoid duplication of effort, conflict of events, dilution of effectiveness, and maintain the integrity of DVS programs and services.
- D. Approved fundraising requests shall be expeditiously provided to the requestor. The approval, if appropriate, shall contain additional guidance for the conduct of the initiative and/or restrictions that may apply. Most fundraising events conducted by non-state government organizations or individuals will require a "Letter of Agreement" or LOA from the VSF Executive Director. Letters of Agreement shall conform to Office of the Attorney General requirements and guidance.. *An example of such a letter is at Appendix C.*
- E. Donors wishing to give unsolicited gifts in support of VSF or DVS and its programs and services shall be referred to the VSF Executive Director.

### **J3.8 Procedures for Accepting Donations**

Trustees or DVS employees accepting donations on behalf of the Fund shall follow the procedures contained in VSF-DVS Joint Policy 4 – Processing of Financial Donations, VSF-DVS Joint Policy 5 – In-Kind Donations and VSF-DVS Joint Policy 11 – Planned Giving.

### **J3.9 Reporting Fundraising Results**

Upon completion of the fundraising event or initiative, when required the sponsor shall complete and submit a report to the VSF Executive Director detailing the results achieved. An outline of such a report is contained at Appendix D. DVS activities shall submit the report through the DVS Director of Development to the Commissioner and VSF Executive Director.

### **J3.10 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 responsibility of the VSF Development Committee.

### **J3.11 Policy Effective Date**

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy. Revised: May 4, 2011, May 1, 2013, August 6, 2014, August 5, 2015, *November 4, 2015*.

May 6, 2009

**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Veterans Services Fund – Fundraising Request**

**Appendix A**

**REQUEST TO CONDUCT FUNDRAISING ACTIVITIES**

**PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION TO  
THE VIRGINIA VETERANS SERVICES FOUNDATION**

1. Type of Event(s) and Event(s) Title:
2. Name of the Sponsoring Organization and Mailing Address:
3. Sponsoring Organization's Authority (e.g., incorporated in Virginia, 501 (c) (3) organization, etc.):
4. Date(s) and Times of the Event(s):
5. Location(s) of the Event(s) (Facility Name(s) and Street Address(s)):
6. Point(s) of Contact for Event (s) Planning (Name(s), Address(s), Phone & Cell Numbers, (Email Addresses):
7. Event(s) Open to the Public?
8. Website(s) on which Event(s) will be Posted:
9. What percent or amount of the net proceeds, less expenses, will be donated?
10. Support from the Department of Veterans Services Expected:
11. Other Information Considered Appropriate:
12. Event(s) Flyers/Brochures and Other Advertising (When Available).

**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Veterans Services Fund – Fundraising Request**

**Appendix B**

**REQUEST TO CONDUCT FUNDRAISING ACTIVITIES**

Requests to conduct fundraising activities shall contain the following elements.

1. Identity and authority (e.g., 501 (c) (3), registered in Virginia, etc.) of the fundraising organization.
2. Purpose of the fundraising activity to be conducted.
3. Timelines involved including the start and end dates.
4. Capabilities and limitations of the fundraising organization.
5. Number and identity of volunteers.
6. Identification of donor groups for targeting the fundraising effort.
7. List the fundraising methods to be employed.
8. Specify the public relations program and advertising/marketing plan associated with the fundraising effort.
9. Provide an estimate of fundraising costs detailed by function\*.
10. Provide an estimate of expected revenue to include milestones to achieve objectives.
11. Specify the support required from state agencies.
12. Procedures for assuring accountability of funds collected.
13. Procedures for assuring donor satisfaction.
14. Implementation agenda.

*The requestor acknowledges that the event sponsor generating multiple donations from many individuals shall meet the stewardship requirement of acknowledging the individual gifts with receipts or thank-you letters. (This requirement may be waived by mutual agreement between the event sponsor and the Foundation Executive Director.)*

\*See Appendix D (Report of Fundraising Activities) to VSF-DVS Joint Policy Number 3 for details by function.

**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Veterans Services Fund – Fundraising Request**

**Appendix C**

**EXAMPLE OF A STANDARD LETTER OF AGREEMENT (LOA)**

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**SPONSORING ORGANIZATION'S LETTERHEAD**

**PRIVILEGED AND CONFIDENTIAL**

Date

[Name of the Foundation Executive Director]  
Executive Director  
Veterans Services Foundation  
900 East Main Street, 6th Floor  
Richmond, Virginia 23219

Dear Sir,

This Letter of Agreement (Agreement) sets forth the understanding between [name of sponsoring organization and mailing address] and the Virginia Veterans Services Foundation (VSF), a state agency and a Virginia nonprofit corporation. The VSF is a separate agency and not part of the Virginia Department of Veterans Services (DVS) but operating in direct support of DVS, with their principal places of business at 900 East Main Street, 6<sup>th</sup> Floor West, Richmond, Virginia 23219. This agreement covers an event and fundraiser [name type of fundraiser] (Program) that [name of sponsoring organization] will be conducting at [location] on [date(s)].

1. At this event [name of sponsoring organization] offers VSF the ability to increase the public awareness of VSF's programs and to provide a means for raising funds to support the work of VSF. [Name of sponsoring organization] has chosen VSF to participate in this Program and by signing this Agreement [name of sponsoring organization] agrees to participate in the Program on the terms and conditions set forth below.

2. To facilitate the VSF's efforts to increase its public awareness, [name of sponsoring organization] agrees to donate the proceeds [or a portion of the proceeds, less expenses] from the Program to the VSF in support of the Virginia Veteran and Family Support (VVFS) program [cite appropriate DVS program supported if not VVFS] within thirty (30) calendar days of the Program conclusion.

3. Should the Program fail to generate a profit, which would be used for the contribution, [name of sponsoring organization] agrees to provide one percent (1%) of the gross revenue received from the Program or \$50.00, whichever is the lesser amount, to VSF to preserve the advertising integrity of each Program within thirty (30) calendar days of the completion of the Program.

4. [Name of sponsoring organization] will communicate to donors that [name of sponsoring organization] is proudly contributing the proceeds [or a portion of the proceeds, less expenses] to VSF in support of the Virginia Veteran and Family Support (VVFS) program.

5. Within thirty (30) days of receipt of the donation from [name of sponsoring organization] Program, VSF will provide [name of sponsoring organization] with written confirmation of the total amount of [name of sponsoring organization] donation, of which 100% will go to Virginia's needy veterans and their families, and acknowledge that no goods or services were provided to [name of sponsoring organization] in exchange for the donation. No donated funds are used by VSF for administration, staff, and fundraising.

6. Subject to the terms and conditions of this Agreement, each Party hereby grants to the other Party a revocable, limited, non-exclusive, non-transferable, royalty free license to use certain Marks, in this case the VVFS Logo, during the term of this Agreement. Each Party agrees to provide to the other Party, at least ten (10) days in advance of any distribution, display or publication of any materials using the other Party's Licensed Marks, copies of such materials for review and approval by the other Party. No Licensed Marks of [name of sponsoring organization] may be used by VSF without the prior written authorization of [name of sponsoring organization]. Each Party agrees that it is granted only the limited right to use the Licensed Marks specified herein. Further, neither Party shall alter the Licensed Marks except as the other Party may approve in writing in advance. All use of the Licensed Marks shall conform to proper trademark usage, including but not limited to, using the trademark symbols where appropriate.

7. The VSF will recognize [name of sponsoring organization] as a corporate sponsor on the same basis and to the same extent that it recognizes other corporate sponsors in its written and other materials, where applicable.

8. The VSF warrants that donations may be exempt from federal income tax under Section 170 (c) (1) of the United States Internal Revenue Code and are exempt from state and local taxes under section 2.2-2719 of the *Code of Virginia*.

9. The term of this Agreement shall be for [duration of the agreement; e.g., ninety (90) days] from the date of execution, unless earlier terminated by either Party upon written notice in accordance with paragraph 10.

10. Either Party may terminate the Agreement, with or without cause, upon giving the other Party thirty (30) days written notice with the following exceptions. [Name of sponsoring organization] may terminate this Agreement immediately if the VSF fails to maintain or loses its (i) *Internal Revenue Code* (IRC) Section 170 (c) (3) status and/or (ii) its section 2.2-2719 status in the *Code of Virginia*. VSF may immediately terminate this agreement (i) on [name of sponsoring organization] material breach of this Agreement or (ii) the gross negligence or willful misconduct of [name of sponsoring organization], its employees, its agents, or its members.

11. Upon termination or expiration of the Agreement each Party shall cease using the other Party's Licensed Marks and any materials featuring the Licensed Marks, however, VSF and VVFS may state in writing or verbally that [name of sponsoring organization] has been a contributor.

12. [Name of sponsoring organization] exclusively shall be responsible for all costs associated with the Program and developing, producing, selling and fulfilling products ordered. The VSF, Department of Veterans Services, and any of their subordinate activities, employees, or agents shall not be liable for any losses incurred by [name of sponsoring organization] as a result of participation in the Program or product sales, except such losses that arise or result from VSF losing or failing to maintain its (i) IRC Section 170 (c) (1) status and/or (ii) its *Code of Virginia* Section 2.2-2719 status, (iii) VSF's breach of this Agreement, or (iv) the gross negligence or willful misconduct of VSF.

13. All safety precautions involved in the conduct of the Program are the exclusive responsibility of [name of sponsoring organization] and no liability shall be incurred by VSF, Department of Veterans Services or the Virginia Wounded Warrior Program for injuries or other liabilities resulting therefrom. [Name of sponsoring

organization] hereby agrees to defend, save, and hold harmless the Commonwealth of Virginia, the Virginia Veterans Services Foundation, the Department of Veterans Services, and each of their respective Officers, Directors, Board Members, employees, independent contractors, attorneys, and any of their agents from all law suits, claims, costs (including reasonable attorneys' fees, expert witness fees, and expenses of litigation), personal injuries, deaths, and damages, resulting in whole or part from the Program except such that arise or result from VSF losing or failing to maintain its (i) IRC Section 170 (c) (1) status, (ii) its *Virginia Code* Section 2.2-2719 status, (iii) VSF's breach of this Agreement, or (iv) the gross negligence or willful misconduct of VSF.

14. Neither Party may assign its rights and/or delegate its obligations under this Agreement, in whole or in part, without the other Party's written approval.

15. The Parties to this Agreement do not intend to create a partnership, principal/agent, master/servant, employer/employee or joint venture relationship, and nothing in this Agreement shall be construed as creating any such relationship between the Parties.

16. The Parties hereby agree not to disparage or make any derogatory or false statements concerning each other, their directors, officers, or employees.

17. Nothing in this Agreement shall preclude [name of sponsoring organization] from conducting other fundraising drives during the period this Agreement is in effect.

18. Should [name of sponsoring organization] need to change the dates or location identified in the introductory paragraph of this agreement due to circumstances beyond its control, this can be accomplished after notifying VSF and submitting the proposed changes in writing to VSF. Such written changes will be considered written modifications to the agreement and will not require a new document.

19. This Agreement constitutes the entire agreement between the Parties relating to the subject matter hereof. Any modification to this Agreement must be in writing signed by both Parties, paragraph 18 notwithstanding.

Please confirm the mutual agreement between [name of sponsoring organization] and VSF with above terms by having an authorized representative countersign both copies of this letter where indicated below, and return one copy of the countersigned letter to the undersigned.

Yours truly,

\_\_\_\_\_  
Name: [of responsible person for event]  
Title:

Acknowledged and agreed on behalf of the Virginia Veterans Services Foundation:

Signature: \_\_\_\_\_  
Name: [of Executive Director]  
Title: VSF Executive Director

Date: \_\_\_\_\_

**Virginia Veterans Services Foundation**  
**Report of Fundraising Activities**  
Appendix D

**FUNDRAISING ACTIVITIES CONDUCTED BY ORGANIZATIONS  
ON BEHALF OF THE VIRGINIA VETERANS SERVICES FUND**

The report of fundraising activities shall be sent to the Virginia Veterans Services Foundation, 900 E. Main St, 6th Floor, West Wing, Richmond VA 23219 (Attn: VSF Executive Director) and shall include, as appropriate:

**INCOME**

Total Revenues Raised and Received

Total of Pledged Revenues Not Yet Received

Total Value of In-Kind Donations by Type:

- Advertising (by type of media)
- Beverages
- Catering
- Mailing
- Printing
- Professional Services
- Rental Space
- Travel & Lodging
- Other (List and Itemize)

**EXPENSES**

Total Expenses

Expenses by Category:

- Advertising (by type of media)
- Beverages
- Catering
- Mailing
- Printing
- Professional Services
- Rental Space
- Travel & Lodging
- Other (List and Itemize)

In-Kind Expenses (Should Equal In-Kind Income)

Fundraiser's Commission and its basis/rationale

Sponsoring Organization's portion of the income and its basis/rationale

**Please attach:**

- A list of financial donors, their contact info, amount of contribution, date received, and if receipt and thank you letter has been sent
- A list of in-kind donors, their contact info, amount of contribution, date received, and if receipt and thank you letter has been sent
  - A list of pledged donations by donor, contact info, amount of contribution, and expected date receipt of pledged revenues



## **ATTACHMENT 10**

VIRGINIA VETERANS SERVICES FOUNDATION  
VIRGINIA DEPARTMENT OF VETERANS SERVICES  
Veterans Services Fund – Processing of Financial Donations  
Policy and Procedures  
DRAFT

### **J4.1 Purpose**

- A. The Virginia Veterans Services Fund (the Fund), administered by the Virginia Veterans Services Foundation (VSF), is a special non-reverting trust fund on the books of the Commonwealth Comptroller. The Fund includes such monies as may be appropriated by the General Assembly; revenues transferred from other state programs established for the Fund's benefit; revenues derived from contracts, grants, and other dedicated sources; and designated gifts, contributions and bequests of money, securities or other monetary property of whatever nature.
- B. This policy sets forth the procedures to be followed when receiving, recording, managing, and expending financial donations made to the Fund.

### **J4.2 References**

This policy is made in accordance with Code of Virginia § 2.2-2718 and § 64.2-1100 et seq, the Department of Veterans Services (DVS) DVS-VSF Memorandum of Understanding, and the VSF Bylaws.

### **J4.3 Application**

The Executive Director of the VSF and the DVS Director of Finance or their designee(s) shall be responsible for the application of this policy.

### **J4.4 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.

### **J4.5 Policy**

- A. ~~It is the policy of~~ VSF and DVS, in coordination with the Trustees Finance Committee and VSF Executive Director, ~~to~~ shall oversee and ensure that monies collected are properly deposited, managed, and expended.
- B. ~~It is the policy of VSF that~~ Restricted gifts ~~will~~ shall be used by DVS programs as intended by the donor to meet the necessities of needy veterans and their families.
- C. *DVS and VSF trustees, employees, affiliated agency personnel, or volunteers shall not receive cash donations or serve as cash collection agents at any fundraising event conducted on behalf of VSF, DVS, or DVS programs by other activities, organizations, or individuals.*

### **J4.6 Definitions**

The following definitions apply to this policy and may be applicable to other VSF-DVS Joint Policies.

- A. **Account:** As used by the Foundation, a financial account (i.e., a record of financial transactions showing receipts and expenditures for a given period) is maintained for each of the principal subordinate programs of DVS.

- B. Activity:** It is a function (i.e., a set of operations including special services, projects, events, etc.) that a DVS principal subordinate program performs and has a purpose recognized for authorization of use of Foundation funds.
- C. Agency:** This is the administrative unit of state government, including any department, institution, commission, board, council, authority, or other body. VSF and DVS are state agencies that report to the Secretary of Veterans Affairs and Homeland Security. The Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations also are state agencies, however, they report to the Commissioner of DVS.
- D. Fund:** The “Fund” is the Veterans Services Fund, which includes subsidiary funds for each of the DVS principal subordinate divisions or programs.
- E. Business Units of DVS:** See Principal Subordinate Programs of DVS.
- F. Divisions of DVS:** See Principal Subordinate Programs of DVS.
- G. Principal Subordinate Programs of DVS:** Include Cemetery Operations, Sitter & Barfoot Veterans Care Center, Virginia Veterans Care Center, and the Virginia Wounded Warrior Program, and others that may be developed and affected by Foundation operations.
- H. Program:** An operational term for a principal subordinate division of DVS or other state agency programs.
- I. Report:** This is a written response to a request for information and may include financial schedules and statements or other data.
- J. Schedule:** A schedule contains financial information, usually at a more detailed level than the following definition of “statement.” An example is the Schedule of Receipts, Expenditures, and Budget that contains financial information on DVS Programs and their activities.
- K. Service:** This is an operational term for DVS principal subordinate programs’ activities performed in support of a specific DVS program.
- L. Statement:** A statement refers to a financial statement. Current statements include a Balance Sheet, and a Statement of Revenues and Expenditures. Other financial statements may be defined, as the needs of the users change.
- M. Sub-fund:** This term is used to denote financial accounts that support the activities/ services of DVS programs. These also are called sub-accounts for accounting purposes.
- N. Subsidiary Funds:** These are the principle subordinate funds of the Veterans Services Fund and pertain to the funds of each of DVS principal programs.

#### **J4.7 Authorization to Receive Financial Donations**

*Financial donations normally take the form of: (1) cash; (2) bank check or money order; or (3) bank card transaction via an on-line donation via the VSF Website. Cash and bank checks/money orders may be received in person or by mail with mail being the primary means of receipt for most donations. This policy primarily covers cash and bank checks/money orders received in person or by mail. Acceptance of cash donations is prohibited, but occasions arise when their receipt may be unavoidable, such as receiving cash in*

*the mail. Such exceptions may be permitted by the Foundation Chairman or the VSF Executive Director according to the circumstances involved.*

- A. Any Trustee may accept a financial donation, ~~whether in the form of a cash or check,~~ on behalf of the Fund.
- B. Designated employees of the Virginia Department of Veterans Services (DVS) also may accept financial donations on behalf of the Fund. The Commissioner of Veterans Services and DVS program directors/administrators shall designate in writing the principal DVS employees who may accept donations on behalf of the Foundation, subject to the approval of the Foundation Chairman or the VSF Executive Director in the absence of the Chairman. As a practical matter, it is understood that any DVS employee may actually accept a donation, but they shall be instructed to immediately give the donation to the designated principal DVS employee in their program.
- C. Each DVS program receiving contributions shall establish a policy for acceptance of financial donations similar to the one contained in Appendix A for the Office of the Commissioner. A copy of program policy shall be filed with the DVS Director of Finance.

#### **J4.8 Procedures for Accepting Financial Donations**

Trustees or DVS employees accepting a financial donation on behalf of the Fund shall take the following steps:

- A. Coordinate with the donor or fundraising event sponsor so that they know that any check or money order presented must be made out to the Virginia Veterans Services Foundation with a notation in the “For” section of the check regarding the purpose of the contribution.
- B. *If cash contributions must be received,* ~~For cash contributions,~~ ensure that the source and purpose of the donation is recorded and a receipt provided.
- C. Should the purpose of the donation appear to have unforeseen consequences, such as requiring ongoing expenditures, the recipient shall contact either the DVS Director of Finance or the VSF Executive Director. See section J4.9.B of this policy.
- D. Thank the donor for his/her generous gift and give the donor their personal business card.
- E. Complete VSF-DVS Form A (see Appendix B) Financial Donation Receipt acknowledging receipt of the donation. Forward one copy of the receipt to the Commissioner’s Office for VSF/DVS records, retain one for local records, and provide one to the donor.
- F. On the same day received, forward the check, along with the donor’s name, address, and instructions regarding the disposition and use of the donation, to:
  - 1. For the Foundation Endowment, Support Fund, and Virginia Wounded Warrior Program:  
Virginia Veterans Services Foundation  
Executive Director  
900 East Main Street, 6th Floor  
Richmond, Virginia 23219

2. For the Virginia Veterans Cemeteries and Sitter & Barfoot Veterans Care Center:  
Virginia Department of Veterans Services  
Sitter & Barfoot Veterans Care Center  
Financial Manager  
1601 Broad Rock Blvd  
Richmond, VA 23224

3. For the Virginia Veterans Care Center:  
Virginia Department of Veterans Services  
Virginia Veterans Care Center  
Financial Manager  
4550 Shenandoah Ave NW  
Roanoke, VA 24017

- G. If contributions cannot be forwarded on the same day received, they shall be retained in a locked container until they can be forwarded. This is particularly true of cash. In any case, the Department of Accounts requires that donations must be forwarded within the next business day.
- H. Large amounts of cash *shall not be received*, ~~should be converted to a cashier's check~~, if they cannot be deposited the same day received.
- I. A personal thank-you *call to the donor shall be made* for donations of \$1,000 or over ~~should be made~~ on receipt of the donation.

#### **J4.9 Recording Financial Donations**

Upon receipt of a financial donation, the DVS Director of Finance or his/her designee shall.

- A. Record the donation on the Fund spreadsheet in the appropriate account.
- B. Determine if ongoing expenditures will be required to maintain the object that results from the purpose of the donation and if the maintenance cost is sustainable. For example, an aquarium and its contents have a fixed procurement price, but the annual maintenance may exceed the cost of honoring the intent of the donation. In such cases, an assessment must be made, in conjunction with the donor, regarding disposition of the donation.
- C. Forward the check to the finance staff person responsible for deposits in the Fund.
- D. E-mail the donor's name, organization, and address, the amount of the donation and the intended purpose of the donation to the VSF Executive Director so that VSF has a record of the transaction.
- E. Thank-you letters must be prepared for all contributions. In the case of fundraising events where multiple donors are involved, individual thank-you letters shall be sent to donors by the event sponsors. Should DVS activities (i.e., care centers and cemeteries) prepare thank-you letters, a copy will be retained and made available at the request of the VSF Executive Director or the DVS Director of Finance.
- F. The VSF Executive Director and DVS activity responsible staff preparing thank-you letters shall ensure that a thank-you letter is sent to the donor within 10 working days of the donation's deposit.

- G. The Internal Revenue Code requires that donations of \$250.00 and over be acknowledged in a receipt or thank-you letter with the following statement: “No goods or services were provided to you in return for your donation. Therefore the full amount of your contribution is tax-deductable to the extent allowed by law.” If goods and services were provided, they must be deducted from the amount of the contribution received and so noted in the statement.

#### **J4.10 Managing Financial Donations**

Financial donations shall be managed as follows:

- A. All contributions shall be considered donations contributed for a specific program or activity.
- B. All balances in the Fund shall be maintained in an interest bearing account. Interest income generated by the Fund shall accrue to the Foundation Endowment Fund, unless otherwise directed by the Trustees.
- C. Upon completion of the activity for which funds were donated, the unspent portion of donations made for a specific activity shall be transferred to a related program fund or the Foundation Endowment Fund at the discretion of the Trustees. Procedures are contained in VSF-DVS Joint Policy Number 9 (Subsidiary Fund Balances).
- D. At the end of each fiscal year, VSF shall review remaining activity account balances to determine their continuing need. DVS programs shall justify sub-fund retention or recommend redistribution of excess funds within the program. At the discretion of the Trustees, unneeded amounts shall be reallocated. Procedures are contained in VSF-DVS Joint Policy Number 9 (Subsidiary Fund Balances).
- E. The DVS Director of Finance shall assist VSF in preparing quarterly reports to the VSF Trustees. These reports shall contain statements and schedules, as appropriate to identify the status of all monies deposited and expended in the Fund. Reports may be required more frequently by the Trustees. These reports will form the basis of a Foundation annual report.

#### **J4.11 Expending Financial Donations**

Expenditures may be approved from the Fund as outlined in the VSF Bylaws and applicable VSF and DVS policies on expenditures.

#### **J4.12 Adoption and Amendment**

- A. 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 members at least ten (10) days prior to the vote being taken.
- B. Biennial review of this policy is the responsibility of the VSF Finance Committee.
- C. On adoption, this policy supersedes DVS Administration Policy 23 and replaces DVS Forms 12, 14, and 21 with VSF-DVS Form A (Appendix B).

#### **J4.13 Policy Effective Date**

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy. Reviewed May 4, 2011, May 1, 2013, August 6, 2014, *November 4, 2015*.

May 6, 2009

# **VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES**

## **Veterans Services Fund – Acceptance of Financial Donations**

### **Appendix A**

#### **PROCEDURES FOR HANDLING DONATIONS RECEIVED AT THE OFFICE OF THE COMMISSIONER OF VETERANS SERVICES**

##### **DRAFT**

1. The purpose of this policy is to ensure proper action is taken on issues involving the Veterans Services Foundation (VSF) and donations thereto, as agreed between the: Department of Veterans Services (DVS) Commissioner; Deputy Commissioner: Director of Finance/VSF Treasurer (DF); Development Director/VSF Executive Director; Director of Benefits; Director of Education, Training, and Employment; and the Executive Director of the Virginia Wounded Warrior Program.
2. The address to which donations to VSF should be sent is the DVS Commissioner's office in Richmond for VSF and Program credibility.
3. The person initially receiving mail shall date stamp each piece before distributing it to the recipients as follows:
  - a. Mail received by the Commissioner's office addressed to VSF or the DVS Development Director/VSF Executive Director shall be delivered to the Commissioner/Deputy Commissioner's Confidential Assistant (CA) who has the authority to receive and open such mail.
  - b. Mail received by the Commissioner's office addressed for Benefits and other DVS activities shall be delivered to the responsible agents designated to open mail. Such mail shall be opened expeditiously and donation checks with supporting documents including the envelope immediately shall be copied for the agency records and the check immediately delivered to the CA or VVFS Executive Assistant for delivery for deposit.
  - c. Mail received in the Commissioner's office addressed to the Virginia Veteran and Family Support (VVFS) shall be delivered to the VVFS Executive Assistant who has authority to receive and open such mail.
  - d. The Commissioner, Deputy Commissioner, and VVFS Executive Assistant have de facto authority to open mail and receive checks in the absence of the CA.
  - e. The Director of VVFS also is authorized to receive and open mail addressed to VVFS in the absence of the VVFS Executive Assistant.
4. All checks received at the Commissioner's office shall be deposit stamped by the authorized recipient before delivery to the DVS Sitter and Barfoot Veterans Care Center (SBVCC) Finance Office to avoid misplacement of funds. Only deposit stamped checks shall be forwarded to DVS SBVCC Finance

Office; papers accompanying checks will be retained by the sending office. Multiple checks shall be itemized on a separate piece of paper (preferably on an adding machine tape with a total) and included with the checks being sent. Where possible, **any checks received should be transmitted on the same day as received, but no later than the next business day.** Deposit stamps shall be held by the CA and the VVFS Executive Assistant.

5. Any financial donations received by other parties in the Commissioner's office or supported by it (e.g., VSF Trustees) shall be immediately given to the CA or the VVFS Executive Assistant for deposit stamping and prompt forwarding to the DVS SBVCC Finance Office.
6. Donations forwarded to the DVS SBVCC Finance Office by the CA and VVFS Executive Assistant shall be scanned and sent electronically to the DVS SBVCC Business Office Manager (Sheri Jones), with copies to the:
  - a. SBVCC Financial Director (Tracy Morrison)
  - b. DVS Financial Analysts (Traci Dempsey and Syreeta Thomas)
  - c. VVFS Development Assistant (TBD).
  - d. Additionally, if they are not the originator of the electronic report, the VSF Executive Director, the VVFS Director, CA, and VVFS Executive Assistant should be copied on the email.
7. While papers accompanying the donation funds will not be sent to the DVS SBVCC in accordance with paragraph 4, those electronically scanned and sent will contain all accompanying papers including the envelope in which they were delivered.
8. Copies of deposit receipts shall be sent from the DVS SBVCC Finance Office to the VSF Executive Director the DVS Financial Analysts, and the VVFS Development Assistant. Receipts received by other parties shall immediately forward them to the VSF Executive Director.
9. The DF shall not directly be involved with Foundation mail or donations because he or she is in a supervisory capacity over administration, funds, and accountability.
10. Other DVS activities, such as the Virginia and Sitter & Barfoot Veterans Care Centers and the Cemeteries, shall ensure that similar policies and procedures are in place and implemented at each activity.

8/10/2015

**VIRGINIA VETERANS SERVICES FOUNDATION (VSF)  
VIRGINIA DEPARTMENT OF VETERANS SERVICES (DVS)**

**Financial Donation Receipt  
Appendix B**

*It is the policy of the Veterans Services Foundation that contributions will be accepted as designated by the donor, however, if the purpose of the donation has been met by other means the Foundation reserves the option to use unsolicited donations at the discretion of the Foundation Board of Trustees.*

<b><i>Date</i></b>	
<b><i>Name Individual / Group</i></b>	
<b><i>Group Contact / Title</i></b>	
<b><i>Street Address</i></b>	
<b><i>City, State, Zip</i></b>	
<b><i>Phone Number</i></b>	
<b><i>E-Mail Address</i></b>	
<b>Above to be completed by Donor (Please Print)</b>	

The donation to the Veterans Services Fund is tax exempt under section 170 (c) (1) of the Internal Revenue Code to the extent authorized for federal taxes and tax exempt from Virginia state and local taxes in accordance with section 2.2-2719 of the Code of Virginia. The Foundation did not provide any goods or services in return for this donation.

<b><i>Donation</i></b>		
	<b><i>Funds</i></b>	<b><i>Amount(s)</i></b>
	<b><i>Restricted/Use</i></b>	
<b>Above to be completed by VSF or Program or Activity Representative</b>		

\_\_\_\_\_  
**Foundation/Program/Activity Representative**

\_\_\_\_\_  
**Title**

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