

**Veterans Services Foundation Board of Trustees**  
**Virginia War Memorial**  
**621 South Belvidere Street, Richmond, VA**  
**Meeting Minutes**  
**May 4, 2016**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, May 4, 2016 at the Virginia War Memorial, 621 South Belvidere Street, Richmond.

**Trustees Present**

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

**Trustees Absent**

- Don Kaiserman (*ex officio*, voting, Board of Veterans Services (BVS) Vice Chair)
- Meade Spotts
- 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**

- Carrie Ann Alford, DVS
- Karla Boughey, DVS
- Allen Fryman, DVS
- Glendalynn Glover, DVS
- Brandi Jancaitis, DVS
- Ross Koenig, DVS
- Bennett Newman, Office of Auditor of Public Accounts
- Brian Pickeral, DVS
- Andrew Schwartz, DVS

## **Visitors Present**

- None present

## **Materials Distributed and Attached**

- Meeting Agenda (*Attachment 1*)
- JLC Chair Report (*Attachment 2*)
- DVS Director of Development Report (*Attachment 3*)
- VSF Income (*Attachment 4*)
- VSF Expenses (*Attachment 5*)
- FY 16-17 Events (*Attachment 6*)
- DVS-VSF Joint Policy # 4 Definitions (*Attachment 7*)
- VSF Modified Strategic Goals (*Attachment 8*)
- VSF FY17 Milestone Plan (*Attachment 9*)
- Nominating Committee Report (*Attachment 10*)
- Veterans Services Fund Quarterly Report (*Attachment 11*)
- VSF FY17 Budget Summary (*Attachment 12*)

## **Materials Available But Not Included**

- List of Documents
- VSF Committee and Board Meeting Minutes for March 30, 2016
- JLC initiatives and the Results of the General Assembly Session

## **Materials Distributed Separately**

- Virginia Veteran and Family Support Update
- Virginia Values Veterans (V3) Update

## **Opening and Pledge of Allegiance**

Chair Brad Antle welcomed everyone and called the meeting to order at 11:40 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. The Chair welcomed Mr. Bennett Newman from the Office of the Auditor of Public Accounts to the meeting and Mr. Andrew Schwartz introduced Mr. Ross Koenig of the V3 Program.

## **Approval of Agenda**

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

Mr. Pat Webb **moved** to approve the agenda as presented and Dr. Kathleen Levingston **seconded** the motion. There was no discussion and the motion **passed unanimously**.

## **Review and Approval of March 30, 2016 Meeting Minutes**

Chair Antle stated that the March 30, 2016 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 March 30, 2016 Board meeting minutes.

Mr. John Lesinski **moved** to approve the minutes and Mr. Bill Lechler **seconded** the motion. There was no discussion and the motion **passed unanimously**.

Mr. Jack Hilgers was pleased to announce the reappointment of Mr. Frank Driscoll for another four year term. The Board member was applauded for his reappointment.

## **PRESENTATIONS**

Chair Antle called for presentations and welcomed Ms. Jancaitis who will be leaving DVS and VVFS in June to relocate to Colorado. He said that she would be greatly missed.

### **VVFS Update**

Ms. Jancaitis thanked the Chair for his kind remarks. She said that little has happened since she last addressed the Board a month ago. The Program is at 87% of its target goal of providing services to veterans and their families this fiscal year. That doesn't include many ancillary services such as behavioral health and other support services VVFS provides such as employment as adjuncts to their primary services. That is why the numbers of services provided is greater than the number of veterans and their families served and only capture the main services and not all of the ancillary services provided directly or indirectly.

For veterans services, there are four main service lines that reach out: behavioral health, rehabilitative/medical services, supportive services (including transition and employment), and group services She proceeded to describe each.

There was a request for cost per person served as it related to donor funds. The cost is over \$880 per person. That was for FY15 for such things as emergency shelter, rental assistance, and utility restoration services. The FY 16 figures are not completely in and it will be a while before VVFS can provide those numbers. A great amount of that went to help homeless veterans and was tied to the Governors emphasis on reducing homelessness, with which VVFS has had great success.

This takes us into the anticipated spending for the next fiscal year and the VVFS proposed budget for FY17. The majority of spending will be on direct services to veterans and their families at \$150,000. Also Mission Healthy Relationships will require increased spending up to \$100,000 to help couples understand and cope with their circumstance with a goal to their overcoming the problems they face. This is to enable couples to stay in touch with each other to solve the problems facing them both. Ms. Jancaitis was asked how many couples attend these retreats. She responded that between 20 and 25 couples normally attend, but it's not unusual to only get 15 families due to the time of year and staff availability. VVFS currently is limited in the services it provides by staff availability. This is one of the reasons, among others, for VVFS restructuring. VVFS is not the only services provider. Many other organizations, including the U.S. Veterans Administration (VA) are involved, but often they run out of funds and VVFS has to pick up where they left off. It's interesting to note that VVFS has funds, but is limited in personnel and the opposite is often true of other agencies. That is why all concerned are trying to work closely together.

Mr. Finelli observed that this perhaps was an area where the VVFS excess funds could be put to good use. Ms. Jancaitis mentioned that was valid, but outreach is important so veterans and their families know the services are available. She believes VVFS is doing a good job with outreach, but perhaps it could be better. VVFS has

put a great deal of effort into identifying the gaps in its outreach staff and outreach methodology. The problem is staff short falls that VVFS wants to cover. Also Homeless veterans will continue to be a priority with \$100,000 requested for this program.

Ms. Jancaitis proceeded to cover new events. This includes the Care Giver Summit, Women Veterans Conference, and Behavioral Health Summit. VVFS has not been successful in expending all of its annual allocations, therefore, the request for an increase from \$300,000 to \$450,000 will be put on hold by the Department of Planning and Budget (DPB) until VVFS demonstrates that the funds actually are needed.

The update on the Virginia Veteran and Family Support program will be provided to Board members and will be available to the public. Chair Antle thanked Ms. Jancaitis for a great update and all that she has done as VVFS Director over the years. On behalf of the Board he said that her great initiatives were greatly appreciated. The Board displayed its approval with unprompted applause.

Chair Antle asked Mr. Andrew Schwartz to provide the V3 update.

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

Mr. Schwartz said that his presentation primarily would cover V3 funding and he would be followed by Mr. Allen Fryman discussing Virginia Transition Assistance Program funding.

Mr. Schwartz introduced Mr. Ross Koenig who is the newest technical member of the V3 team. He has been involved with the V3 program since 2012. He is taking the lead on making sure all state agencies to enroll in the V3 program or become certified, and is convincing all the state agencies that joining the V3 program is a value-added proposition.

Mr. Schwartz observed that the allocation for V3 this year is \$200,000, divided into \$100,000 dollars from the grant from Altria that will go to V3 education and training, events, and data support. The balance is for VTAP for website development, outreach, and conferences. The thrust is to increase productivity between V3 and VTAP. Some of this money will come from Dominion Resources who will be donating the funds from the Dominion Charity Classic to the V3/VTAC fund through VFS. V3 is really excited about the ways it can increase productivity between employers and veterans in the Commonwealth. Altria donated \$100,000 dollars in October of 2014 and the goal was to double V3's success from the first two years V3 operated. V3 was successful and more than doubled the annual goal. As a result of the first year success, Altria agreed to donate another \$100,000 for phase 2 to focus on education and training. The official start date is July 1<sup>st</sup>, 2016 to improve the connection between education and training and employers. The biggest issue with education has been the lack of pipelines between VTAP related facilities and employers and to improve both graduation and job placement rates. To qualify as a VTAP facility, it requires GI Bill approval and be approved by state approving agency for GI bill benefits. Facilities consist of colleges, universities, community colleges, non-college degree granting programs, apprenticeships, and on-and-off training. There is a list of these facilities on the state approving agency website and will be put V3 website.

To clarify, this is a pilot phase and VTAP is going to start with about 14 institutions from these various entities. There will be no problem attracting facilities because there are many potential facilities seeking free training, but a pilot program will be needed to get the program moving in the right direction.

Chair Antle mentioned that the overall theme is to improve retention rate of discharged veterans in Virginia. Mr. Schwarz said that Mr. Fryman would describe how VTAP will be working with V3 to complete the link between qualified veterans and employers.

Mr. Fryman said that the funding will be used by VTAP to increase the quality and quantity of existing VTAP events, create new events, and promote outreach. For recruiting days as part of VTAP now, the focus is on an area of the state such as Hampton Roads where veterans come and meet representatives from V3 companies. They are career events, not job fairs. That is, the employers and veterans get to know each other on a much more personal level via timed intervals at each station on a one on one basis with small group interaction that allows great feedback. The events usually lead to about 12 interviews and 3 hires per event, and the attendee satisfaction rate is about 95%. VTAP has tried to have five or six events per year. The goal will be to have one each quarter in each of the major areas of Virginia. There is no fee for a V3 company's participation. Events are usually capped at about 100 with a show rate of about 50-75.

Dr. Kathleen Levingston asked if there are state universities on board.

Mr. Fryman said that Virginia Tech, University of Virginia, Old Dominion University, James Madison University, and William and Mary would participate. VTAP also is interested in connecting with other activities and there will be a meeting of the municipal leagues in November to try to get all of them on board in addition to local governments and school boards who could use qualified veterans.

Mr. Schwartz said that to wrap up, VTAP emphasizes the use of a business case involving an economic opportunity. The object is to retain more veterans coming out of the military which will improve the size and quality of Virginia's labor force, create an atmosphere where new businesses can be established, and be attractive to businesses who are looking to locate in Virginia because Virginia has a highly qualified labor force in the veteran population. That has been established in Hampton Roads as demonstrated by a big credit card company just announcing 1,000 jobs in Norfolk. They made the case that Virginia has veterans with the talent companies need. He asked for questions. There were none. He said that copies of his presentation would be forwarded to the Trustees and will be available to the public.

Chair Antle thanked Mr. Schwartz for his informative briefing.

## **REPORTS**

Chair Antle called for reports.

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

Mr. Don Kaiserman was not in attendance and a BVS Report had not been received. Mr. Hilgers noted that there had not been a BVS meeting since the last VSF meeting and that the next BVS meeting was scheduled for 19 May 2016.

### **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 2*). The JLC has had one meeting since the last meeting of the Foundation. The meeting was held on April 22, 2016. Mr. Cuthbertson said that a summary of the 2015 General Assembly session is attached to the JLC report. The next meeting will be on July 13, 2016.

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

### **Department of Veterans Services**

Chair Antle asked the Commissioner Newby if he had anything to report in addition to the presentation that he gave to the Development Committee. The Commissioner responded that he did not.

### **DVS Director of Development**

Ms. Karla Boughey said that a description of her duties can be found in *Attachment 3* and she encouraged the Trustees to read it and become familiar the support she provides. The attachment should be used as a reference for Board Members and if they have any questions after reviewing to please contact her.

Ms. Boughey currently has been working on search for a database for the Foundation. There will be a meeting to talk with Frontstream (formally called Giftworks). Mr. Hilgers and Mr. Lee Tinsley, the DVS IT Director, have a scheduled appointment for May 24<sup>th</sup>. Pat Webb shared he previously had done database research for another project and offered to send the info to Ms. Boughey.

Commissioner Newby assigned a project to Ms. Boughey and the DVS Director of Communications, Tina Parlett-Calhoun, regarding a partnership with Virginia businesses who offer discounts for Veterans and DVS. A meeting took place with the DVS web designer to discuss plans and estimated cost. A quote of \$4,400 was provided to set up a program on the exiting DVS website. A request has been made to the Attorney General's office for a disclaimer to protect DVS should any issues arise regarding a registered company that may not honor the discount posted. Once that is completed, letters to Chambers, Retail Merchants, etc. throughout the Commonwealth, will be sent announcing the partnership along with directions on how to register the business. After about 6 weeks, follow up calls will be placed to businesses who have not yet registered. Recruiting businesses will be an ongoing process. Ms. Parlett-Calhoun will be working on a logo that participating businesses can display in their businesses and on their websites. It will be called the Virginia Veteran Id Card Partnership and it will work with V-3 as well.

Commissioner Newby said that the big reason behind the partnership with Virginia businesses is that a lot of veterans in Virginia are either retired or thinking of either coming here or staying here. To encourage them to come or stay, DVS would like to put pressure on retail and restaurant chains for every store to offer a discount as opposed to just having a discount in one city or one store. Veterans comment frequently that this is an important aspect of being in Virginia.

In evaluating the information posted on the VSF website, Ms. Boughey has been working with Mr. Hilgers and Ms. Parlett-Calhoun on different strategies to improve the current wording to assist donors when making decisions to donate. The plan is to have the focus on issues that donors support rather than just the DVS program. Various veteran issues will be listed and associated with a link which will take the donor to the program that offers that particular service.

Ms. Boughey added that the Trustees have been involved in the five year plan and to maintain that plan DVS and VSF will need a database for processing and managing donations. This is realized and the DVS Finance and Information Technology Directors, Mr. Hilgers, and she have been looking at different data bases toward purchasing a database for joint use. She asked if anyone had suggestions. Mr. Webb said that he has had extensive experience with donor databases and that he would be happy to help.

She concluded her report asking if there were any questions. There were none.

### **Foundation Executive Director**

Mr. Hilgers referred to the VSF income (*Attachment 4*) and stated that the total revenue is up by about 30% for VVFS and 20% overall compared to March of last year. The number of donors, however, is at the same level as last year. Fluctuations in donor support can be expected in the first and third quarters because there is little imperative for donors during those periods. The significant donors are listed on the attachment.

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 VSF expended half of the cost in FY15 and the

rest in FY16. The total cost was split with DVS. There will be another advertising expense for the publication of a listing of veterans in the General Assembly and those with significant positions in the executive branch. This also will be shared with DVS.

The next item was VSF fundraising events for VWWP/VVFS in FY15 and FY16 (*Attachment 6*). They are continuing to increase each year and now average about one a week. Of course revenues also are up as a result, even though some fundraisers only bring in a few dollars.

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

### **Board Chair**

Chair Antle stated that he had nothing of interest to report.

Chair Antle noted that the Nominating Committee would have a report on nominations for next year's VSF officers and that would be handled as listed in the agenda.

Chair Antle asked Mr. Webb if he had a report.

### **Development Committee Chair**

Mr. Webb thanked all of the Trustees who were at the Development Committee meeting this morning and he had nothing else to report.

### **Finance Committee Chair**

Chair Antle asked Mr. Frank Driscoll if he had a report.

Mr. Driscoll said that the Committee members fully support the strategic planning initiative that the Development Committee has taken the lead on accomplishing. The committee anticipates further discussion on those issues regarding finances in future meetings. He concluded saying that Ms. Davison would provide the rest of his report, as usual.

### **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 11*. As of March 31<sup>st</sup>, the income was \$584,380 and expenditures were \$229,641 giving access of income over expenditure of \$354,538. At the end of March the final balance was \$1,639,530. There still are being more funds raised than spent, but VVFS has about \$135,000 obligated to the Regions and VVCC has about \$60,000 for the picnic deck that should be expended before the end of the fiscal year.

Ms. Davidson asked for questions. None were posed.

### **Veterans Services Fund Allocation for FY17**

Mr. Hilgers covered the FY17 proposed DVS budget allocations contained in *Attachment 12*. Allocations for the Virginia Veterans Care Center are similar to prior years. They asked for an increase of \$60,000 as Ms. Davidson mentioned earlier. They've already received \$60,000 for a lift replacement spent \$40,000 but need an additional \$60,000 for the picnic deck which was requested in FY16 and will probably carry over to FY17 because it will not be completed until then. Moving on to Sitter and Barfoot Veterans Care Center there is no change from last year. They have minimized costs to make sure veterans are well cared for. On the March 31 Financial Report, you'll see some funds from donations in memory of Mark Scott and Colonel Barfoot. Those

two funds will be emptied by the end of this year. For Cemetery funds there are no changes, but again they are \$10,000 short in allocations VSF has asked for in each of the last two years to give each cemetery and allocation of \$5,000. VSF be asking for them again in FY18. The FY18 budget requirements will be covered at the next VSF meeting. The rest of the budget remains unchanged from last year.

Mr. Hilgers called for questions. There were none.

### **Nominating Committee Report**

Mr. Bill Lechler read the Nominating Committee Report *Attachment 10*. In brief, the Committee nominated Mr. Pat Webb to be the new Board of Trustees Chair and nominated Mr. Rich Schollmann and Mr. Al Pinalto to be 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairs for a second year.

Chair Antle said that the floor would be open to other nominations under New Business. He then called for a brief lunch break and asked the trustees to return for a working lunch.

### **UNFINISHED BUSINESS**

#### **VSF FY17 Milestone Plan**

Mr. Hilgers discussed the Milestone Plan for FY 17 *Attachment 9*. He mentioned that the next three VSF meetings will be at the American Legion Headquarters. In August, the main thing is the trustees will consider will be the FY18 budget and if they want to keep it the same. It will be really early to consider changes to VVFS because of the restrictions in the Appropriations Act for FY17 and any changes to the FY18 budget which has already been approved by the General Assembly will be based on the outcome of the special working group studying VVFS. However, if any need changes are needed, they need to be presented at the May 2017 for FY18 budget adjustments. Most of the other funds are fairly standard.

VSF-DVS Joint Policies need to be reviewed during FY17, even though it seems like they were done just last year but it really was during FY15. The strategic planning initiatives and VSF structure considerations will affect the Trustees Bylaws, and Joint Policies 1, 2, 3, ,4, and 9 and they must be addressed at the August 2016 meeting. The one which will need ongoing changes will be Policy 4. By the time DVS and VSF get to the new location, which will be in the Monroe Building, both DVS and VSF have a bigger idea of the handling of deposits and related policy changes.

On the 12<sup>th</sup> of January 2017, there will be the big JLC conference at the General Assembly which the trustees should attend, if possible. VSF has had a few members attend in the past and each has back with very good reports of the Conference and its participants, including the Governor, Lieutenant Governor, Attorney General, Secretary of Veterans and Defense Affairs, and key Legislators.

#### **VSF Strategic Plan Considerations**

Chair Antle said that had been covered thoroughly during the Development Committee meeting. He asked Mr. Webb if he had any other comments. Mr. Webb responded that he thought they would be ready to approve Performance Budgeting, Fund Restructuring, and the Strategic Plan 2017-2021 at the next Board meeting. In the meantime, a few key members of the Committee and the Commissioner would refine the products as presented this morning.

#### **Other Unfinished Business**

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



## **NEW BUSINESS**

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

Chair Antle called for a motion to approve the Third Quarter FY16 Financial Report.

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

### **Approval of VSF FY17 Budget Allocations**

Chair Antle called for a motion to approve DVS budget allocations for FY17.

Mr. Webb so **moved** and Dr. Levingston **seconded** the motion which **passed unanimously without discussion**.

### **Approval of VSF-DVS Joint Policy #4 Definitions Revised**

Chair Antle called for a motion to approve the Policy #4 revised definitions at *Attachment 7* as amended by Mr. Pianalto during the Development Committee meeting. The Development Committee recommended approval.

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

### **Approval of Modified Strategic Goals**

Chair Antle called for a motion to approve the modified Strategic Goals at *Attachment 8* as presented at the Development Committee meeting. The Development Committee recommended approval.

Mr. Lesinski so **moved** and Mr. Mulrine **seconded** the motion which **passed unanimously without discussion**.

### **Approval of VSF FY17 Milestone Plan**

Chair Antle called for a motion to approve the FY17 Milestones Plan.

Mr. Boyd so **moved** and Ms. Levingston **seconded** the motion which **passed unanimously without discussion**.

### **Election of Officers**

Chair Antle stated that the Nominating Committee had recommended Mr. Webb for Chair, Mr. Schollmann as First Vice Chair, and Mr. Pianalto as Second Vice Chair. The Chair opened to floor to nominations.

Mr. Mulrine **moved** to close nominations and to approve the slate presented by the Nominating Committee by acclamation and Dr. Lanier **seconded** the motion. The motion **passed by acclamation**.

### **Other New Business**

Chair Antle said that he was pleased to announce that the Senate Committee on Rules has selected Mr. Frank Driscoll for a second term on the Board as a trustee. The Chair asked if there was any other new business. None was heard.

### **Public Comment Period**

Chair Antle asked if there was any public comment. No public members were present and no comments were presented.

## **Adjournment**

Chair Antle said that without objection, the meeting was adjourned. The meeting ended at 2:10 p.m. The next meeting will be on August 3, 2016 at the American Legion Headquarters.

**ATTACHMENT 1**  
**Veterans Services Foundation Board of Trustees**  
**Virginia War Memorial**  
**621 South Belvidere Street, Richmond, VA**  
**May 4, 2016**  
**11:30 a.m. – 2:00 p.m.**

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Visitors, Approval of Agenda – *Board Chair* (5 minutes)
- II. Review and Approval of March 30, 2016 Board Meeting Minutes– *Board Chair* (5 minutes)
- III. Presentations
  - a. VVFS Update – *Brandi Jancaitis* (10 minutes)
  - b. V3 Update – *Andy Schwartz* (10 minutes)
- IV. Working Lunch
- 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. DVS Director of Development – *Karla Boughey* (5 minutes)
  - e. Foundation Executive Director (VSF Income, Expenses, Events, FY18 Budget Considerations) – *Jack Hilgers* (5 minutes)
  - f. Board Chair – *Brad Antle* (5 minutes)
  - g. Development Committee Chair – *Pat Webb* (5 minutes)
  - h. Finance Committee Chair – *Frank Driscoll* (5 minutes)
  - i. Review of FY16 Quarterly Report – *Tammy Davidson* (5 minutes)
  - j. Review of DVS Budget Allocations for FY17 – *Jack Hilgers/Tammy Davidson* (5 minutes)
  - k. Report of the Nominating Committee – *Bill Lechler* (5 minutes)
- V. Unfinished Business:
  - a. Discussion of VSF FY17 Milestone Plan – *Jack Hilgers* (2 minutes)
  - b. VSF Strategic Plan Considerations/Discussion – *Jack Hilgers/Pat Webb* (5 minutes)
  - c. Other Unfinished Business – *Board Chair* (1 minute)
- VI. New Business:
  - a. Approval of 3<sup>rd</sup> Quarter Financial Report – *Board Chair* (2 minutes)
  - b. Approval of DVS Budget Allocations for FY17 – *Board Chair* (2 minutes)
  - c. Approval of Joint Policy #4 Definitions Revised – *Board Chair* (2 minutes)
  - d. Approval of Modified Strategic Goals – *Board Chair* (2 minutes)
  - e. Approval of VSF FY17 Milestone Plan – *Board Chair* (2 minutes)
  - f. Election of Officers – *Board Chair* (4 minutes)
  - g. Other New Business – *Board Chair* (2 minutes)
- VII. Public Comment Period. (5 minutes)
- VIII. Adjournment (Next Board Meeting: 3 August, American Legion Building)

## ATTACHMENT 2



900 EAST MAIN STREET  
RICHMOND VA 23219

*Air Force Association*  
*American Legion*  
*AMVETS*  
*Association of the United States Army*  
*Disabled American Veterans*  
*Fleet Reserve Association*  
*Korean War Veterans Association*  
*Legion of Valor of the U.S., Inc.*  
*Marine Corps League*  
*Military Order of the Purple Heart*  
*Military Officers Association of America*  
*Military Order of the World Wars*  
*National Association for Uniformed Services*  
*Navy Seabee Veterans of America*  
*Non-Commissioned Officers Association*  
*Paralyzed Veterans of America*  
*Reserve Officers Association*  
*Roanoke Valley Veterans Council*  
*Veterans of Foreign Wars*  
*Vietnam Veterans of America*  
*Virginia Army/Air National Guard Enlisted Association*  
*Virginia National Guard Association*  
*Women Marines Association*

### COMMONWEALTH OF VIRGINIA JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS

#### **JOINT LEADERSHIP COUNCIL REPORT TO THE VETERANS SERVICES FOUNDATION (VSF)**

**May 4, 2016**

The Joint Leadership Council of Veterans Service Organizations (JLC) has met once since the last meeting of the Foundation on March 30, 2016.

At its meeting on April 22, 2016, the JLC reviewed the results of the recently completed session of the General Assembly. As previously reported, the JLC sponsored twelve legislative objectives during this session with both statutory and budgetary implications.

The overall results for Virginia's veterans were very favorable. Seven of the top eight JLC priorities for legislative objectives were signed by the Governor as new sections of the Code of Virginia or included in the approved state budget.

The JLC looks forward to continuing our partnership with the VSF in support of Virginia's veterans in 2016. Our next meeting is Wednesday July 13, 2016.

Respectfully submitted,

Harold H. Barton, Jr.  
Chairman

## **ATTACHMENT 3**

### **Virginia Department of Veteran Services Director of Development**

#### **Organizational Objective:**

The Department of Veterans Services serves Virginia's veterans and their dependents by ensuring they receive the benefits, support, quality care, and recognition they have earned through service and sacrifice.

The Veterans Services Foundation is a separate legal state agency under the Secretary of Veterans and Defense Affairs (Va. Code § 2.2-230) that supports the goals and objectives of the Department. The Department provides the Veterans Services Foundation expenditure appropriations and MEL as directed by the Secretary of Veterans Affairs and Homeland Security. The Department is required to closely coordinate its activities with the Foundation in the (1) administration of the Veterans Services Fund, (2) provision of funding for Department veterans services and programs through the Fund, and (3) raising revenue from all sources, particularly private source fundraising, to support the Fund (adapted from Va. Code § 2.2-2715.A).

#### **Purpose of Position:**

The Virginia Department of Veterans Services Director of Development works directly with the Virginia Veterans Services Foundation Executive Director to manage and promote the Foundation's support to the Virginia Department of Veterans Services.

1. The Director of Development is responsible for providing administrative oversight of Veterans Services Fund activities in conjunction with the Department's Director of Finance and the staff of the Department Finance Office.
2. The Director of Development serves by assisting with Department of Veterans Services planning, and policy, including the preparation and implementation of legislation. The Director of Development is the principal liaison between the Department and the Veterans Services Foundation.
3. The Director of Development supports Department of Veterans Services operations and serves to ensure the Foundation's support by the Department of Veterans Services. The Director of Development is responsible for assisting the Foundation perform its mission to administer the Veterans Services Fund and provide funding for veterans services and programs in the Commonwealth through the Fund. This includes monitoring fundraising activities conducted on behalf of the Department programs. The Director of Development also is responsible to the Commissioner of Veterans Services for advising the Foundation in actions, within its authority (Va. Code § 2.2-2716), to:
  - Administer the Veterans Services Fund and make allocations of revenue from the Fund to the Department of Veterans Services to provide supplemental funding for the Department's services and programs
  - Accept, hold, and administer gifts and bequests of money, securities, or other property, absolutely or in trust, for the purposes for which the Foundation is created
  - Enter into contracts and execute all instruments necessary and appropriate to carry out the Foundation's purposes
  - Take such actions as may be reasonably necessary to seek, promote, and stimulate contributions for the Fund
  - Develop other possible dedicated revenue sources for the Fund

- Perform any lawful acts necessary or appropriate to carry out the purposes of the Foundation.
4. The Director of Development performs other services as required by the Department of Veterans Services.

**1. Provides Administrative Oversight of Veterans Service Fund Activities**

- Ensure internal controls are effective
- Manage the Foundation's finance (e.g., accountability) initiatives in collaboration with the Department of Veterans Services Director of Finance and Department finance staff
- Participate with the Department of Veterans Services in the budget process in order to provide timely information for authorized Department requests and expenditures in accordance with joint Foundation-Department policies

**2. Support Department of Veterans Services Planning and Policy**

- Perform Department planning and policy tasks, and organizational development, as required
- Assist the Department in preparing and implementing needed legislation
- Participate in Board of Veterans Services meetings, as required
- Participate in the Joint Leadership Council of Veterans Services Organizations and act as its Director of Events

**3. Support Department of Veterans Services Operations**

- Act as liaison between the Department and the Foundation
- Oversee all Department support of the Foundation
- Serve as the Department and Foundation daily point of contact and coordination for development activities with public and private development-related organizations and other interested parties
- Participate in Department and other public and private initiatives involving the Foundation and keep both informed of thereof
- Provide assistance with the development of budgetary documents and monthly financial statements
- Support Department program requirements to support fundraising activities and their results.
- Assist the Foundation and the Department to maintain their websites in a manner that is mutually supporting

**4. Other Duties**

Perform other duties as may be assigned that are within the Department's and Foundation's missions and as situations warrant in meeting the overall needs of both agencies.

**ATTACHMENT 4**  
**VSF INCOME FOR FY16\***  
**Unaudited**  
**April 30, 2016**

**Income**

**VWWP**

Combat Vets Motorcycle Assn Manassas	35,000.00
Lynchburg Harley-Davidson Fundraiser	28,000.00
Anonymous	27,000.00
McDonalds Richmond Area	20,000.00
McDonalds Tidewater Assn	16,541.20
McDonalds Tidewater Assn	13,641.10
Ron Minton Golf Tournament	13,400.70+ 600.00 FY15 not in total
Anonymous Grant	13,000.00
McDonalds Tidewater Assn	12,922.80
George C Marshall Ch MOAA	12,500.00
Van Meter Financial Services	11,000.00
Beck Foundation	10,000.00
Ferguson Enterprizes	10,000.00
Blue Canopy Group (NVACH MOAA)	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
KC Father Boddie Association	6,238.70
Whitney & Ann Stone Foundation	6,000.00
NXL Construction Golf Tournament	5,985.00
Prince William Cruisers	5,300.00
EXELIS Night Vision	5,000.00
Gilbert Reyes Insurance	5,000.00
Funeral Choices of Chantilly	4,258.78
American Legion Riders Post 146	4,000.00
Black Dog Salvage	3,769.56
Fair Oak Motors	3,650.00
Lakeview Golf Club & Seniors	3,467.99
Bush Park Camping Fundraiser	3,000.00
REICO Foundation	3,000.00
Southern Computer Consultants Golf T	3,000.00
Revere Gas	3,000.00
Pretty Real Estate Group	2,990.00
Town of Dayton, VA	2,773.57
Cox Chiropractor Clinic	2,600.00
W&L and VMI Lacrosse Game	2,569.66
ColonialWebb Systems	2,500.00
Fraternal Order of the Eagles 871	2,500.00
James River Equipment Raffle	2,300.00
Unrefiners Golf Tournament	2,006.00
Erline Goodwyn	2,000.00
The Landmark Group LLC	2,000.00
Commonwealth Radioilgy	2,000.00
Staunton Elks Lodge Fundraiser	1,700.00
Fredericksburg Baptist Church	1,569.14
ES Chappell Charitable Trust	1,500.00
Boshway Foundation	1,500.00
Collins Trust for VA Tech Golf Tur	1,500.00
Ratcliff Owens Sumner Ch VFW Post89	1,500.00
Lane High School Class of 1965 Reunion	1,400.00
Centurion Interdenominational Church	1,370.00
West End Toys	1,280.00
IOOB Chapter 4620 Chesapeake	1,250.00

Ariya Chiropractic Clinic	1,200.00
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
Thomas Valentine	1,000.00
Eagle Tele-Services	1,000.00
Mark Flaherty	1,000.00
Better Life Services	1,000.00
Hampton Roads Rotary Club	1,000.00
Parkview Community Center Board	<u>1,000.00</u>
Sub-Total	381,796.20
Individual Donors	<u>56,472.97</u>
VWWP Revenue Balance	438,269.17

Benefits	700.00
Care Centers	
VVCC	39,305.82
SBVCC	5,932.50
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
Wal-Mart	5,000.00
Kelly Carr	499.00
Altria Client Services	100,000.00
Women Veterans Summit	
Bon Secours Health System	5,000.00
Foundation Endowment	10,775.00
Individual Donors	610.00

FY 15 Accounting Adjustment to Benefits – 250.00

Non-VWWP Total	<u>172,400.32</u>
Total FY16 Income	<u>610,669.49</u>

\*Does not include In-kind Donations or Interest



**ATTACHMENT 5**  
**VSF Support Fund Expenses**  
**Revised 3-31-16**

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 (Mar 31, 2016)

Travel	1,480.31
Advertising	375.00
(Website Rebuild	11,075.00)
Admin	11.08
On-line Donation Svcs	<u>55.01</u>
	12,986.40
-	<u>11,075.00</u>
	1,921.40

## **ATTACHMENT 6**

### **VSF and VWWP/VVFS Fundraising Events FY16**

<u><b>Date</b></u>	<u><b>Event</b></u>	<u><b>Location</b></u>	<u><b>POC</b></u>	<u><b>Donation</b></u>
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	19,500.00
8/9/15	Mud Run	Dayton VA	Ben Shaw	2,773.57
8//15/15	Black Dog Salvage	Roanoke	Robert Kulp	3,769.56
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	1,200.00
10/5/15	Run the Extra Mile	Virginia Beach*	Mary Spear	6,225.00
10/11/15	KCA 3349 Golf T*	Hartfield	Al Langer	6,238.80
10/21/15	An Evening of Music	Blacksburg	James Dubinski	501.00
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	2,729.20
11/1-30/15	McD Honor Wounded	Hampton Roads	Jenn Tracy	12,922.80
11/1-30/15	McD Honor Wounded	Richmond	Melissa Wright	20,000.00
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	2,000.00
4/2/16	Concert & Ball	Danville	Tony Lundy	
4/23/16	HR Autobody Car Show	Chesapeake	Carol Dail	
4/25/16	Zellers Mem Golf Tourn	Radford	John Norton	
4/29-30/16	Tdwtr St & Rod Assn	Williamsburg	Ron Buchanan	
5/1-31/16	McDonald's Tidewater	Hampton Roads	Jenn Tracy	
TBD	McDonald's Richmond	Greater Richmond	Melissa Wright	
5/7/16	MOAA Clay Shoot	Lexington	Ross Schmoll	
TBD	LaRS Golf Tournament	Williamsburg	Jon Liebler	
8/15-5/16	Reyes Insurance Agency	Gilbert Reyes	Stafford	5,000.00
5/12/16	Chick-fil-A Spirit Night	Fredericksburg	Jili Rasure	
5/13/16	GStek Golf Tourn	Portsmouth	Gene Strother	
5/21/16	Spotsylvania Mall	Spotsylvania	Don Thodos	
5/21/16	Overton Fundraiser	Chesapeake	Johnny Johnson	
5/28/16	Minton Golf Tourn	Roanoke	Rom Minton	
TBD	Poker Run	Colonial Beach	Diane King	
TBD	Dart Tournament	Newport News	Staci Roush	
TBD	Tango's Golf Tourn	Oceana	Terry Long	
TBD	Gloucester HS Tourn	Gloucester	Janie Green	
6/3-5/16	USO Week	VA Beach	Johnnie Johnson	
6/4/16	Lake of Woods Golf Tur	Locust Grove	James Walsh	
6/18/16	ALR Ride for Warriors	Hopewell-Richmond	Dennis Hubbs	
TBD	NXL Golf Tournament	Richmond	Ally Martin	
TBD	CVMA of NVA	Manassas	Ross Woodley	
6/20/16	Untd Steel Wkers Golf T	Roanoke	Donnie Meader	

**VSF and VWWP/VVFS Fundraising Events FY17**

7/26/16	Pulaski Military Apcn	Pulaski	Blair Hoke	
9/24/16	Pork Butt Festival	Prince George	Tracey Leverty	
9/TBD	BAE Golf Tournament	Christiansburg	Walker Suthers	
10/14/16	MOAA Golf Tournament	Lexington*	Pat Webb	
11/1-6/11/16	Dominion Charity Golf T	Richmond	Steve Schoenfield	
11/11/16	Schockoe Market Fndrser	Richmond*	Elliott Park	
11/15-7/16	Womack Publications	Richard Ingram	VA/NC 11/15-7/16	200.00

## **ATTACHMENT 7**

### *J4.6 Definitions (Rev)*

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

- A. Account:** As used by VSF, 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 VSF 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 and Defense Affairs. The Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations also are considered state agencies, however, they report to the Commissioner of DVS.
- D. Business Units of DVS:** See Principal Subordinate Programs of DVS.
- E. Charitable Purpose:** Means the promotion of a governmental purpose for the public good which is beneficial to the community.
- F. Designated Special Funds:** *A term used in the Appropriations Act to identify donor funds and grants and the allocation thereof for authorized expenditures.*
- G. Divisions of DVS:** See Principal Subordinate Programs of DVS.
- H. Endowment Fund:** Means an institutional (i.e., VSF) fund or part thereof that is not wholly expendable by the institution on a current basis. The term does not include assets (usually restricted funds) that an institution designates as an institutional fund. The funds may be unrestricted or restricted. If restricted, their principal usually cannot be spent at all, and only a specified percent of the interest they earn can be spent per year. There may be restrictions on how the interest can be spent.
- I. Fund:** The “Fund” is the Veterans Services Fund, which includes subsidiary funds for each of the DVS principal subordinate divisions or programs.
- J. Institution:** A government subdivision, agency, or instrumentality to the extent that it holds funds exclusively for charitable purposes; i.e., VSF.
- K. Institutional Fund or Reserve Fund:** Means a fund (subsidiary fund usually a restricted fund) held by an institution (VSF) exclusively for charitable purposes. It does not include Program-related Assets.
- L. Principal Subordinate Programs of DVS:** Include Cemetery Operations, Sitter & Barfoot Veterans Care Center, Virginia Veterans Care Center, and the Virginia Veteran and Family Support Program, and others that may be developed and affected by VSF operations.

- M. Program:** An operational term for a principal subordinate division of DVS or other state agency programs.
- N. Program-related assets or Annual Fund:** Assets (subsidiary and sub-funds usually restricted) which are held by an institution (VSF) primarily to accomplish a charitable purposes of the institution (VSF) and DVS *programs* and not primarily for investment.
- O. Report:** This is a written response to a request for information and may include financial schedules and statements or other data.
- P. Restricted Funds:** A reserve of money that can only be used for specific purposes. Restricted funds provide reassurance to donors that their contributions will be used in a manner they have chosen. When a donor gives money to VSF, they may specify that it be temporarily restricted to be used for a certain purpose, or permanently restricted so that the donation acts as principal on which interest can be earned and only the interest can be spent.
- Q. 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.
- R. Sspecific Fund:** *Means those funds specified for a specific requirement that DVS is pursuing that are not part of DVS programs’ Annual Funds or may involve more than one DVS program and other state agencies.*
- S. Service:** This is an operational term for DVS principal subordinate programs’ activities performed in support of a specific DVS program.
- T. 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.
- U. 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.
- V. Subsidiary Fund:** These are the principle subordinate funds of the Veterans Services Fund and pertain to the funds of each of DVS principal programs.
- W. Unrestricted Funds:** These funds may come from state appropriations or donations that are available for VSF to use for any purpose. Unrestricted funds usually are used for operating expenses of VSF or to a particular project that VSF picks. Only the state executive and legislative branches or the donor can determine if an appropriation or donation is restricted or not. The designation is made by legislation or a letter from the donor or through explicit agreement with VSF. Exceptions could be when donors are asked to give to a capital campaign, a building fund, or a relief fund.

# **ATTACHMENT 8**

**REVISED 2016**

## **Appendix 1**

### **TO VETERANS SERVICES FOUNDATION BOARD MISSION STATEMENT, GOALS, AND OBJECTIVES**

<b><u>Goal</u></b>	<b><u>Objective</u></b>
Performance Budgeting	Ensure “better” choices are made and review how well the respective choice was implemented and the respective funds were used.
Veterans Services Fund Maintenance	Maintain the Veterans Services Fund in a form that ensures accountability, flexibility in application, and fund sustainability and integrity.
Fund Growth	Establish a specific target for the net amount of funds to be raised to meet current and future requirements. Identify potential donors
Fund Stability	Balance funds raised annually with Foundation income and expenses to assure 100% of DVS stated support requirements are met with donations. Develop a public funding stream based on DVS needs.
Community Building	Increase amounts of funds going to DVS specific programs/services in support of community building.
Donor Satisfaction	Ensure that the donor knows his or her gift is being valued. Ensure the donor knows his gift is being used as he directed. Recognize the donor for his gift. Make it easy for the donor to give
Veterans’ Satisfaction with VSF	Work to meet veteran expectations for fund raising efforts supporting veteran requirements and needs. Develop an outreach program and marketing plan for VSO’s and veterans, specifically.
Market Growth	Encourage the DVS to provide veterans with programs that other donors care about and that will improve the community. Review the DVS process for needs assessment and program prioritization.
Donor Retention	Strengthen the relationship between the donor and the VSF by way of direct and regular contact. Provide information of results including timeliness and quality of service. Build donor’s confidence in the VSF’s ability to manage gifts well. Broaden points of contact (individuals) between the donor and the VSF.
Internal Processes	Improve key internal processes in the following areas: <ul style="list-style-type: none"><li>▪ Fund Oversight, Management, and Distribution</li><li>▪ Fund Raising Program Operations</li><li>▪ Information Processing and Communications</li><li>▪ Staff Development</li><li>▪ Interagency Communications</li><li>▪ Internal relations with DVS boards &amp; staff</li><li>▪ Identifying VSF staff support needs</li><li>▪ Management of VSF policies and procedures</li></ul>
Performance Managed Success	Develop a consistent process for evaluating services. Define, and measure success.

**ATTACHMENT 9**  
**VSF Milestones FY17\* Rev**

July 1, 2016

Board Officers assume duties

August 3 meeting (American Legion HQ)\*\*

Review FY16 Goals and Objectives

Consider Goals and Objectives for FY17

Approve 4<sup>th</sup> Quarter FY16 Financial Statement

Approve review of VSF-DVS Policies, as required

Board Chair appoints Committee Chairs/Vice Chairs

Approve FY18 Budget Proposal

Approve Committee Chair/Vice Chair appointments

Approve tentative meeting dates and locations (if available for FY17)

September 2016

Board Chair to prepare Executive Director Annual Evaluation, due in October

November 2 meeting (American Legion HQ)\*\*

Approve 1<sup>st</sup> Quarter FY17 Financial Statement

Approve budget adjustments, if any

Approve review of VSF-DVS Policies, if needed

Approve Bylaws and MOU changes, if any

January 12, 2017

JLC Conference at the General Assembly

March 17, 2017

Request Budget Adjustments for FY17 due April 15

Request Budget input for FY18 due April 15

March 22 meeting (TBD)

Approve 2<sup>nd</sup> Quarter FY17 Financial Statement

Approve budget adjustments, if any

Approve review of VSF-DVS Policies, if needed

Confirm dates and locations of FY18 Board meetings

Elect a nominating committee

March 29

Nominating Committee put out call for candidates for officers' positions

May 3 meeting (TBD)\*\*\*

Approve 3<sup>rd</sup> Quarter FY17 Financial Statement

Approve budget adjustments, if any

Consider FY19-20 Biennial Budget

Elect officers for FY18

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

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

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



## **ATTACHMENT 10**

### **VSF NOMINATING COMMITTEE REPORT May 4, 2016**

At the March 30, 2016 meeting the Foundation Board elected a Nominating Committee to fill the positions of Foundation Board Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair for FY2017. The Nomination Committee consists of Bill Lechler who was appointed Chair, Jim Boyd, and Meade Spotts. The Nominating Committee was assisted in its duties by the Foundation Executive Director at the Committee Chair's request.

Consideration was given to the following requirements:

1. In accordance with the Board Bylaws, the current Ex Officio members of the Board are ineligible to serve as Board officers.
2. The following members are eligible to be candidates for Board Chair: Jim Boyd, Nicole Carry, Jack Lanier, John Lesinski, Tom Mulrine, Al Pianalto, Rich Schollmann, Pat Webb, Randy West, and Matic Wright. Brad Antle, Frank Driscoll, Frank Finelli, and Kathleen Levingston are not eligible because our terms on the Board are expiring this year.

The Nominating Committee received several recommendations and determined that the following candidates be presented:

Pat Webb	Board Chair
Rich Schollmann	1 <sup>st</sup> Vice Chair (Second Year)
Al Pianalto	2 <sup>nd</sup> Vice Chair (Second Year)

Nominations from the floor may be made at the Board meeting prior to the election, which will take place later during the meeting.

Respectfully Submitted,

Bill Lechler  
Nominating Committee Chair

**ATTACHMENT 11**

**Veterans Services Foundation  
Statement of Assets  
March 31, 2016  
(Unaudited)**

**Assets:**

Cash held by State Treasurer	1,639,530.45
<b>Total Assets</b>	<b><u>\$ 1,639,530.45</u></b>

**Fund Balances:**

Restricted Fund Balances:	
Restricted for VVCC Activities	196,985.73
Restricted for SBVCC Activities	21,043.55
Restricted for Cemetery Operations	25,384.24
Restricted for VVFS Funds	1,020,477.61
Restricted for Benefits Funds	700.00
Restricted for Virginia Values Veterans (V3) VTAP Funds	149,150.59
Restricted for Foundation Support Funds	41,976.75
<b>Total Restricted Fund Balances</b>	<b>1,455,718.47</b>
Endowment Fund Balances	183,811.98
<b>Total Fund Balances</b>	<b><u>\$ 1,639,530.45</u></b>

**Veterans Services Foundation**  
**Statement of Income, Expenditures and Changes in Fund Balances**  
**For the Month Ended March 31, 2016**  
**(Unaudited)**

INCOME:	Y-T-D Actual
Restricted gifts received for:	
Virginia Veterans Care Center	39,305.82
Sitter & Barfoot Veterans Care Center	5,932.50
Cemetery Funds	1,855.00
VVFS Funds	416,513.33
Benefits Funds	700.00
Virginia Values Veterans (V3) Funds	108,499.00
Foundation Support Funds	(10.37)
Endowment Funds	11,385.00
<b>TOTAL INCOME</b>	<b>584,180.28</b>

EXPENDITURES:	
VVCC Indigent Resident Needs	758.68
VVCC Rehabilitation Equipment	-
VVCC Activity Fund--Activities with Residents	1,970.43
VVCC Operation Holiday Spirit	14,638.46
VVCC Carnival Expenses	1,372.18
VVCC Restricted-Other	-
VVCC Other Equipment	58,561.00
SBVCC Other Donations	-
SBVCC Activities Fund	7,629.08
SBVCC Operation Holiday Spirit	-
SBVCC Other Equipment	-
SBVCC Indigent Resident Needs	134.93
SBVCC in Memory of Coloner Barfoot	4,396.00
SBVCC in Memory of Mark Scott	993.23
VVFS Enabling Veterans Services	4,135.50
VVFS Outreach Services	36,058.54
VVFS Direct Veterans Services	43,549.92
VVFS Homeless Veterans Fund	28,622.52
VVFS Wins for Warriors	6,717.11

VVFS Healthy Relationships Couples Grant	2,118.23
Benefits Fund	-
Virginia Values Veterans (V3) Fund	5,000.00
Foundation Support Fund--Operating Expenditures and Web Site	12,986.03
Endowment Fund	
<b>TOTAL EXPENDITURES</b>	<b>229,641.84</b>
<b>Excess of Income over Expenditures</b>	<b>354,538.44</b>
Beginning Fund Balances	1,284,992.01
<b>Ending Fund Balances</b>	<b>1,639,530.45</b>

**Veterans Services Foundation**  
**Schedule of Receipts, Expenditures and Budget, by Activity**  
**For the Month Ended March 31, 2016**  
**(Unaudited)**

Activity	Beginning Balance July 1, 2015 (Adjusted)	Receipts	Expenditures	Ending Balance March 31, 2016	FY 2016 Budget	Donations Needed to Meet Budget
<b>Virginia Veterans Care Center:</b>						
Indigent Resident Needs	20,100.22	3,094.16	758.68	22,435.70	2,000.00	-
Activities Fund	13,166.32	3,236.66	1,970.43	14,432.55	5,000.00	-
Operation Holiday Spirit	38,688.56	26,325.00	14,638.46	50,375.10	19,000.00	-
Carnival Fund	535.22	1,200.00	1,372.18	363.04	4,000.00	2,264.78
Rehabilitation Equipment	24,937.89	-	-	24,937.89	5,000.00	-
Other Equipment	58,561.00	5,000.00	58,561.00	5,000.00	65,000.00	1,439.00
Unit Projects and Functions	13,310.63		-	13,310.63	1,500.00	-
Other Donations Restricted for use at VVCC	65,680.82	450.00	-	66,130.82	500.00	-
<b>Total VVCC</b>	<b>234,980.66</b>	<b>39,305.82</b>	<b>77,300.75</b>	<b>196,985.73</b>	<b>102,000.00</b>	<b>3,703.78</b>

<b>Sitter &amp; Barfoot Veterans Care Center:</b>						
Indigent Resident Needs	1,165.21	500.00	134.93	1,530.28	1,000.00	-

Activities Fund	19,459.08	5,232.50	7,629.08	17,062.50	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	-	993.23	651.77	-	-
Received in Memory of Coloner Barfoot	5,995.00	200.00	4,396.00	1,799.00	5,995.00	-
<b>Total SBVCC</b>	<b>28,264.29</b>	<b>5,932.50</b>	<b>13,153.24</b>	<b>21,043.55</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	1,000.00	-	9,641.79	-	-
<b>Total Cemetery Support Funds</b>	<b>23,529.24</b>	<b>1,855.00</b>	<b>-</b>	<b>25,384.24</b>	<b>5,000.00</b>	<b>450.00</b>

### VVFS Funds:

Outreach Services	75,000.00	-	36,058.54	38,941.46	75,000.00	-
Direct Veterans Services	150,000.00	-	43,549.92	106,450.08	150,000.00	-
Enabling Veterans Services	25,000.00	-	4,135.50	20,864.50	25,000.00	-
Homeless Veterans Fund	50,000.00	-	28,622.52	21,377.48	50,000.00	-
Wins for Warriors	13,708.12	-	6,717.11	6,991.01	-	-
Healthy Relationships Couples Grant		13,000.00	2,118.23	10,881.77		

Other Donations Restricted for use by VVFS	411,457.98	403,513.33	-	814,971.31	-	-
<b>Total VVFS Funds</b>	<b>725,166.10</b>	<b>416,513.33</b>	<b>121,201.82</b>	<b>1,020,477.61</b>	<b>300,000.00</b>	<b>-</b>
<b>Benefits Funds</b>	<b>-</b>	<b>700.00</b>	<b>-</b>	<b>700.00</b>	<b>100,000.00</b>	<b>99,300.00</b>
<b>Virginia Values Veterans (V3) VTAP Funds</b>	<b>45,651.59</b>	<b>108,499.00</b>	<b>5,000.00</b>	<b>149,150.59</b>	<b>140,000.00</b>	<b>-</b>
<b>Foundation Support Funds</b>	<b>54,973.15</b>	<b>(10.37)</b>	<b>12,986.03</b>	<b>41,976.75</b>	<b>40,000.00</b>	<b>-</b>
<b>Endowment Fund</b>	<b>172,426.98</b>	<b>11,385.00</b>		<b>183,811.98</b>	<b>-</b>	<b>-</b>
<b>Grand Total All Funds</b>	<b>1,284,992.01</b>	<b>584,180.28</b>	<b>229,641.84</b>	<b>1,639,530.45</b>	<b>715,000.00</b>	<b>107,953.78</b>

**ATTACHMENT 12**

**Veterans Services Foundation  
Budget Requests as of April 30, 2016  
For FY 2017  
(Unaudited)**

<b>Activity</b>	<b>Cash Balances Mar. 31, 2016</b>	<b>FY 2016 Requested Budget</b>	<b>FY 2017 Budget Request</b>	<b>Comments</b>
<b>Virginia Veterans Care Center:</b>				
				NBB = Non Base Budget allocation
Indigent Resident Needs	22,435.70	2,000.00	2,000.00	
To be used for dentures, glasses, hearing aides, clothing, transportation, etc.				
Activities Fund	14,432.55	5,000.00	3,000.00	
To be used for resident luncheons, sporting events, Easter egg hunt, Entertainment, etc.				
Operation Holiday Spirit	50,375.10	19,000.00	21,000.00	
To be used for resident gifts, supplies, etc.				
Carnival Fund	363.04	4,000.00	4,000.00	
To be used to hold an actual carnival for residents and families. These funds will be spent for prizes, bands, clowns, a black jack game, tent rentals, supplies, etc.				
Rehabilitation Equipment	24,937.89	5,000.00	5,000.00	
Specialty cushions, miscellaneous restorative therapy equipment for new addition				
Other Equipment				FY16 \$60K lift replacement & \$60K deck NBB



	5,000.00	125,000.00	5,000.00	
Misc. equipment for resident activities.				
Unit Projects and Functions	13,310.63	1,500.00	1,500.00	
For special programs, and for a new family support group program.				
Other Donations Restricted for use at VVCC	66,130.82	500.00	500.00	
<b>Total VVCC</b>	<b>196,985.73</b>	<b>162,000.00</b>	<b>42,000.00</b>	FY16 \$60K deck may slip to FY17

<b>Sitter &amp; Barfoot Veterans Care Center:</b>				
Indigent Resident Needs	1,530.28	1,000.00	1,000.00	
To replace Lost Resident Items				
To Provide necessities for residents with no resources.				
Activities Fund	17,062.50	16,505.00	16,500.00	
Purchase Games & Activity Supplies				
Other Donations Restricted for use at SBVCC		4,500.00	8,050.00	
Donations received in memory of Mark Scott	651.77		650.00	
Donations received in memory of Coloner Barfoot	1,799.00	5,995.00	1,800.00	
<b>Total SBVCC</b>	<b>21,043.55</b>	<b>28,000.00</b>	<b>28,000.00</b>	No adjustment needed

<b>Cemetery Funds:</b>				
				BB=Base Budget Allocation
Cemeteries General Fund	750.00	1,200.00	1,200.00	
Virginia Veterans Cemetery--Amelia	5,981.38	2,800.00	1,800.00	
Albert G. Horton, Jr. Memorial Veterans Cemetery--Suffolk	9,011.17	1,000.00	1,000.00	
SW Virginia Veterans Cemetery--Dublin	9,641.79		1,000.00	
<b>Total Cemetery Funds</b>	<b>25,384.24</b>	<b>5,000.00</b>	<b>5,000.00</b>	\$10,000 increase for 3 versus 1 cemetery BB

<b>VWWP Funds:</b>				
Outreach Services	38,941.46	75,000.00	25,000.00	<b>Decrease Outreach by \$50K, Increase Direct Services by \$100k, Homeless Services by \$50K, and add three new events at \$25K each for an increase of \$175K</b>
Direct Veterans Services	106,450.08	150,000.00	150,000.00	
Enabling Veterans Services	20,864.50	25,000.00	25,000.00	
Homeless Veterans Services	21,377.48	50,000.00	100,000.00	
Wins for Warriors	6,991.01	n/a	n/a	
Healthy Relationships Couples Grant	10,881.77	n/a	n/a	
Three Summits			75,000.00	
Other Donations Restricted for use by VWWP	814,971.31			
<b>Total VWWP Funds</b>	<b>1,020,477.61</b>	<b>300,000.00</b>	<b>300,000.00</b>	
<b>Benefits Funds</b>	<b>700.00</b>	<b>100,000.00</b>	<b>100,000.00</b>	
<b>Virginia Values Veterans (V3) VTAP Funds</b>	<b>149,150.69</b>	140,000.00	200,000.00	<b>FY16 \$60K reduction for VVCC increase</b>
<b>Foundation Support Funds</b>	<b>41,976.76</b>	<b>40,000.00</b>	<b>60,000.00</b>	<b>FY16 \$20K reduction, rationale unknown</b>
<b>Endowment Fund</b>	<b>183,811.98</b>			
<b>Grand Total All Funds</b>	<b>1,639,530.45</b>	<b>775,000.00</b>	<b>735,000.00</b>	<b>BB+NBB = 980,000.00</b>