

**Veterans Services Foundation Board of Trustees**  
**Virginia War Memorial**  
**621 South Belvidere Street, Richmond**

**Meeting Minutes**  
**May 6, 2015**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, May 6, 2015 at the Virginia War Memorial, 621 South Belvidere Street, Richmond.

**Trustees Present**

- Brad Antle
- James Boyd
- Frank Driscoll
- Frank Finelli
- Tom Gordy
- Don Kaiserman (Ex officio, voting, Board of Veterans Services (BVS) Chair)
- Jack Kavanaugh
- Bill Lechler
- John Lesinski
- John Newby (Ex officio, voting, Department of Veterans Services (DVS) Commissioner)
- Chip Moran, (Ex officio, voting, Joint Leadership Council (JLC) of Veterans Service Organizations Chair)
- Al Pianalto
- Rich Schollmann (Board Chair)
- Pat Webb
- Matice Wright

**Trustees Absent**

- Kathleen Levingston
- Meade Spotts
- Randy West
- Frank Wickersham

**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**

- Steven Combs, DVS Deputy Commissioner
- Leslie Frasier, Office of the Secretary of Veterans and Defense Affairs
- Allen Fryman, DVS
- Glendalynn Glover, DVS
- Brandi Jancaitis, DVS
- Tina Parlett-Calhoun, DVS
- Judy Reid, DVS
- Andrew Schwartz, DVS

## **Materials Distributed and Attached**

- Meeting Agenda (*Attachment 1*)
- Board of Veterans Services Chair Report (*Attachment 2*)
- Joint Leadership Council of Veterans Service Organizations Chair Report (*Attachment 3*)
- Department of Veterans Services Commissioner's Report (*Attachment 4*)
- VSF Income (*Attachment 5*)
- VSF Expenses (*Attachment 6*)
- FY 15-16 Events (*Attachment 7*)
- Veterans Services Fund Quarterly Report (*Attachment 8*)
- FY16 Budget Requests (*Attachment 9*)
- VSF Bylaws (main change pages only) (*Attachment 10*)
- DVS-VSF MOU (*Attachment 11*)
- VSF Planned Giving Policy (*Attachment 12*)
- VSF Milestone Plan FY16 (*Attachment 13*)

## **Materials Not Distributed But Included**

- VSF Nominating Committee Report (*Attachment 14*)

## **Materials Available But Not Included**

- VSF Committee and Board Meeting Minutes for March 25, 2015
- Virginia Wounded Warrior Program (VWWP) Mission: Healthy Families

## **Materials Distributed Separately**

- DVS Transition Program Presentation
- V3 Program Update Presentation

## **Opening and Pledge of Allegiance**

Chair Rich Schollmann welcomed everyone and called the meeting to order at 11:02 a.m.

Mr. Jim Boyd led the board in the Pledge of Allegiance.

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

With 15 of 19 trustees present, a quorum was determined.

## **Approval of Agenda**

Chair Schollmann recommended a couple of changes to the agenda. He said that the Commissioner had to leave early, therefore, his presentation would take place immediately after the presentations and that the order of the presentations would be the Transition Program, V3, and VWWP because Mr. Fryman and Mr. Schwartz had to leave for other engagements. The agenda previously was forwarded to the Foundation members electronically and was in the materials distributed. He then asked for a motion to approve the agenda as presented with the changes. The amended agenda is at *Attachment 1*.

Mr. Pat Webb **moved** to approve the agenda with the change as submitted and Mr. Chip Moran **seconded** the motion. There was no discussion and the motion **passed unanimously**.

## **Review and Approval of March 25, 2015 Development Committee Meeting Minutes**

Development Committee Chair Brad Antle stated that the March 25, 2015 committee meeting minutes were previously forwarded to the Foundation members electronically. Hard copies were available if anyone desired to see them. Mr. Jack Hilgers said that Mr. Frank Finelli had recommended an addition to the minutes at the bottom of page 4 and continued on page 5 regarding use of funds by the Virginia Veterans Care Center in Roanoke. That addition had been distributed to the members electronically prior to the meeting and was included in the copies available.

Chair Antle asked for a motion to approve the March 25, 2015 Development minutes with the addition. Mr. John Lesinski noted one change to change the word “left” to “lift” on page 4 under FY15 Budget Adjustments for the Virginia Veterans Care Center in Roanoke. Mr. Hilgers said that was correct and thanked Mr. Lesinski for catching the error. Mr. Webb **moved** to approve the minutes with the changes. Mr. Frank Driscoll **seconded** the motion. There was no discussion and the motion **passed unanimously**.

### **Review and Approval of March 25, 2015 Finance Committee Meeting Minutes**

Finance Committee Chair Jack Kavanaugh stated that the March 25, 2015 Finance Committee meeting minutes were previously forwarded to the Foundation members electronically. No changes or additions had been recommended. A limited number of printed copies were available if anyone desired to see them.

Chair Kavanaugh asked for a motion to approve the March 25, 2014 meeting minutes. Mr. Bill Lechler **moved** to approve the minutes and Mr. Al Pianalto **seconded** the motion. There was no discussion and the motion **passed unanimously**.

### **Review and Approval of March 25, 2015 Meeting Minutes**

Chair Schollmann stated that the March 25, 2015 meeting minutes were previously forwarded to the Foundation members electronically. Hard copies are available if anyone desired to see them. Mr. Hilgers noted that Mr. Finelli had recommended two additions to the minutes which were on page 4. These additions had been distributed to the members electronically prior to the meeting and were included in the copies available.

Chair Schollmann asked for a motion to approve the March 25, 2015 Board meeting minutes with the additions. Mr. Kavanaugh **moved** to approve the minutes with the additions and Ms. Matice Wright **seconded** the motion. There was no discussion and the motion **passed unanimously**.

## **PRESENTATIONS**

### **DVS Transition Program**

Mr. Allen Fryman provided an introduction briefing on the Virginia Transition Assistance Program (VTAP). The presentation highlighted a brief history of VTAP, why it was developed, and the focus of the services. The presentation also included VTAP’s impact to date regarding the number of Veterans assisted since it became its own program this past year. At the conclusion of the briefing, the way forward for VTAP was discussed which included the need for additional staff, development of the existing VTAP website, and expanding outreach.

Mr. Finelli asked how the program was interfacing with the VEC (Virginia Employment Commission). Mr. Fryman said that he works closely with the VEC in exchanging information and providing VEC with transitioning service personnel resumes. Mr. Finelli said that is great, but isn’t this creating a set of redundant stovepipes that would only confuse services members about where to go for assistance.

Commissioner Newby said that the transition problem was not being addressed by any state agency before Secretary Harvey got involved. The Commissioner gave some examples of how the programs were different and emphasized that VEC, for example is really restricted by law and federal regulation in what it can do as are other related agencies. Hypothetically, there may be some overlap, but in reality there were critical areas that

were not being addressed and VTAP has been filling those voids. Mr. Finelli asked if there was a federal level interface. Mr. Fryman said they were very involved with several federal agencies and provided examples.

Mr. Lesinski said that there is a great lack of truck drivers to support the Virginia Ports and wanted to know if there was any coordination with the Virginia Port Authority. Mr. Driscoll pointed out that the truckers do not work for the Port Authority but are contract carriers and they are the ones who need assistance. There are a lot of veterans becoming available and they need to be linked up with the fifty or sixty contract carriers who operate in Hampton Roads. Discussion continued and included the work VTAP, V3 and other state agencies, including DMV with their Troops-to-Trucks Program, in trying to alleviate the situation. Commissioner Newby gave examples several initiatives that were being pursued to address the issues.

Mr. Kavanaugh asked if the presentation could be provided to the Board members. Mr. Fryman said that it would be made available. *The VTAP and V3 presentations were subsequently disseminated to the Board members and are available on request from DVS and the Foundation.*

Chair Schollmann thanked Mr. Fryman for briefing the Board on this new DVS Program.

### **V3 Update**

Mr. Andrew Schwartz, V3 Program Manager, provided an update on the eleven companies trained using \$55,000 from VSF funds. He then provided an update on the V3 Program's history, present success, and future plans.

Mr. Driscoll and Mr. Finelli asked if there were any projections on the number of service members being released from active duty. Mr. Schwartz said neither the Bureau of Statistics nor the Veterans Administration have provided any projections, but Virginia is one of only two states whose veterans population is projected to increase. The other is Wyoming. Additionally the VA updates the forecasts on a biennial basis, though they are trying to increase the reports to be on an annual basis, and the last report was in October 2014.

Mr. Schwartz covered additional items in his presentation including the level of increased engagement with V3 companies, the Veterans Employment Grant Program, the costliness of the Train-the-Trainer Program compared to more economical and effective means for educating employers, and the partnership with the Virginia Employment Commission in which VEC will shift to an "ambassador" model of outreach and connectivity, rather than a "trainer" model.

Mr. Driscoll asked how the state agencies were doing in compliance with the requirement to get V3 certified and hire veterans and whether localities are getting involved. Mr. Schwartz said that the state agencies were doing very well and gave examples. Local participation among municipalities is in the works. Norfolk has been on board and it is being discussed in Chesapeake today. Others have expressed interest. Commissioner Newby said that this needs to be pursued because there is a lot of potential there, not only with local governments but with other local agencies.

Mr. Schwartz concluded saying that the V3 Website carries a lot of information that is easily searchable and can provide current updates on critical information including firms contacted, participating, veterans' hires, job availability, and other information of interest. It also provides a personal connection with potential employers which will be a big help to job seekers. Mr. Finelli asked about tracking individual hires, levels of employment, and locations. Mr. Schwartz said that they do not have that capability, but do track by industries and companies that have hired and those looking for employees.

Mr. Lesinski asked about V3 involvement with health care. Mr. Schwartz said that they were very involved and closely working with health care agencies on certification and employment issues.

Mr. Finelli asked about the cost effectiveness of the program; that is the number of people associated with the program and expenses as was covered at the last meeting. Mr. Schwartz said that he didn't have that information available, but would provide it with the next update to the Board.

Mr. Don Kaiserman asked how the state agencies were doing in the program. Mr. Schwartz again gave several examples of state agencies that were fully participating. Deputy Commissioner Steven Combs said that DVS and V3 are working closely with the state's Department of Human Resource Management (DHRM) that is the agency responsible for human resources in the state agencies and through them DVS and V3 has been able to effectively reaching out to all state agencies.

Ms. Wright asked if V3 had information on the numbers of male veterans hired versus females. Mr. Schwartz said that they were not collecting that type of information from specific companies and agencies because of the sensitivity of its nature and the possible reluctance of employers to open their recruiting process to public scrutiny. Ms. Wrights said that she understood, but that it would be helpful to know if female veterans who are potential employees are being hired. General discussion followed and it was agreed that such information would be helpful, but getting that information may prove too difficult and alienate Program participants. Different means need to be developed to find out the ratio of male to female veterans being employed. Additionally, she requested a copy of Mr. Schwartz' presentation, which he said would be provided to all of the Board members.

Chair Schollmann thanked Mr. Schwartz for his informative presentation.

#### **VWWP Update**

Ms. Brandi Jancaitis provided an oral Virginia Wounded Warrior Program (VWWP) update. (*She did not provide a formal presentation.*) As of April, VWWP has reached 100% of the total services target (6,050 total services delivered) for FY15. However, it is the personal stories of their clients and not numbers that really tell the impact VWWP is making in the Community. She proceeded to read a letter from one such client who attributed VWWP with saving his life. The VWWP Team was there when he had decided to end his life because he had lost all purpose and didn't know what else to do. However, it was through daily contact with a VWWP representative and attention to his needs that he regained his sense of being and purpose. He will be eternally thankful to VWWP for the help they provided. Ms. Jancaitis noted that while staff knew they are having an impact, rarely do consumers take the time to provide such a detailed testimonial such as the one she presented. Such testimonials confirm the special value of VWWP.

Ms. Jancaitis mentioned that VWWP is working closely with V3 and the DVS Transition Program and gave examples of their team approach. She said VWWP will host a family retreat on 12-14 June in Wakefield Virginia – registration is open! She explained the Mission Healthy Families initiative and provided a handout on the June 12-14 retreat.

The VWWP rebrand to Virginia Veteran and Family Support is progressing. The goal is to be able to provide assistance to anyone in need who can benefit from the services the program offers and assure donors that their investments are paying off in direct services to veterans and their families. The DVS Director of Communications, Tina Parlett-Calhoun, has developed a rebrand plan. The new program name has been introduced to regional and local stakeholders and notification to donors, fundraising event sponsors, and others has begun. The media and others will be next. She asked the Board members to be Ambassadors to help inform the public regarding this initiative. Ms. Parlett-Calhoun provided specific examples on the rebranding plan implementation.

Mr. Pianalto provided some examples of how VWWP was being confused with the Wounded Warrior Project and noted that the rebranding should eliminate the confusion.

Chair Schollmann thanked Ms. Jancaitis for the update and information. He said that the Commissioner had asked to briefly present his report before lunch and that, if there was no objection, he would ask the Commissioner for his report. No objection was posed.

## **REPORTS**

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

Commissioner John Newby introduced Ms. Glendalynn Glover who has taking Ms. Danielle Weaver's place. He said she retired from the Richmond City Department of Social Services after 35 years of service. She enjoys working with people and providing assistance and support as they navigate through the challenges of life and she is looking forward to providing assistance to veterans and their families.

Commissioner Newby then briefly reviewed the DVS report which is included in the material provided (*Attachment 4*). There will be a Virginia Military Advisory Council meeting at Ft. Eustis in the near future where we plan to have transition as a major topic for discussion with all of the military post and station commanders.

Benefits will be opening two new offices and relocating a third from the Portsmouth Naval Hospital to the Chesapeake campus of Tidewater Community College. The campus is readily accessible to Portsmouth residents and will serve both communities well. It currently is in operation and there will be a ribbon cutting ceremony on 10 June. The new offices probably will be in Petersburg and Fredericksburg.

The Sitter & Barfoot Veterans Care Center will have a ribbon cutting for the opening of its new addition sometime in July. The Governor has been invited. More information about this event should be out shortly.

In response to a question from Mr. Finelli, the Commissioner said that the greatest expansion of personnel will be in Benefits, but plans also are for additional personnel, either part-time or full time in V3, VTAP, and the State Approving Agency for Veterans Education and Training, which handles certification of GI Bill education institutions, due to the expansion of education programs that have to be covered. There also will be three more personnel assigned to the Homeless Veterans Program to further to goal of achieving a functional zero on the number of homeless veterans by the end of the year and keeping those numbers at functional zero. Additionally, there will be a few DVS headquarters staff personnel added to cover staff training and other needed requirements.

Chair Schollmann thanked the Commissioner for his, as always, informative report.

*Chair Schollmann called for a lunch break at 12:25 p.m. He called the meeting back to order at 12:41 p.m. Deputy Commissioner Combs departed during the lunch break.*

### **REPORTS (Continued)**

Chair Schollmann called for the remainder of the reports, noting that the Commissioner had given the DVS report earlier.

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

Mr. Don Kaiserman gave a brief review of the BVS Report (*Attachment 2*). He stated that BVS committees have been active with the Benefits Committee meeting here on 20 April and the Cemeteries Committee meeting at Amelia the following day. Also, the Care Centers Committee had a meeting at Sitter & Barfoot on April 27. BVS will be working in close coordination with the DVS on developing recommendations for the 2016 General Assembly. The next BVS meeting will be on May 12 and VSF Trustees are invited to attend.

Chair Schollmann thanked Mr. Kaiserman for his report.

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

Mr. Chip Moran gave the JLC report (*Attachment 3*). They have several initiatives that were proposed at the March 18 meeting on which they are working. The next meeting will be on May 20. It will be my last meeting as my six year term will be up. I certainly appreciated working with all of you.

Mr. Moran said that, along with Secretary Harvey, he attended a meeting at Old Dominion University of student veterans from across the state. They met with the president of student veterans and found that the students do not have a formal organization and would not qualify for JLC membership. The biggest problem is that they have a great turnover in students who do not stay at the higher education institutions longer than they have to and leave after graduating in a few years. Mr. Moran and Deputy Commissioner Combs went to the College of William & Mary and met with about 45 student veterans to explore how to get student veterans involved with DVS. The idea emerged that DVS could establish contact with veteran students through the regional offices of VWWP. Student veterans would identify their needs and those of the younger former services members and provide feedback on their needs to DVS.

Chair Schollmann thanked Mr. Moran for the brief report and his service on the JLC. *Mr. Moran received the acclamation of all present.*

*Commissioner Newby had to leave for another meeting and designated Ms. Tammy Davidson as his representative for the rest of the meeting.*

## **Foundation Executive Director**

Mr. Hilgers stated that the Income, Expense, and Events reports are contained in the information provided (*Attachments 5, 6, and 7*). With Income the listing contains donors who gave \$1,000 and over to VWWP and an aggregate of all other donors who donated less. Income for VWWP is 21% higher than last year and overall donations broke the half million mark and exceed last year by 41% thanks primarily to the \$100,000 donation to V3 by Altria Corporation. During April, VWWP alone had income of about \$2,000 in donations.

VSF Expenses are on the reverse side of the Expense handout in the trustees' material. The total of \$915 is well below this time last year by about \$1,500. Although additional expenses are anticipated, they should not exceed an additional \$1,000.

Donor Events for FY15 and FY16 are contained on the next handout and are steadily increasing. The events with asterisks by the location are ones that the VWWP Executive Director should attend, if possible.

Mr. Hilgers asked if anyone had questions or comments.

Mr. Gordy asked if anyone had reported on the rebranding of VWWP. Mr. Hilgers said that Revere Gas, which carries the VWWP logo on the sides of its delivery trucks, received positive comments from its customers regarding the change. All thought that it was the right thing to do because people were confusing VWWP with the Wounded Warrior Project. We have not had push-back from any donors who we have been notifying of the change.

Mr. Webb observed that this change is going to be a positive move. He keeps hearing that we're out of Iraq and getting out of Afghanistan, therefore, the need to treat wounded warriors will be diminishing. He has heard from Vietnam veterans that no one did this for them. Additionally, others are saying that they are veterans and have received injuries that are not "wounds" and they were not "warriors" but deserve some help. So when we're marketing for donations and support we need to stress that it is for veterans and their families in need and that is what the new name states. The change in name will have to address another concern. With the new name that doesn't include "wounded warriors" we must be careful of what we say. A donor who has contributed for "wounded warriors" may question how their donations are being used. As they hear that non-wounded warrior veterans are receiving assistance, they may be concerned that their donations are not being

used for the purpose intended – specifically for “wounded warriors.” Mr. Hilgers mentioned that wounded warriors would still be getting the benefits of the donations and that this change doesn’t cut them out. Mr. Webb cautioned that it may be true, but care must be exercised when providing the Program results.

Mr. Moran said that VWWP originally was only for veterans with PTSD and traumatic brain injuries, but it was found that veterans with these injuries also were homeless, had other problems affecting education, jobs, and financial well-being. Therefore, the Program appropriately has expanded to meet the needs of those recent veterans, but also veterans of Korea, Vietnam and other areas where veterans have been in harm’s way such as Granada, Panama, and Bosnia. The name change will indicate that Virginia has a broad vision for taking care of its veterans. It also will disassociate VWWP from the Wounded Warrior Project and some of the negative publicity it has been getting along with a lot of other questionable charities with similar names. Mr. Webb and Mr. Kaiserman concurred as did Mr. Gordy.

Mr. Hilgers concluded by stating that Mr. Jim Boyd, Mr. Bill Lechler, and Mr. Meade Spotts had recently been reappointed to the Board by the General Assembly. He congratulated them on their reappointments. He also noted that the Governor’s reappointments of Mr. Gordy and Mr. Kavanaugh had not been received, as yet.

### **Board Chair**

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

### **Veterans Services Fund FY15 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 8*. VSF has increased its assets by about \$300,000. With about \$500,000 in income, there only has been about \$150,000 in expenses. However, V3 expenses are not reflected and will be posted in the April report. This will increase expenses by about \$72,000. Additionally, the Virginia Veterans Care Center will be spending about \$60,000 and this should serve to reduce the excess funds.

Ms. Davidson asked for questions. None were posed and Chair Schollmann asked Mr. Hilgers to discuss budget allocations for FY16.

### **FY16 Budget Allocations**

Mr. Hilgers said that the recommended budget allocations for FY16 (*Attachment 9*) were in the Trustees packages. He noted that the budget allocations are the same as for FY15 with \$42,000 for the Virginia Veterans Care Center (VVCC), \$28,000 for Sitter & Barfoot Veterans Care Center (SBVCC), \$5,000 for cemeteries, \$300,000 for VWWP, and \$60,000 for the Foundation Support Fund. The only changes are V3 has been increased to \$200,000 and a new fund has been added with \$200,000 for Benefits.

Changes requested are an increase of \$59,500 for VVCC to assist with their spending plan discussed at the last VSF meeting, elimination of two sub-fund categories at SBVCC, and an additional \$75,000 for VWWP to assist with rebranding (\$50,000) and meet Homeless Veterans goals in FY16 (\$25,000). These will have to be approved by the Department of Planning and Budget after 1 July when the FY16 Appropriations Act takes effect.

Mr. Hilgers said that these additions are reasonable and recommended that the Board approve them. He called for questions.

Mr. Finelli wondered whether there would be any possibility of VSF having greater flexibility in the allocation of funds or DVS expanding their programs to use some of the funds accumulated similar to the reprogramming process used at the federal level, where departments can request to shift funds across accounts during the year



of execution. If VSF continues on this course, it could have \$2,000,000 and not be able to spend it. He realized that part of the problem may be in program execution, but asked if there could be other ways to adjust allocations to give VSF more flexibility in handling its assets and redistribute funds.

Mr. Hilgers pointed out that VSF is extremely limited in programming by restrictions imposed by the Code of Virginia on using donor funds for other purposes than which the donor intended. Specifically the Code of Virginia sections under 64.2-1100 apply and are very complex and restrictive and involve court proceeds after the funds have been held for 20 years. He said that perhaps VSF should be raising funds for general unrestricted purposes, but as Mr. Webb would point out, that would be a very hard sell because donors want to know how their money is being used. Mr. Hilgers noted that he believed that VWWP is the most flexible of DVS programs because it has been expanded and with the new name many more possibilities could exist.

Ms. Davidson said that with the FY16 budget, DVS has sufficient general funds from the General Assembly to cover all of its programs and would be hard pressed to find new needs for which VSF funds could be used. VSF doesn't need an appropriation increase. The issue is not with the VSF allocation from the General Assembly but in DVS programs not spending the funds on hand.

Mr. Finelli mentioned that DVS needs to further develop the pipeline of DVS programs.

Discussion continued about DVS needs and the gaps in expenditures. Mr. Webb said that most donors know that the funds will support veterans, but they want to know how and when they will be spent. He has donors currently that would be eager to contribute if they had answers to these questions. He also questioned that there are no needs because he has heard that more help is needed from the DVS personnel in the field. Mr. Moran said that Commissioner Newby is aware of personnel shortfalls and is working to free up assets and better distribute to work load, but it's a hard sell to get donors to contribute to personnel support.

Chair Schollmann observed that we could continue the discussion all afternoon. He recommended that Mr. Hilgers and Ms. Davidson take the issue to Commissioner Newby and get his thoughts on the subject. Mr. Webb and Mr. Finelli also said they would look into this further and see if there were possible alternatives.

### **Report of the FY16 Nominating Committee**

Chair Schollmann stated that Mr. Frank Wickersham, Mr. William Lechler, and Mr. Meade Spotts composed the FY16 Nominating Committee. In the absence of Committee Chair Wickersham, Mr. Lechler gave the Nominating Committee Report. *See Attachment 14*. The Committee recommends the following nominations: Chairman, Brad Antle; 1<sup>st</sup> Vice Chair, Rich Schollmann; and 2<sup>nd</sup> Vice Chair, Al Pianalto.

Chair Schollmann said that nominations would be taken from the floor and the vote conducted under New Business.

## **UNFINISHED BUSINESS**

### **VSF Bylaws Revision**

Mr. Hilgers stated that at the last Board meeting the composition of the Foundation was discussed and it was recognized that VSF was composed of more than the Board of Trustees but included staff, donors, volunteers, and other interested parties. It was suggested that this be clarified. To that effect, changes have been made to the Trustees' Bylaws to state the composition of the Foundation, allow for additional non-voting Board members, and refer to Board members as "Trustees." Also reflected is the type of board "supervisory" as required by section 2.2-600 of the Code of Virginia. Those changes, primarily on pages 1 and 2 of the Bylaws, were distributed to the Trustees for comment ten days prior to the meeting. The changes to the Bylaws are in *Attachment 10*. No comments or questions have been received and he asked if the Board had any to make now. None were posed; therefore, Mr. Hilgers recommended that the Board approve the changes under New

Business. He noted that similar changes need to be made to the Code of Virginia and those changes have been forwarded to the appropriate authority.

### **DVS-VSF MOU**

Mr. Hilgers said that the DVS-VSF Memorandum of Understanding (MOU) had not been reviewed in several years and that he worked with the Office of the Attorney General and the Commissioner to revise it. Mr. Combs and Ms. Davidson also provided great assistance and recommendations. Basically, the MOU has been condensed by eliminating unnecessary words, redundant clauses and paragraphs, and give it more meaning. The results have been distributed to the Board of Trustees prior to the meeting. See *Attachment 11*. The Commissioner and Mr. Hilgers hoped that it would be the pleasure of the Board to approve the revised MOU under New Business. He asked if there were any questions or comments. None were heard.

### **Planned Giving Program**

Mr. Hilgers said that the Planned Giving Program had been thoroughly discussed at past meetings and that he had incorporated the suggested change recommended at the last Board meeting by Mr. Finelli and Mr. Webb to give the program more flexibility. He asked if there were any further comments or questions. None were provided and he recommended that the Board approve VSF-DVS Joint Policy #11 under New Business with the provision that it would not become effective until July 1, 2015 when the section of the Code of Virginia relating to anonymity of donors would take effect. See *Attachment 12*.

### **VSF Milestone Plan**

Mr. Hilgers noted that the VSF Milestone Plan was similar to those used in prior years to let Board Trustees and others know basically the meeting dates, in some cases locations, and main issues to be covered by the Foundation during the course of the year. It is subject to modification, but provides an overall guide. A draft had been sent out electronically earlier. He asked if there were any questions or comments. Hearing none, he recommended that the Board approve the plan under New Business. See *Attachment 13*.

### **VSF Website Considerations/Discussion**

Mr. Hilgers gave a short briefing on the origin, development, and maintenance of the VSF Website. It was financed by donations from Board Trustees, primarily Dr. Leroy Gross, and initially cost about \$2,000 but ended up costing almost \$4,000. It was based on recommendations from the Branding sub-committee of the Development Committee. The principal players during FY2010 and 2011 were Mr. Pete Trainer, Mr. Frank Wickersham, Mr. Jim Cuthbertson, and Mr. Dave Holt. They were assisted by the DVS Director of Communications at the time, Ms. Anne Atkins. As it has been a while since then, Mr. Hilgers invited Trustees to view the website and present any thoughts or recommended they believed would be beneficial. He opened the floor to discussion.

Mr. Webb said that he had spent some time reviewing the website and looked at the website for accuracy, authority, objectivity, currency, coverage, and design as follows:

**ACCURACY.** The VSF site is a reliable source of correct information regarding the VSF and its operations, donations, and how they are used. The site appears to have been regularly reviewed by a webmaster.

**AUTHORITY.** The site clearly represents the VSF. There are links that take the viewer to detailed information that amplify the points being made in the website. These include but are not limited to the Financial Reports, link to the DVS page, and links to the “six service delivery sections” of DVS. The “About Us” page describes the purpose of the VSF and key information about the organization.

**OBJECTIVITY.** The website is straight forward showing no bias. It is there clearly to inform.

**CURRENCY.** While the site is current for the most part, there are some areas that need to be updated. The last meeting minutes are dated November 5, 2014. The pictures and some of the information on the VWWP are dated. The link to the VWWP website, “Learn More,” goes to a notice that says website has expired.

**COVERAGE.** While the site provides accurate and authoritative information about the VSF its appearance does not necessarily catch the viewer’s eye.

**DESIGN, ORGANIZATION, and EASE of USE.** The site is clearly organized, easy to read, use and navigate. There are a few areas that could improve the site and make it more appealing to the user. These include.

- A Site Map for ease of searching.
- Links to social media such as Facebook, Twitter, or YouTube.
- The link to “News” goes directly to the DVS News site. While this news is important, it is DVS news and not VSF news. The VSF site is for the VSF. If the news is for DVS then the News link/tab should be changed to reflect that the news is not VSF.
- The look of the VSF site is okay but not necessarily eye catching.
  - It shouldn’t look like the DVS site but could look more interesting and reflect the forward looking nature of the VSF.
  - The use of pictures and reduction in amount of text could help. Note the text can remain but be made available by linking the topic to separate narration.
  - The colors are okay but with the use of graphics could be more appealing.
- The donation page could be updated to include:
  - Include a phone number and or an email link to go to in the event the donor has a question.
  - If the gift is a one time or recurring gift.
  - If the gift is a pledge or a donation.

Mr. Webb said that he had additional comments and would submit a detailed list to Mr. Hilgers.

Mr. Antle said that he would like to see the VSF logo on each page, not just the donation page.

Mr. Hilgers asked for other comments and none were presented. He thanked Mr. Webb for his thorough report.

### **Other Unfinished Business**

Chair Schollmann asked if there was any other Unfinished Business. None was presented, but Mr. Hilgers noted that this would have been Mr. Wickersham’s last meeting. He has been a Trustee for eight years which is the limit for appointments. He was instrumental in managing the Board’s doubling in membership and reorganization as Board Chair in 2008. He has been a staunch supporter of both the Foundation and DVS. Prior to joining VSF, he was Chair of the JLC until just before his appointment to VSF and resigned when he was appointed. Mr. Hilgers said that he would see about getting Mr. Wickersham back for the August Board meeting to properly thank him for his outstanding service.

### **NEW BUSINESS**

Chair Schollmann said that without objection, he would call for a motion to approve the Second Quarter Financial Report, the VSF FY16 Budget Allocations, the VSF Bylaws Revision, the DVS-VSF MOU, the Planned Giving Policy, and the FY16 Milestone Plan as a block. No objections were heard.

### **Approval of VSF FY15 Fund Third Quarter Report**

### Approval of FY16 Budget Allocations

### Approval of VSF Bylaws Revision

### Approval of DVS-VSF MOU

### Approval of VSF-DVS Joint Planned Giving Policy

### Approval of VSF TF16 Milestone Plan

Mr. Antle so **moved** and Mr. Kavanaugh **seconded** the motion. There was no discussion and the motion **passed without discussion**.

### Election of Officers

Chair Schollmann said that the Nominating Committee had nominated Mr. Antle for Chair, myself for 1<sup>st</sup> Vice Chair, and Mr. Pianalto for 2<sup>nd</sup> Vice Chair and opened the meeting to nominations from the floor.

Mr. Kavanaugh **moved** to close the nominations and elect the nominations by acclamation. Mr. Antle **seconded** the motion. There was no discussion and the motion **passed by acclamation**.

### Other New Business

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

### Public Comment Period

Chair Schollmann asked if there was any public comment. None was presented,

### Adjournment

Mr. Finelli moved to adjourn the meeting. Without objection, the meeting adjourned at 1:46 p.m. The next meeting will be on August 5, 2015 at the Virginia War Memorial Freedom Hall.

# **ATTACHMENT 1**

**Veterans Services Foundation Board of Trustees  
Virginia War Memorial  
621 South Belvidere Street, Richmond, VA  
May 6, 2015  
11:00 a.m. – 2:00 p.m.  
DRAFT**

- 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 25, 2015 DevCom Minutes – *Committee Chair* (5 minutes)
- III. Review and Approval of March 25, 2015 FiCom Minutes – *Committee Chair* (5 minutes)
- IV. Review and Approval of March 25, 2015 Board Meeting Minutes– *Board Chair* (5 minutes)
- V. Presentations
  - a. DVS Transition Program – *Allen Fryman* (10 Minutes)
  - b. V3 Update – *Andy Schwartz* (10 minutes)
  - c. VWWP Update – *Brandi Jancaitis* (10 minutes)
- VI. Working Lunch (Approximately 12:00 p.m.)
- VII. Reports:
  - a. Department of Veterans Services – *John Newby* (5 minutes)
  - b. Board of Veterans Services – *Don Kaiserman* (5 minutes)
  - c. JLC – *Chip Moran* (5 minutes)
  - d. Foundation Executive Director (VSF Income, Expenses, Events) – *Jack Hilgers* (5 minutes)
  - e. Board Chair – *Rich Schollmann* (5 minutes)
  - f. Review of FY15 Quarterly Report – *Tammy Davidson* (5 minutes)
  - g. Review of DVS Budget Allocations for FY16 – *Jack Hilgers/Tammy Davidson* (5 minutes)
  - h. Report of the Nominating Committee – *Frank Wickersham* (5 minutes)
- V. Unfinished Business:
  - a. VSF Bylaws Revision – *Jack Hilgers* (5 minutes)
  - b. DVS-VSF MOU – *Jack Hilgers* (5 minutes)
  - c. VSF Planned Giving Program – *Jack Hilgers* (10 minutes)
  - d. Discussion of VSF FY16 Milestone Plan – *Jack Hilgers* (2 minutes)
  - e. VSF Website Considerations/Discussion – *Jack Hilgers* (5 minutes)
  - f. 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 FY16 – *Board Chair* (2 minutes)
  - c. Approval of Bylaws Revision – *Board Chair* (2 minutes)
  - d. Approval of DVS-VSF MOU – *Board Chair* (2 minutes)
  - e. Approval of Planned Giving Policy – *Board Chair* (2 Minutes)
  - f. Approval of VSF FY16 Milestone Plan – *Board Chair* (2 minutes)
  - g. Election of Officers – *Board Chair* (4 minutes)
  - h. Other New Business – *Board Chair* (2 minutes)
- VII. Public Comment Period. (5 minutes)
- VIII. Adjournment (Next Board Meeting: 5 August, Virginia War Memorial)

## **ATTACHMENT 2**

### **BOARD OF VETERANS SERVICES REPORT TO THE VETERANS SERVICES FOUNDATION May 6, 2015**

The Board of Veterans Services (BVS) met last on January 12, 2015. The next BVS meeting will be held May 12. Additional meetings are scheduled for July 21 and October 26.

The BVS Benefits Committee met on April 20. The meeting focused on an in-depth review of the Department of Veterans Services (DVS) Benefit Services section. The Committee was also briefed on the Virginia Wounded Warrior Program (VWWP) rebranding plan.

The BVS Cemeteries Committee met on April 21. The Committee conducted an in-depth review of the DVS Cemetery Section's anticipated workload and resource levels for Fiscal Years 2015 – 2020; the Building & Property Maintenance, Equipment Purchase & Replacement, and Planning & Improvement Plans for FY2015 – FY2026; and the new master plans for the Amelia and Suffolk cemeteries.

The BVS Care Centers Committee met on April 27. The Committee received a detailed briefing on current operations and construction projects at the Virginia Veterans Care Center (Roanoke) and the Sitter & Barfoot Veterans Care Center (Richmond). The Committee also discussed plans for future veterans care centers in the Hampton Roads and Northern Virginia areas.

The top priority for both the BVS and the Joint Leadership Council of Veterans Service Organizations (the JLC) for the 2015 General Assembly was funding for the DVS Benefits Services section. Our combined advocacy resulted in an additional \$1,750,201 being proposed by the Governor and approved by the General Assembly.

We look forward to our continued partnership with the VSF in 2015.

Respectfully submitted,

Donald B. Kaiserman  
Chairman

## **ATTACHMENT 3**

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

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

**May 6, 2015**

The Joint Leadership Council of Veterans Service Organizations (the JLC) last met on March 18, 2015. The results of that meeting, as well as that of the December 18, 2014 meeting and the January 15, 2015 *Conference at the General Assembly*, were reported to the Veterans Services Foundation on March 25.

The JLC looks forward to continuing our partnership with the VSF in support of Virginia's veterans in 2015. Our next meeting is Wednesday, May 20.

Respectfully submitted,

Thomas "Chip" Moran  
Chairman

## **ATTACHMENT 4**

### **DEPARTMENT OF VETERANS SERVICES**

Memorandum for: Chairman Rich Schollmann  
Members, Veterans Services Foundation

From: John L. Newby II, Commissioner

Date: May 6, 2015

Subject: Department of Veterans Services report

Your Department of Veterans Services continues to “move out” on multiple fronts:

- Expanding access to veterans benefits: \$1,750,201 in new General Fund (GF) money was approved for the DVS Benefit Services section in Fiscal Year (FY) 2016. On July 10, DVS will onboard 23 new full-time employees (2 regional managers, 3 veterans service representatives (VSR)/outreach coordinators, 17 VSRs, and 1 veterans service administrator). New offices are planned for Chesapeake, Fredericksburg, and Petersburg.
- Ending Veterans Homelessness: over 500 homeless veterans have been housed since November 2014. Planning is underway for the 2<sup>nd</sup> Annual *Ending Veterans Homelessness* Summit on June 17. With new funding approved by the Governor and General Assembly, DVS will hire three new Housing Resource Specialists in FY16.
- Putting veterans to work in the new Virginia economy: \$500,000 in new GF was approved for FY16 to award grants to companies that hire and retain veterans; \$1,000 for each veteran hired and retained for one year, up to a maximum of \$10,000 per company. Additional FY16 funding was also provided for V3 and Virginia Transition Assistance Program (VTAP) operations.
- At the reconvened session on April 15, the General Assembly unanimously approved the Governor’s proposed amendments to the four veterans care center bills. \$66.7 million in Virginia Public Building Authority (VPBA) bond funding has been approved for the design of new veterans care centers in Hampton Roads and Northern Virginia and the construction of one center.
- Virginia Wounded Warrior Program (VWWP) will become known as Virginia Veteran and Family Support (VVFS) on October 1.
- DVS will submit a grant application to the U.S. Department of Veterans Affairs for phase expansion at the Albert G. Horton, Jr. Memorial Veterans Cemetery (Suffolk).



**ATTACHMENT 5**  
**VSF INCOME FOR FY15\***  
**Unaudited**  
**March 31, 2015**

**Income**

**VWWP**

Combat Veterans Motorcycle Assn	30,000.00
Wins for Warriors Grant	22,800.00
McDonalds Tidewater Assn	18,555.40
Ronald Minton Golf Tournament	12,022.30
Prince William Cruisers	7,900.00
Knights of Columbus Assembly 3349	6,746.00
Blue Canopy	5,010.00
Bailey's Crossroads Rotary Club	5,000.00
Childress Foundation	5,000.00
Attorney General Mark Herring	5,000.00
Whitney and Anne Stone Foundation	5,000.00
Manchester Moose 699	5,000.00
Gavin, Peter & Andria	5,000.00
Lakeview Development Corp	4,709.09
American Legion Riders Post 146	4,523.00
Boshway Foundation	4,516.98
Southern Knights Cruisers	3,500.00
Papa John's Team, United	3,155.93
10 IS Booster Club, Langley AFB	3,007.56
Southwestern Computer Consultants	3,000.00
RECO Foundation	3,000.00
Al Stroobants Foundation	3,000.00
American Legion Post 89	3,000.00
Revere Gas	3,000.00
Centurion Chapel, Ft Monroe	2,930.00
Witt's Harley-Davidson	2,446.00
Celebration Christian Fellowship	2,265.00
Wolf Creek Country Club	2,235.00
Leuter Ranhorn Restaurant Group	2,080.32
H-Assets Investments	2,000.00
Eva's Salon	2,000.00
Wilderness Baptist Church	2,000.00
University of Richmond Law Students	2,000.00
Southern Knights Cruisers	2,941.00
Warwick Moose 1711	1,864.78
Schuyler Community Center	1,629.16
Associated Builders & Contractors	1,565.00
HQ ACC (Gen HJ Carlisle)	1,500.00
Bethesda Presbyterian Church	1,500.00
First Presbyterian Women Richmond	1,440.00
Un-refiners Golf Tournament	1,288.00
Hansen, Leslie (MarCor Marathon)	1,375.90
Chappell & Son Charitable Trust	1,250.00
Bevell's Hardware	1,219.00
Johnson, Kathryn	1,200.00
Park & Co Schoekoe Vets Day Fundr	1,121.00
Ladysmith American Legion Post 221	1,058.66
Dominion Foundation	1,000.00
Augusta Expo	1,000.00
Restoration Christian Church	1,000.00
Staunton Elks Club 351	1,000.00
Richmond Area MOAA	1,000.00
Alfa Tau Omega Chapter UVA	1,000.00
Clapsaddle, Gene	1,000.00

Bradley, Harry & Linda	1,000.00
AMVETS Post 40	1,000.00
Potomac Chapter MOAA	1,000.00
Better Life Services	1,000.00
Sub-Total	221,425.08
Individual Donors	<u>79,714.51</u>
VWWP Revenue Balance	301,139.59

Care Centers	
VVCC	39,042.86
SBVCC	17,404.31

Cemeteries	
Amelia	250.00
Dublin	500.00
Suffolk	500.00

V3	
Altria Group, Inc.	100,000.00
Federal Street Consulting	500.00
Enterprise Management Systems	500.00
SHINE Systems Technology	1,000.00
Printpack, Inc.	500.00
Dominion Foundation	10,000.00
RR Donnelley	500.00
Other	25.00
VWWP Homeless Boot Camp	
Virginia Housing Dev. Authority	33,549.00
Foundation Endowment	
Individual Donors	250.00
Non-VWWP Total	<u>204,521.17</u>

**Total FY15 Income** 505,660.16

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

**ATTACHMENT 6**  
**VSF Support Fund Expenses**  
**Revised 3-30-15**

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 = <u>3,000.54</u>

Total			14,145.58
Less DVS Expenses (2009)			12,647.70
Average Per Year			2,529.54

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 (March 30, 2015)

Travel	428.91
Advertising	375.00
(Golf Cart	3,600.00)
On-line Donation Svcs	<u>112.03</u>
	915.94

**ATTACHMENT 7**

**VSF and VWWP Fundraising\* Events FY15 & 16**

<b>Date</b>	<b>What</b>	<b>Where</b>	<b>POC</b>	<b>Donation</b>
7/5/14	Independence Day Cel*	Powhatan	Clyde Childress	5,060.00
7/26/14	Music Festaval/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	Agusta 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	
4/25/15	Spotsylvania Mall*	Spotsylvania	Don Thodos	
4/25/15	HR Autobody Car Show*	Chesapeake	Carol Dail	
4/27/15	VA Tech Golf Tourn*	Blacksburg	Wayne Zellers	
5/8/15	GStek Golf Tourn*	Portsmouth	Gene Strother	
5/9/15	MOAA Clay Shoot*	Lexington	Ross Schmoll	
5/9/15	LaRS Golf Tournament*	Williamsburg	Jon Liebler	
5/15-16/15	Basketball Tourn*	Roanoke	Brad Booth	
5/15/15	TRADOC MC Run	Newport News	David Clay	
5/23/15	Minton Golf Tourn*	Roanoke*	Ron Minton	
5/30/15	Poker Run*	Colonial Beach	Diane King	
5/30/15	Dart Tournament	Newport News	Staci Roush	
6/14/15	BAE Golf Tournament*	Christiansburg	Walker Suthers	
6/20/15	ALR Ride for Warriors*	Hopewell-Richmond*	Dennis Hubbs/	
7/3/15	Independence Day Cel*	Powhatan*	Clyde Childress	
8/3/15	MOAA Golf Tournament*	Lexington	Pat Webb	
9/7/15	Lakeview Golf Tourn*	Harrisonburg*	Mike Goodin	
9/14/15	SCCI Golf Tournament*	Ruther Glen	Jeff Goodman	
10/3/15	Southern Knights Show*	Petersburg	Ricky Williams	
10/3/15	The Landmark Gr Golf T*	Stuart	Peggy Rogers	
10/5/15	Run the Extra Mile*	Virginia Beach*	Mary Spear	
11/11/15	Schockoe Market Fndrser*	Richmond*	Elliott Park	
TBD/15	Bicycle Hill Climb*	Roanoke	Kris Piemonte	

## **ATTACHMENT 8**

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

### **Assets:**

Cash held by State Treasurer	1,354,943.35
<b>Total Assets</b>	<b>\$ 1,354,943.35</b>

### **Fund Balances:**

Restricted Fund Balances:	
Restricted for VVCC Activities	234,586.51
Restricted for SBVCC Activities	31,161.22
Restricted for Cemetery Operations	23,029.24
Restricted for VWWP Funds	693,551.34
Restricted for Virginia Values Veterans (V3) Fund	118,155.00
Restricted for Foundation Support Fund	55,484.06
<b>Total Restricted Fund Balances</b>	<b>1,155,967.37</b>
Women's Veterans Conference	0.00
Homeless Boot Camp	28,549.00
Endowment Fund Balances	170,426.98
<b>Total Fund Balances</b>	<b>\$ 1,354,943.35</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.

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

INCOME:	Y-T-D Actual
Restricted gifts received for:	
Virginia Veterans Care Center	39,042.85
Sitter & Barfoot Veterans Care Center	17,404.31
Cemetery Funds	1,250.00
VWWP Funds	301,139.59
Virginia Values Veterans (V3) Fund	113,025.00
Foundation Support Fund	-
Womens Veterans Conference	-
Homeless Boot Camp	33,549.00
Endowment Fund	250.00
<b>TOTAL INCOME</b>	<b>505,660.76</b>
<b>EXPENDITURES:</b>	
VVCC Indigent Resident Needs	3,024.83
VVCC Rehabilitation Equipment	
VVCC Activity Fund--Activities with Residents	2,408.88
VVCC Operation Holiday Spirit	13,744.82
VVCC Carnival Expenses	3,687.84
VVCC Restricted-Other Equipment	13,368.40
SBVCC Other Donations	6,855.26
SBVCC Activities Fund	5,743.80
SBVCC Operation Holiday Spirit	
SBVCC Other Equipment	
SBVCC Indigent Resident Needs	6.65
VWWP Enabling Veterans Services	10,485.00
VWWP Outreach Services/Grant Matching	5,591.35
VWWP Direct Veterans Services	57,739.44
VWWP Homeless Veterans Fund	17,493.52
Virginia Values Veterans (V3) Fund	
Foundation Support Fund--Operating Expenditures and Web Site	4,515.94
Womens Veterans Conference	3,750.00
Homeless Boot Camp	5,000.00
Dublin Cemetery Avenue of Flags	
<b>TOTAL EXPENDITURES</b>	<b>153,445.73</b>
<b>Excess of Income over Expenditures</b>	<b>352,215.03</b>
Beginning Fund Balances	1,002,728.32
<b>Ending Fund Balances</b>	<b>1,354,943.35</b>

**NOTES:**

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

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**Veterans Services Foundation**  
**Schedule of Receipts, Expenditures and Budget, by Activity**  
**For the Month Ended March 30, 2015**  
**(Unaudited)**

Activity	Beginning Balance July 1, 2014 (Adjusted)	Receipts	Expenditures	Ending Balance December 31, 2014	FY 2015 Budget	Donations Needed to Meet Budget
<b>Virginia Veterans Care Center:</b>						
Indigent Resident Needs	16,688.89	6,250.20	3,024.83	19,914.26	2,000.00	-
Activities Fund	13,824.41	1,150.00	2,408.88	12,565.78	5,000.00	-
Operation Holiday Spirit	78,575.01	25,641.43	13,774.82	90,641.62	19,000.00	-
Carnival Fund	3,615.66	1,000.00	3,687.84	927.82	4,000.00	-
Rehabilitation Equipment	23,751.03	3,386.86		27,137.89	5,000.00	-
Other Equipment	17,061.97	714.37	13,368.40	4,407.94	5,000.00	-
Unit Projects and Functions	13,310.63			13,310.63	1,500.00	-
Other Donations Restricted for use at VVCC	64,980.82	700.00		65,680.82	500.00	-
<b>Total VVCC</b>	<b>231,808.42</b>	<b>39,042.86</b>	<b>36,264.77</b>	<b>234,586.51</b>	<b>42,000.00</b>	<b>-</b>
<b>Sitter &amp; Barfoot Veterans Care Center:</b>						
Indigent Resident Needs	921.86	250.00	6.65	1,165.21	1,000.00	-
Activities Fund	11,862.21	16,204.31	5,743.80	22,322.72	13,000.00	-
Operation Holiday Spirit	-			-	5,000.00	5,000.00
Other Equipment	-			-	4,500.00	4,500.00
Other Donations Restricted for use at SBVCC	13,578.55	950.00	6,855.26	7,673.29	4,500.00	-
<b>Total SBVCC</b>	<b>26,362.62</b>	<b>17,404.31</b>	<b>12,605.71</b>	<b>31,161.22</b>	<b>28,000.00</b>	<b>9,500.00</b>



<b>Cemetery Funds:</b>						
Virginia Veterans Cemeteries	750.00			750.00	1,200.00	450.00
Virginia Veterans Cemetery--Amelia	4,956.38	250.00		5,206.38	2,800.00	-
Albert G. Horton Jr. Memorial Cemetery--Suffolk	7,931.07	500.00		8,431.07	1,000.00	-
SW Virginia Veterans Cemetery--Dublin	8,141.79	500.00		8,641.79	-	-
<b>Total Cemetery Support Funds</b>	<b>21,779.24</b>	<b>1,250.00</b>	<b>-</b>	<b>23,029.24</b>	<b>5,000.00</b>	<b>450.00</b>
<b>VWWP Funds:</b>						
Outreach Services/Grant Matching	75,000.00		5,591.34	64,588.96	75,000.00	-
Direct Veterans Services	150,000.00		57,739.44	109,126.39	150,000.00	-
Enabling Veterans Services	25,000.00		10,485.00	23,015.00	25,000.00	-
Homeless Veterans Fund	50,000.00		17,493.52	40,967.06	50,000.00	-
Other Donations Restricted for use by VWWP	183,721.06	301,139.59		484,860.65	-	-
<b>Total VWWP Funds</b>	<b>483,721.06</b>	<b>301,139.59</b>	<b>91,309.31</b>	<b>693,551.34</b>	<b>300,000.00</b>	<b>-</b>
<b>Virginia Values Veterans (V3) Fund</b>	<b>5,130.00</b>	<b>113,025.00</b>		<b>118,155.00</b>	<b>100,000.00</b>	<b>-</b>
<b>Foundation Support Fund</b>	<b>60,000.00</b>		<b>4,515.94</b>	<b>55,484.06</b>	<b>60,000.00</b>	<b>-</b>
<b>Women's Veterans Conference</b>	<b>3,750.00</b>		<b>3,750.00</b>		<b>-</b>	<b>-</b>
<b>Homeless Boot Camp</b>		<b>- 11,949.00</b>	<b>5,000.00</b>	<b>6,949.00</b>	<b>-</b>	<b>-</b>
<b>Endowment Fund</b>	<b>170,176.98</b>	<b>250.00</b>	<b>-</b>	<b>170,426.98</b>	<b>-</b>	<b>-</b>
<b>Grand Total All Funds</b>	<b>1,002,728.32</b>	<b>505,660.76</b>	<b>153,445.73</b>	<b>1,354,943.35</b>	<b>535,000.00</b>	<b>9,950.00</b>

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**ATTACHMENT 9**  
**Veterans Services Foundation**  
**Budget Requests as of April 15, 2015**  
**For FY 2016**  
**(Unaudited)**

Activity	Cash Balances Feb. 28, 2015	FY 2015 Requested Budget	FY 2016 Base Budget Allocation	Comments
<b>Virginia Veterans Care Center:</b>				
Indigent Resident Needs	19,684.68	2,000.00	2,000.00	
To be used for dentures, glasses, hearing aids, clothing, transportation, etc.				
Activities Fund	12,353.53	5,000.00	5,000.00	
To be used for resident luncheons, sporting events, Easter egg hunt, Entertainment, etc.				
Operation Holiday Spirit	90,641.62	19,000.00	19,000.00	
To be used for resident gifts, supplies, etc.				
Carnival Fund	927.82	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	27,137.89	5,000.00	5,000.00	5,000.00 Increase Requested
Specialty cushions, miscellaneous restorative therapy equipment for new addition				
Other Equipment	17,061.97	65,000.00	5,000.00	5,000.00 Increase Requested

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	65,630.82	500.00	500.00	49,500.00 Increase Requested
<b>Total VVCC</b>	<b>246,748.96</b>	<b>42,000.00</b>	<b>102,000.00</b>	59,500.00 Total Increase Requested

**Sitter & Barfoot Veterans Care Center:**

Indigent Resident Needs	1,165.21	1,000.00	1,000.00	
To replace Lost Resident Items				
To Provide necessities for residents with no resources.				
Activities Fund	21,107.72	13,000.00	13,000.00	
Purchase Bingo Table & Accessories				
Purchase Games & Activity Supplies				
Operation Holiday Spirit		5,000.00	5,000.00	Request Delete Item
Decorations & Supplies for residents				
Gifts for Residents (@\$30 each)				
Other Equipment		4,500.00	4,500.00	Request Delete Item
Purchase door openers for corridor bathrooms				
			4,000.00	
Other Donations Restricted for use at SBVCC	7,673.29	4,500.00	4,500.00	
Donations received in memory of Coloner Barfoot	(3,220.00)	3,500.00	3,500.00	
<b>Total SBVCC</b>	<b>29,946.22</b>	<b>28,000.00</b>	<b>28,000.00</b>	No adjustment needed

**Cemetery Funds:**

Cemeteries General Fund	750.00	1,200.00	1,200.00	
Virginia Veterans Cemetery--Amelia	5,206.38	2,800.00	2,800.00	

Albert G. Horton, Jr. Memorial Veterans Cemetery-- Suffolk	8,431.07	1,000.00	1,000.00	
SW Virginia Veterans Cemetery--Dublin	8,641.79			
<b>Total Cemetery Funds</b>	<b>23,029.24</b>	<b>5,000.00</b>	<b>5,000.00</b>	\$10,000 Increase Approved but not Reflected

**VWWP Funds:**

Outreach Services	64,588.96	109,000.00	75,000.00	<b>50,000.00 Increase Requested for Outreach and 25,000 Increase Requested for Homeless Veterans Services. Total Increase 75,000.00 Requested.</b>
Direct Veterans Services	99,361.66	131,000.00	150,000.00	
Enabling Veterans Services	14,515.00	10,000.00	25,000.00	
Homeless Veterans Services	32,506.48	50,000.00	50,000.00	
Wins for Warriors	22,800.00			

Other Donations Restricted for use by VWWP	445,313.51			
<b>Total VWWP Funds</b>	679,085.61	<b>300,000.00</b>	<b>300,000.00</b>	75,000.00
<b>Benefits Fund</b>	200.00		<b>100,000.00</b>	

<b>Virginia Values Veterans (V3) Fund</b>	<b>118,130.00</b>	100,000.00	200,000.00	
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<b>Foundation Support Funds</b>	<b>55,859.06</b>	<b>60,000.00</b>	<b>60,000.00</b>	
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<b>Endowment Fund</b>	<b>170,426.98</b>			
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<b>Grand Total All Funds</b>	<b>1,323,226.07</b>	<b>605,000.00</b>	<b>735,000.00</b>	<b>869,500.00 Total Requested</b>
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## **ATTACHMENT 10**

# **VETERANS SERVICES FOUNDATION**

## **Board of Trustees**

### **BYLAWS**

DRAFT Major Page Changes, Only

### **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 is 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 – Membership**

- 2.01 Composition and appointment of members: 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 members.
- 2.02 Terms – Vacancies: After initial appointments, ~~members~~ *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 members may be reappointed. However, no ~~member~~ *trustee* shall serve more than two consecutive four-year terms. The remainder of any term to which a ~~member~~ *trustee* is appointed to fill a vacancy shall not constitute a term in determining the ~~member's~~ *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 member 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. Committee advisors elected to Board committees are considered non-trustee committee members in accordance with section 6.06 of these Bylaws.*



**ATTACHMENT 11**  
**DVS-VSF MEMORANDUM OF UNDERSTANDING**

**DRAFT**

This Memorandum of Understanding (MOU) is between the Department of Veterans Services (DVS or the Department) and the Veterans Services Foundation (VSF) and recognizes that:

1. DVS and VSF are separate government agencies of the Commonwealth under the Secretary of Veterans and Defense Affairs (*Code of Virginia* § 2.2-221); and
2. VSF is tasked to “(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.” (*Code of Virginia* §2.2-2715); and
3. VSF has the authority to make “allocations of revenue from the Fund to the Department of Veterans Services to provide supplemental funding for the Department's services and programs” (*Code of Virginia* §2.2-2716.1); and
4. Ongoing administrative support is required for VSF to accomplish its tasks and to ensure that all financial transactions conform with policies and procedures of central state controlling agencies; and
5. The Secretary of Veterans and Defense Affairs has designated DVS to provide administrative support to VSF; and
6. DVS must have a clear understanding of VSF's requirements in order to provide effective administrative support; and
7. VSF must have a clear understanding of the level of support that DVS can provide with available resources; and,
8. DVS and VSF will work together to achieve the purposes for which the Foundation was created. Therefore:
  - A. VSF agrees to provide continuing support to DVS as follows:
    - 1) As required, conduct fundraising planning and execution to seek, promote, and stimulate contributions to support DVS programs and services.
    - 2) Provide Fund administration oversight to ensure internal controls are effective.
    - 3) Participate with DVS in the internal operating budget development process in order to provide timely information for authorized Department requests and expenditures in accordance with joint VSF-DVS policies.
    - 4) Advise DVS, as necessary, during the state development process to help ensure that the Appropriations Act reflects the appropriation (spending authority) needed to support expenditure of donated funds in support of DVS programs and services.

- 5) In conjunction with DVS, establish and maintain joint policies relating to fundraising, administration of the Fund, transfer of supplemental funding to DVS, and other joint policies to facilitate the purposes of this MOU.
- 6) Promote DVS programs and services in all VSF activities.
- 7) Reimburse DVS for the Auditor of Public Accounts annual audits (*Code of Virginia* § 2.2-2717).
- 8) Transfer funds to supplement funding for DVS programs and services.
- 9) Keep DVS informed of all VSF initiatives and activities, including those involving the executive and legislative branches of state government, and coordinate with DVS those that have a mutual impact.
- 10) Request technical and other assistance from DVS in a timely manner.
- 11) Provide reimbursable contingency funds from the VSF Endowment Fund to DVS in accordance with mutually acceptable DVS funding requests.

B. DVS agrees to provide continuing support to VSF as follows:

- 1) Provide a staff member to act as VSF's agent for administration and act as the liaison between DVS and VSF.
- 2) Furnish personnel and financial support, within DVS capabilities, to assist with VSF public relations, marketing, and fundraising programs.
- 3) Provide financial management and accounting necessary to ensure compliance with receipt, accounting, and disbursement requirements set forth by the State Department of Accounts and the State Auditor of Public Accounts, and joint VSF-DVS policies in a manner that segregates VSF from DVS activities.
- 4) Provide assistance with the development of budgetary documents.
- 5) Provide monthly financial and quarterly detailed statements to VSF for internal and external use, including the preparation of the VSF quarterly financial report (*Code of Virginia* § 2.2-2715.A).
- 6) Provide staff to assist with agendas, logistics, transcription of minutes, and other necessary activities to support all VSF Board and Committee meetings (*Code of Virginia* § 2.2-3700 et seq. – the Virginia Freedom of Information Act).
- 7) Assist with the preparation of joint policies and procedures to support VSF fundraising, Fund administration, and accountability.
- 8) Provide technical assistance regarding contracting initiatives and grants.
- 9) Assist with the preparation of needed legislation.
- 10) Provide space for VSF meetings and staff members.

- 11) Provide funding for and process trustees' claims for travel, other actual expenses, and incidental expenses of VSF Board and Committee meetings.

C. Mutual DVS – VSF activities shall:

- 1) Appoint staff members to monitor, coordinate, and expedite the terms and conditions of this MOU.
- 2) Coordinate all fundraising activities with the other agency.
- 3) Provide assistance on an as-available and as-needed basis.
- 4) Maintain their websites in a manner that is mutually supporting.
- 5) Participate in a biennial review of this MOU and revise it as necessary.

This agreement amplifies requirements contained in the *Code of Virginia*, and as such, may be changed or eliminated as or when the *Code of Virginia* so directs.

\_\_\_\_\_  
John L. Newby, II, Commissioner  
Department of Veterans Services

\_\_\_\_\_  
May 6, 2015  
Date

\_\_\_\_\_  
Richard A. Schollmann, Chairman  
Veterans Services Foundation  
Board of Trustees,  
as ratified by the Board on May 6, 2015

\_\_\_\_\_  
May 6, 2015  
Date

**ATTACHMENT 12**  
VIRGINIA VETERANS SERVICES FOUNDATION  
VIRGINIA DEPARTMENT OF VETERANS SERVICES  
Veterans Services Fund – Planned Giving  
Policy and Procedures

DRAFT

**J11.0 Notice**

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

**J11.1 Purpose**

- A. The Virginia Veterans Services Foundation (VSF or Foundation) seeks to offer planned gift opportunities to donors by establishing a Planned Giving Program. To that end, this policy is established to recognize that VSF understands its primary responsibility is to the donors and VSF shall always remain cognizant of the donor's needs and desires. Recognizing this, VSF only will be able to accept distributions that are lump-sum payments because VSF is not organized or staffed to process and track installment payments under certain types of participatory life insurance programs, annuity distributions, or other similar agreements.
- B. Planning and coordination are essential to successful planned giving and to avoid duplication in approaching potential donors in the name of the VSF and the Virginia Department of Veterans Services (DVS). To preserve the credibility of VSF and DVS among their financial supporters and the public, as well as to optimize resources, this policy will govern all private planned giving requests made on behalf of VSF and DVS and/or activities related to these two agencies and groups affiliated therewith.
- C. To implement this policy, a Planned Giving Sub-committee of the VSF Development Committee is formed to supervise the Planned Gift Program and make appropriate recommendations when required. The Subcommittee shall be chaired by the Vice Chair of the Development Committee and contain an odd number of members not to exceed five. Development Committee advisors also may participate and assistance may be sought from the Office of the Attorney General.

**J11.2 References**

This policy is made in accordance with *Code of Virginia* §§ 2.2-2715 et seq. and 64.2-1100 et seq., DVS-VSF Memorandum of Understanding, and VSF Bylaws. Additionally, the Partnership for Philanthropic Planning guidelines for planned giving/gift planning ([www.pppnet.org](http://www.pppnet.org)) shall be followed as they apply to the VSF and its organizational and operational capabilities.

**J11.3 Application**

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

**J11.4 Interpretation**

The Chairman of the Board of Trustees of VSF (the Trustees), with the assistance of the VSF Planned Giving Sub-committee, is responsible for the interpretation of this policy.

**J11.5 Planned Giving Program**

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

## **J11.6 Policy**

- A. VSF shall, in coordination with DVS, oversee and ensure that the establishment of planned giving priorities and oversight of planned giving rests with the VSF Trustees. The Trustees' Development Committee, under the Trustees Bylaws, is responsible for making recommendations regarding fundraising and organizing fundraising programs, which includes planned giving. The Trustees have designated the VSF Executive Director as having oversight of private fundraising activities. The VSF Executive Director shall assist the Development Committee's Planned Giving Sub-committee plan, organize, and conduct programs to implement the Planned Giving Program.
- B. VSF may, in coordination with DVS, accept gifts in the following forms:
  1. Bequests that do not include real estate or personal property such as artwork, jewelry, antiques, clothing, etc;
  2. Whole life insurance policies where the VSF is named as:
    - a. Owner and beneficiary of 100% of the policy or contract and the policy or contract is equal to or greater than \$10,000.00; or
    - b. Partial beneficiary of the policy or contract and the policy or contract is equal to or greater than \$10,000.00.
  3. Retirement plan beneficiary designations where the VSF is named the beneficiary and the distribution is in the form of a lump-sum payment.
  4. ***Other forms of gifts may be considered for acceptance on a case-by-case basis.***
- C. VSF reserves the right to refuse any planned gift or enter into any planned gift arrangement that is not in the Foundation's best interest. VSF shall not accept the following:
  1. Current, Deferred, and Commercial Charitable gift annuities;
  2. Pooled Income Fund Gifts and Charitable Remainder Trusts;
  3. Term Life Insurance;
  4. Charitable Funds Managed by Others and Charitable Lend Trusts; and
  5. Retained Life Estates.
- D. Prospective donors are to obtain and be represented by their own legal counsel for review of the gift and the advisability of the gift in light of the donor's overall estate plan. VSF and DVS staff members shall not give legal advice to donors or act as an executor of an estate that has an obligation to the Foundation.
- E. VSF and DVS staff shall only inform, serve, and otherwise assist donors, but never pressure or unduly persuade perspective donors. The staff shall encourage donors to discuss proposed gifts with their advisors.
- F. If a donor or prospective donor requests all information obtained from or about that donor will be kept in confidence. This information is specifically excluded from the records disclosure requirement of the Virginia Freedom of Information Act (***Code of Virginia § 2.2-3705.7.29***). Additionally, no public announcement will be released or published without written permission of the donor.
- G. The VSF Development Committee's Planned Gift Subcommittee shall judge the merits of each planned gift offered and approve the receipt of the gifts that are considered appropriate for VSF acceptance.

- H. Acceptance and distribution of unrestricted gifts to VSF shall be at the discretion of the Board of Trustees as determined by the provisions contained in the *Code of Virginia*. Acceptance and distribution of restricted gifts shall be as designated by the donor. However, if the purpose of the donation has been met or no longer exists, the remaining funds may be used at the discretion of the VSF Board of Trustees to provide other support to veterans and their families.

## J11.7 Definitions

The most common forms of estate provisions are bequests, life insurance beneficiary designations and retirement plan beneficiary designations. The following definitions apply:

- A. **Bequests** are a written statement in a donor's will directing that specific assets, or a percentage of the estate, shall be transferred to a charity at the donor's death. Bequests can take many forms and are completely controlled by the donor until his or her death. Types of bequests can include:
1. Specific bequests can be made for a specific dollar amount.
  2. Residual bequests provide for the distribution of assets remaining after payment of all debts, expenses, and specific bequests.
  3. Contingent bequests provide for distribution of assets if certain conditions or circumstances exist at the time of death.
- B. **Life Insurance** policies are contracts with an insurance company. In exchange for premiums (payments), the insurance company provides a lump-sum payment, known as a death benefit, to beneficiaries in the event of the insured's death. Donors may give an existing policy, either fully paid or partially paid, or a new policy. The proposed gift to a charity is accomplished by naming the charity as a beneficiary of the policy on the beneficiary designation form. Insurance policies that are accepted by VSF may take the following forms:
1. An existing paid-up policy where the Virginia Veterans Services Foundation is named the owner and beneficiary.
  2. An existing paid-up policy where VSF is designated as a co-beneficiary to share the proceeds with another beneficiary.
- C. **Retirement Plans**. A retirement plan is a financial arrangement designed to replace employment income upon retirement. These plans may be set up by employers, insurance companies, trade unions, the government, or other institutions. When a participant in a retirement plan passes away, the benefits to which the participant would have been entitled are paid to the participant's designated beneficiary in a form provided by the terms of the plan (i.e., lump-sum or annuity). VSF shall accept only lump-sum payments.

## J11.8 Planned Giving Responsibilities and Procedures

- A. **Overview**. VSF shall conduct planned giving in a manner that does not conflict with DVS policies. Donors should be encouraged to leave outright gifts to VSF in their wills or living trust agreements.
- B. **Responsibilities**.
1. **Planned Gift Subcommittee**. The VSF Development Committee's Planned Gift Subcommittee shall supervise the Planned Gift Program and make appropriate recommendations as required. The Subcommittee also shall evaluate proposed gifts, which do not clearly fall within the scope of this policy, but merit consideration and further clarification. Determination of which proposals warrant review by the Subcommittee shall be made at the discretion of the VSF Executive Director.
  2. **VSF Executive Director**. The Executive Director shall:
    - a. Be responsible for the proper negotiation, administration, and closure of all planned gifts made to VSF. All DVS staff made aware of any planned giving arrangement shall provide such information to the VSF Executive Director. The Executive Director shall keep appropriate DVS staff informed of the status of the Planned Gift Program and specific gifts.

- b. Maintain a record of information about known bequest donors and the provisions of the bequest.
- c. Be responsible for recording life insurance information including: the name of the donor, name of the insured, insured's date of birth, date of gift, face value of the policy, type of policy, cash surrender value, timing and amount of premium payments, name and address of the insurance company, and account number of the policy.
- d. Recommend the procedures to follow and administer once a bequest gift has been realized or matured for the timely distribution of funds for approval by the Planned Gift Subcommittee.
- e. Recommend the acceptance and distribution of unrestricted gifts to VSF for approval by the Planned Gift Subcommittee. The Subcommittee shall forward such recommendations through the Development Committee for Board of Trustees approval.
- f. Ensure that acceptance and distribution of restricted gifts shall be as designated by the donor.

**C. Procedures.**

1. Background.

- a. Planned giving gifts are realized as the result of the death of the donor (estate gifts). Because of the magnitude of these gifts and the fact that gifts of this nature are revocable, it is important to solicit and steward this type of gift during the donor's lifetime. It is equally important from a fiscal standpoint to follow through to assure timely collection of the proceeds on the death of a donor.
- b. In planned giving, the owner retains complete control over the distribution of the assets during their lifetime. Although a donor may tell VSF that they have included VSF as a beneficiary in their estate planning, it likely will be sometime before VSF actually receives the gift. These gifts do not become irrevocable until the death of the donor. To secure the stream of revenue for the future, VSF should:
  - (1) Solicit gifts of estate provisions through wills and beneficiary designations during the donor's lifetime;
  - (2) Determine the donor's interest regarding the use of the gift when it is received by VSF;
  - (3) Keep VSF and DVS connected to the donor through regular communications and stewardship activities; and
  - (4) Monitor and become involved in the process of estate settlement as necessary so VSF can receive the benefits of the gift in a timely manner.
- c. Life insurance gifts may take many years to realize, and the cost of administration and premium payments can be time-consuming and expensive for VSF. It is imperative that policies are in place to assure that the value of the gift outweighs the possible expense and liability.

2. Procedures. The following procedures apply to the processing of all deferred/planned gifts.

- a. *Bequests.* When making a will, the donor should obtain the assistance of an attorney. If a donor indicates that they intend to name VSF as a beneficiary, VSF requests that the donor notify VSF by completing the Declaration of Intent attached as Appendix A.
  - (1) If a donor notifies the VSF that they have provided for the Foundation in their estate plan, encourage the donor to provide VSF with a copy of the documentation. This may be a copy of the will (or the relevant codicil), the retirement plan designation, or other such documents.
  - (2) If the donor is willing, request the donor sign a Declaration of Intent so that VSF can recognize the donor for their total commitment to VSF.
  - (3) The Declaration of Intent shall state the amount the donor intends to contribute.
- b. *Insurance.*
  - (1) All policy information will be maintained by the office of the Executive Director.
  - (2) If an individual names VSF both owner and beneficiary of a policy, it is an irrevocable gift. If the donor intends to claim a charitable deduction of \$5,000 or more, he/she will be required to obtain a qualified appraisal to substantiate the value of the property. The donor's deduction will generally be the lesser of cash surrender value or the premiums paid to date on the policy.

- (3) In order for the gift of insurance to be complete, the donor will need to deliver the original policy and/or a fully executed owner and beneficiary designation form to the office of the VSF Executive Director.
  - (4) Policies where VSF is not named as both owner and beneficiary such as an individual whole life insurance policy where a donor names VSF as beneficiary, but retains all incidents of ownership, are not completed gifts. These gifts will be treated in the same manner as will provisions, retirement plan designations, and other gifts over which the donor retains control during their lifetime.
  - (5) Paid-up Life insurance policy gifts are valued, for VSF accounting purposes, at the policy's replacement cost (the cost to purchase a replacement policy). If the policy is partially paid, the value of the gift for VSF accounting purposes is the policy's cash surrender value. For IRS purposes, the donor's charitable income tax deduction is limited to the cash surrender value or the net premiums paid on the policy – whichever is less.
- c. *Retirement Plans.* In order to accomplish such a donation, the donor should execute a Beneficiary Designation form with their plan administrator to name VSF as a beneficiary of the plan and a Declaration of Intent form (Appendix A) indicating that they intend to make charitable contributions to VSF.
  - d. *Valuation of realized bequests and insurance.* They will be received at face value and acknowledged as such to the estate executor or insuring company. Acknowledgements to the deceased's next of kin will be determined by the estate executor.

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

The Executive Director shall submit a quarterly report to the Foundation Board. The report shall include a complete list of all planned gifts managed by VSF. It also will include a list of all gifts received.

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

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

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

The effective date of the policy is July 1, 2015. Effective dates of policy revisions shall be the date the VSF Trustees and the DVS Commissioner ratify the policy.



## **ATTACHMENT 13**

### **VSF Milestones FY16\***

#### July 1, 2015

Board Officers assume duties

#### August 5 meeting\*\*

Review FY15 Goals and Objectives

Consider Goals and Objectives for FY16

Approve 4<sup>th</sup> Quarter FY15 Financial Statement

Approve review of VSF-DVS Policies, as required

Board Chair appoints Committee Chairs/Vice Chairs

Approval of Committee Chair/Vice Chair appointments

Approve tentative dates and locations (if available for 2016)

#### November 4 meeting\*\*

Approve 1<sup>st</sup> Quarter FY16 Financial Statement

Approve budget adjustments, if any

Approve review of VSF-DVS Policies, if needed

Approve Bylaws and MOU changes, if any

#### March 14, 2016

Request Budget input for FY17 due April 15

#### March 30 meeting

Approve 2<sup>nd</sup> Quarter FY16 Financial Statement

Approve budget adjustments, if any

Approve review of VSF-DVS Policies, if needed

Confirm dates and locations of 2016 Board meetings

Elect a nominating committee

#### April 4

Nominating Committee put out call for candidates for officers' positions

#### May 4 meeting\*\*\*

Approve 3<sup>rd</sup> Quarter FY16 Financial Statement

Approve budget adjustments, if any

Approve FY17 budget

Elect officers for FY17

\*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 14**

## **VSF NOMINATING COMMITTEE REPORT**

**May 6, 2015**

At the March 25, 2015 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 FY2016. The Nomination Committee consists of Frank Wickersham who was appointed Chair, Meade Spotts, and myself. 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 Chair and Vice Chairs are not eligible to be candidates for reelection to their current positions and the 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: Brad Antle, Frank Driscoll, Frank Finelli, Kathleen Levingston, John Lesinski, Al Pianalto, Pat Webb, Randy West, and Matice Wright. Jim Boyd, Tom Gordy, Jack Kavanaugh, Meade Spotts, Frank Wickersham and myself 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:

Brad Antle	Board Chair
Rich Schollmann	1 <sup>st</sup> Vice Chair
Al Pianalto	2 <sup>nd</sup> Vice Chair

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, for  
Frank Wickersham  
Nominating Committee Chair