

Veterans Services Foundation Board of Trustees Finance, Procedures and Policies, & Development Joint Committee Meeting

The Virginia War Memorial
Veterans Hall

DRAFT Agenda
November 21, 2022
12:00 PM

- I. Welcome: *Paul Haughton, VSF Board Chairman*
- II. Roll Call and Quorum Determination: *Katelyn Jordan, VSF Coordinator*
- III. Approval of Agenda: *Paul Haughton, VSF Board Chairman*
- IV. **Finance Committee**
 - o NEW BUSINESS:
 - a. Review of VSF 2022 Financials
 - o Finance Committee Recommendations to full VSF Board if needed
- V. **Procedures and Policies Committee**
 - o NEW BUSINESS:
 - a. Review of VSF ByLaws (*Attachment 1*)
 - b. Review of VSF ByLaw Edits made by the Office of the Attorney General (*Attachment 2*)
 - c. Biennial Review of VSF Policies
(Committee Members should consider the following in their review of the policies below):
 - Focus on VVSF's current mission.
 - Consideration of currency, relevancy, and mandatory requirements.
 - Consideration of each policy's "Statement of Purpose" pertaining to VVSF's mission and ByLaws.
 - Ability to provide appropriate edits and updates to all VVSF policy-related materials where indicated.
 - 1. VSF Policy 1-- Inter-Agency Relations (*Attachment 3*)
 - 2. VSF Policy 2-- Foundation Administration and Operation (*Attachment 4*)
 - 3. VSF Policy 3-- Planned Giving (*Attachment 5*)
 - 4. VSF Policy 4-- Plans, Procedures, and Policies (*Attachment 6*)
 - 5. VSF Policy 5-- Electronic Meetings (*Attachment 7*)
 - 6. VSF-DVS Policy J11-- Fundraising (*Attachment 8*)
 - 7. VSF-DVS Policy J12-- In-Kind Donations (*Attachment 9*)
 - 8. VSF- DVS Policy J13-- VSF Fund Management (*Attachment 10*)
 - 9. VSF-DVS Policy J14-- Fund Allocation & Expenditure (*Attachment 11*)
 - d. Review of VSF Joint Policy J14.5A
- o Policies and Procedures Committee Recommendations to full VSF Board if needed
- VI. **Development Committee**
 - o NEW BUSINESS:
 - a. Review of VSF Financial Plan (2022-2023)
 - o Development Committee Recommendations to full VSF Board if needed
- VII. Public Comment
- VIII. Adjournment