

Veterans Services Foundation Board of Trustees
National Museum of the Marine Corps
18900 Jefferson Davis Highway
Triangle, Virginia
Meeting Minutes
March 28, 2019

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Thursday, March 28, 2019 at the National Museum of the Marine Corps, Triangle, Virginia. The meeting was called to order at 11:10 AM, immediately following the Development Meeting and Finance Meeting that started at 10:00 AM.

TRUSTEES PRESENT

- Brad Antle
- Jim Boyd
- Allan Burke
- Nicole Carry (*Development Committee Chair*)
- Frank Driscoll
- Frank Finelli (*Veteran Services Foundation Chairman*)
- Anthony Gitalado (*arrived late*)
- Paul Haughton
- Jack Lanier (*Second Vice Chair*)
- John Lesinski (*Development Committee Vice Chair*)
- Tom Mulrine (*P&P Chair*)
- Al Pianalto (*First Vice Chair*)
- Rich Schollmann
- Walter Stosch (*Finance Committee Chair*)
- Matice Wright (*Finance Committee Vice Chair*)
- Carlos Hopkins (*ex officio, voting, Secretary of Veterans and Defense Affairs*)
- Jim Icenhour (*ex officio, voting, Board of Veterans Services (BVS) Chair*)
- Frank Wickersham, III (*ex officio, voting, Joint Leadership Council (JLC) of Veterans Service Organizations Chair*)

TRUSTEES ABSENT

- Meade Spotts

VSE ADVISORS PRESENT

- Juanita Farrow (*Development Committee Advisor*)
- Jack Hilgers (*Agent & Advisor*)

VSE STAFF PRESENT

- Karla Williams Boughey (*ex officio, nonvoting, Veterans Services Foundation (VSF) Executive Director*)

DVS REPRESENTATIVES PRESENT

- Tammy Davidson (*ex officio, non-voting, VSF Treasurer*)
- Kendra Ellison (*DVS Staff*)
- Tiffany Robertson (*DVS Staff*)

OFFICE OF THE ATTORNEY GENERAL

- Flora Hezel
- Heather Hays Lockerman

GUESTS PRESENT

- Richard Oertel, Office of Speaker, Kirk Cox
- Genea Luck, AARP
- Maggie Wickersham, MOAA

Materials Distributed and Attached

- Amended Meeting Agenda (*Attachment 1*)
- VSF FY19 Priorities Presentation (*Attachment 2*)
- BVS Chair Report (*Attachment 3*)
- JLC Chair Report (*Attachment 4*)
- Foundation Executive Director Report (*Attachment 5*)
- Procedures and Policies Report (*Attachment 6*)
- FY19 Second Quarter Financial Report (*Attachment 7*)

Opening and Pledge of Allegiance

Chair Frank Finelli welcomed everyone and called the meeting to order at 11:10 a.m. He then led the group in reciting the Pledge of Allegiance.

Roll Call of Trustees and Quorum Determination

With 17 of 19 trustees present, a quorum was determined. Anthony Gitalado arrived shortly after the meeting was called to order.

Introduction of Staff and Visitors

Chair Finelli welcomed visitors Richard Oertel from Speaker Kirk Cox's office, Genea Luck from AARP, Maggie Wickersham, Deputy Secretary Kathleen Jabs, and Heather Hays Lockerman from the Office of the Attorney General.

Approval of Agenda

Everyone was provided with an amended agenda.

Chair Finelli asked for a motion to approve the amended agenda. (*Attachment 1*)

Secretary Carlos Hopkins **moved** to approve the amended agenda, and Ms. Matice Wright **seconded** the motion. There was no discussion, and the motion passed unanimously.

REVIEW AND APPROVAL OF NOVEMBER 8, 2018 MEETING MINUTES

A copy of the November 8, 2018 board meeting minutes was previously emailed to the trustees, and a printed copy was available for review. Chair Finelli asked for a motion to approve the minutes.

Mr. Brad Antle **moved** to approve the minutes as presented, and Mr. Jack Lanier **seconded** the motion. There was no discussion, and the motion passed unanimously.

PUBLIC COMMENT PERIOD

Ms. Genea Luck of the AARP shared her role as the Associate State Director for Multi-Cultural Outreach. She stated that Mr. John Lesinski had agreed to be the keynote speaker at one of the Vietnam Veterans Day events.

PRESENTATIONS

VSF FY19 Priorities (*Attachment 2*)

Chair Frank Finelli provided a presentation to update the FY19 Priorities for the VSF.

Chair Finelli shared the new certificates that are being presented to businesses/organizations for their support. This can also be used as an outreach tool. It was suggested to include a list of other ways to support VSF in our outreach materials, such as through social media and various donation programs.

Governor's Challenge to Prevent Suicide

Secretary Hopkins shared about the Governor's Challenge to Prevent Suicide. Between 2003 and 2016, there have

been over 3,000 veteran suicides in Virginia. 2 years ago, the Mayor's Challenge was launched. Richmond was 1 of 7 cities to participate. The mission of this was to bring together government officials, healthcare officials, and other from several cities to talk about ways we can prevent suicide. One initiative that came out of it was "Ask the question" and to not be afraid to talk about suicide with persons who may be thinking about it. Based on this, we were 1 of the 7 states asked to participate in the Governor's Challenge.

The VA team has been meeting and came up with the 3 C's - Care, Connect, Communicate – an approach for articulating this important initiative. The team will meet again on April 9th in Richmond. Late summer, this group will likely come to the VSF and discuss programs that might need support. There is a need to address the triggers that lead to suicide such as transportation, healthcare access, employment opportunities, housing, etc. There might need to be more advertising for the 211 Hotline and possibly even a suicide specific hotline. Another idea is to have a mobile team that can get to a veteran in crisis. However, there are geographic challenges when reaching people. We need to work more closely with CSBs that are out in the communities. Lastly, Peer Group Counseling – getting veterans with mental health issues together – could be an effective tool in an expanded Suicide Prevention program.

VVFS Homeless Program Funding Requests

Ms. Tammy Davidson shared that \$183,000 was appropriated to the Homeless Fund. All but \$8,000 of that has been spent. Later in the meeting, an appropriation increase will be discussed as Matt Leslie anticipates \$215,000 being needed this year. Approximately \$735 is spent per veteran through the Homeless Fund. The number of veterans in the Homeless Count from January 2019 will be released in the summer or fall.

Mr. Haughton shared that multiple agencies in the state have been appropriated money for homelessness including some for veteran homelessness and asked how this is coordinated? Secretary Hopkins shared that there is a Homeless Coordinating Committee and efforts are coordinated through that group. VVFS staff try to get funding from other resources first before requesting funds from VSF.

REPORTS

Board of Veterans Services (BVS)

Mr. Jim Icenhour provided the report for BVS ([Attachment 3](#)). Mr. Icenhour asked if there were any questions. None were posed.

Joint Leadership Council of Veterans Service Organizations (JLC)

Mr. Frank Wickersham provided the JLC report. ([Attachment 4](#)) Mr. Wickersham asked if there were any questions. None were posed.

Department of Veterans Services

Mrs. Tammy Davidson provided the report on behalf of DVS. On behalf of the Commissioner, she thanked all of the trustees for their work and encouraged everyone to continue working to raise additional funds.

Office of the Attorney General

Ms. Flora Hezel shared that in regards to fundraising, VSF is unique because while it is a state agency, it is also charged by statute with raising funds in its enabling legislation. State agencies must have written authorization from the governor's office or be in accordance with guidelines issued by the governor's office in order to raise funds that are not part of general fund revenue. The Foundation does have authorization to solicit donations. In order for DVS employees to raise funds for the Foundation, DVS would need the written authorization from the governor's office. There needs to be a more standardized approach across DVS in terms of the interaction between the donor, DVS, and VSF, as it relates to fundraising responsibilities and communication with donors.

Ms. Heather Hays Lockerman offered to walk through the process with DVS so that no one is accidentally inappropriate soliciting. Ms. Davidson agreed to pass that information on.

VSF Income, Expenses, Events

Ms. Karla Boughey, VSF Executive Director, presented her report ([Attachment 5](#)). Her report included the VSF income/expense comparison from FY16 to the present, most current financial report (FM08), a list of donations \$600 and above received in FY19, and FY19 events and outreach. A number of events and outreach presentations have already taken place. Future events are listed as well. This will allow the VSF to track events and fundraising activities. Ms. Boughey also pointed out that everyone received new VSF notecards which serve as an outreach tool for trustees

to write a personal note to friends, donors, etc. Two large VSF banners were on display and can be used for events. Mr. Paul Haughton was recognized for his work in getting the brochures created and printed.

Board Chair

Chair Finelli shared his recommendations for the trustees to serve on the nominating committee. He recommended Mr. Brad Antle, Mr. Rich Schollmann, and Mr. Jim Boyd. The nominating committee will present their recommendations at the next board meeting.

Development Committee Report

Prior to the full Board of Trustees meeting, a Development Committee meeting was held. Ms. Nicole Carry shared that the committee is working to follow up with those on the pipeline. VSF is continuing to work on expanding our social media presence and increasing our ability to accept online donations. Frank Wickersham has some ideas about how to streamline this process. Ms. Carry asked trustees to take pictures at events, certificate presentations, etc and post to let the community know that the VSF is actively working. Ms. Carry gave an update on recent events. Chair Finelli reminded trustees to let the office know about events, contacts, letters so that the pipeline can be updated.

Finance Committee Report

A Finance Committee meeting was held prior to the full Board of Trustees meeting. The Finance Chair, Senator Walter Stosch stated that the Foundation has the responsibility to honor any restrictions on donations that have been set forth by the donor and that expenditures must be made in accordance with the donor's wishes and with prudent management. The Homeless Fund expenditure rate exceeds both the budget and cash on hand, unless additional donations are received.

The Finance Committee proposes to supplement the Homeless cash fund by moving \$32,000 (the amount requested by DVS) from the VVFS – Other Donations Restricted Fund.

The Altria Grant was split out from the V3 Fund. Therefore, the Finance Committee recommends allocating \$100,000 to the Altria Fund in terms of budget and reduce the V3 Fund by the same amount. Overall, the fund amount is not changed.

The Finance Committee also recommends transferring \$32,000 of the budget from VVCC Unit Projects into the VVFS Homeless Fund. There will be no change in overall funds or the overall budget.

The Finance Chair announced that the Executive Director had set up a Brokerage Account to receive marketable security donations.

The Finance Committee is working to find a way to provide funding for the VVFS Peer Groups.

Procedures and Policies Committee Report

Mr. Tom Mulrine made the report on behalf of the committee. **(Attachment 6)**.

In the meeting packets are copies of the following: Procedures and Policies Committee Report, revised Bylaws, VSF Goals and Objectives, and VSF Trustees Duties and Responsibilities. Mr. Mulrine stated that the MOU is still a work in progress, pending DVS comments, and that hopefully the outcome of this meeting will clarify how to get the MOU completed.

Review of FY19 Second Quarter Financial Report

Ms. Tammy Davidson, DVS Director of Finance, provided the financial review of the FY19 Second Quarter report. **(Attachment 7)**.

Ms. Davidson asked if there were any questions. None were posed.

UNFINISHED BUSINESS

FY19 Budget Adjustments

The adjustments were mentioned by Senator Stosch in the Finance Committee Report. There was no further discussion.

Overview of DVS-related budget and 2019 legislation

Not discussed

Adjustments for FY20 DVS Budget

Ms. Davidson shared that currently no adjustments are needed. As of now, Ms. Walker of the VETE program has mentioned a possible increase. Ms. Davidson would like to wait until June or the end of the first quarter of FY20 to assess where the funding and the spending lies before making adjustments.

Chair Finelli mentioned that as the Governor's Challenge starts to unfold, that may bring about some changes in the spending profile of DVS for FY20 and beyond.

Other Unfinished Business

Mr. Haughton asked for an update about transportation. Chair Finelli stated that he talked with Commissioner Newby and Deputy Commissioner Combs about it and that it is not a program that is currently being developed at DVS. Secretary Hopkins shared that while Lyft, Uber, or UZURV didn't work out, there are other programs that are being looked at. The Southwest Virginia Veterans Coalition met in April to discuss veteran issues.

Transportation is one of the issues the group will be discussing. The DAV has a partnership with some of the area hospitals where they provide transportation to veterans in need. Secretary Hopkins would like to see this expanded to other VSOs while we continue to explore other options.

A WORKING LUNCH WAS PROVIDED 12:40-1:10

After lunch, Chair Finelli welcomed everyone back and said how marvelous it is to be in this beautiful venue at the National Museum of the Marine Corps. He stated that the VSF will try to schedule one meeting each year in a region outside of Richmond. The War Memorial in Bedford and the Arlington National Cemetery were suggested as possible locations.

CLOSED SESSION TO DISCUSS PERSONNEL MATTERS

Chair Frank Finelli **moved** to go into closed session to discuss a prospective candidate for employment and the terms and conditions of hiring same as authorized by Section 2.2-3711(A)(1) of the Code of Virginia, and to allow Karla Boughey, the Executive Director, and Flora Hezel and Heather Hays Lockerman from the Office of Attorney General to attend the closed session, because their presence would reasonably aid the Board in its consideration of the terms and conditions of such proposed employment and the legal implications of same as authorized by Section 2.2-3712(F). The motion was **seconded** by Mr. Frank Driscoll, and approved by the full board.

Thereafter, Chair Frank Finelli moved to reconvene in open session. Each member was individually polled to certify that to the best of their knowledge, only such public business matters lawfully exempted from FOIA and as identified in the motion by which the closed meeting was concerned were heard, discussed, or considered. The following members individually certified that only such public business properly exempt from FOIA was conducted during the closed session, and only those matters identified in the motion to close the session were discussed: Brad Antle, Jim Boyd, Allan Burke, Nicole Carry, Frank Driscoll, Frank Finelli, Anthony Gitalado, Paul Haughton, Jack Lanier, John Lesinski, Tom Mulrine, Al Pianalto, Rich Schollmann, Walter Stosch, Matice Wright, Carlos Hopkins, Jim Icenhour, Frank Wickersham, III, Karla Boughey, Tammy Davidson, Flora Hezel, Heather Hays Lockerman

NEW BUSINESS

Approval of Nominating Committee

Chair Finelli called for a motion to approve nominating committee appointments of Mr. Brad Antle, Mr. Rich Schollmann, and Mr. Jim Boyd. Mr. Jack Lanier **made** the motion, and Ms. Nicole Carry **seconded** the motion. There was no discussion, and the motion passed unanimously.

Approval of Development Committee Initiatives, if required

None

Approval of Finance Committee Initiatives

Senator Stosch **moved** to transfer \$32,000 cash from VVFS Other Donations Restricted to VVFS Homeless Veterans Fund, and Mr. Paul Haughton **seconded**. There was no discussion, and the motion passed unanimously.

Senator Stosch **moved** to increase the VVFS Homeless Budget by \$32,000 by taking \$32,000 from the VVCC Unit Projects Budget, and Mr. Paul Haughton **seconded**. There was no discussion, and the motion passed unanimously.

Senator Stosch **moved** to move \$100,000 from V3 to the Altria Fund since it is now a separate line item, and Mr. Paul Haughton **seconded**. There was no discussion, and the motion passed unanimously.

Approval of Procedures and Policies Committee Items

Ms. Lockerman stated that the Attorney General's Office would like to give more input to the Bylaws and recommended that they not be voted on today. The Bylaws can be revisited at the June Board meeting.

Mr. Tom Mulrine **moved** to approve the VSF Goals and Objectives and the Trustees Duties and Responsibilities, and Mr. Al Pianalto **seconded**. There was no discussion, and the motion passed unanimously.

Approval of FY19 Second Quarter Financial Report

Chair Finelli **made** the motion to approve the FY19 Second Quarter Financial Report, and Mr. Frank Driscoll **seconded**. There was no discussion, and the motion passed unanimously.

Approval of FY19 Budget Adjustments, if needed

This was covered under the Finance Committee.

Other New Business

None

Ms. Lockerman shared that everyone received a "Military and Veteran Legal Resource Guide" booklet printed by the Office of the Attorney General.

ADJOURNMENT

Chair Finelli called for a motion to adjourn the meeting. Mr. John Lesinski **made** the motion to adjourn the meeting, and Mr. Al Pianalto **seconded** the motion. There was no discussion and the motion passed unanimously. The meeting adjourned at 1:57 p.m.

The next VSF Board of Trustees Meeting will be held on June 13, 2019. Location: TBD

Veterans Services Foundation Board of Trustees
The National Museum of the Marine Corps
Triangle, Virginia
March 28, 2019
Board Meeting: 11:00 AM – 1:45 PM

Development Committee Meeting 10:00 – 10:45 (Large Board Room)

Finance Committee Meeting 10:00 – 10:45 (Small Board Room)

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Staff and Visitors, Approval of Agenda – *Frank Finelli, Board Chair* (5 minutes)
- II. Review and Approval of November 8, 2018 Board Meeting Minutes – *Board Chair* (5 minutes)
- III. Public Comment Period (5 minutes)
- IV. Presentations:
 - a. Chairman’s Update – *Board Chair* (10 minutes)
 - b. Governor’s Challenge to Prevent Suicide – *Secretary Carlos Hopkins* (10 minutes)
 - c. VVFS Homeless Program Funding Requests – *DVS Representative* (10 minutes)
- V. Reports:
 - a. Board of Veterans Services – *Jim Icenhour* (5 minutes)
 - b. JLC – *Frank Wickersham* (5 minutes)
 - c. Department of Veterans Services – *DVS Representative* (5 minutes)
 - d. Office of the Attorney General – *Flora Hezel* (5 minutes)
 - e. Foundation Executive Director (VSF Income, Expenses, Events) – *Karla Boughey* (5 minutes)
 - f. Board Chair – (Nominating Committee) *Frank Finelli* (5 minutes)
 - g. Development Committee – *Nicole Carry* (10 minutes)
 - h. Finance Committee – *Walter Stosch* (10 minutes)
 - i. Procedures and Policies Committee – *Tom Mulrine* (10 minutes)
 - j. Review of FY19 Second Quarter Financial Report – *Tammy Davidson* (5 minutes)
- VI. Working Lunch (Approximately 12:30 p.m.)
- VII. Unfinished Business:
 - a. FY19 Budget Adjustments – *Tammy Davidson* (5 minutes)
 - b. Overview of DVS-related budget and 2019 legislation - *DVS Representative* (5 minutes)
 - c. Adjustments for FY20 DVS Budget.- *DVS Representative* (5 minutes)
 - d. Other Unfinished Business – *Board Chair* (1 minute)
- VIII. Closed Session to Discuss Personnel Matters
- IX. New Business (10 minutes):
 - a. Approval of Nominating Committee – *Board Chair*
 - b. Approval of Development Committee Initiatives, if required – *Board Chair*
 - c. Approval of Finance Committee Initiatives, if required - *Board Chair*
 - d. Approval of Procedures and Policies Committee revisions – *Board Chair*
 - e. Approval of FY19 Second Quarter Financial Report – *Board Chair*
 - f. Approval of FY19 Budget Adjustments, if required – *Board Chair*
 - g. Other New Business – *Board Chair*
- X. Adjournment (Next Board Meeting: June 13, 2019 Location TBA)

NOTE: The guided tour of the National Museum of the Marine Corps for VSF Members and guests will start at 2 PM.

ATTACHMENT 1



VIRGINIA VETERANS SERVICES FOUNDATION

VSF Priorities for FY19 Update

For VSF Board of Trustees Meeting 03/28/19

**Our veterans served us.
Now, it's our turn to serve them.**

www.virginia-veterans-services-foundation.org

1

Significant Committee Contributions



VIRGINIA VETERANS
SERVICES FOUNDATION

- **Development Committee: Nicole Carry & John Lesinski**
 - **Development Offsite with DVS on January 15**
 - **Priority: enabling a digital fundraising platform**
- **Finance Committee: Sen Walter Stosch & Matice Wright**
 - **Developed framework for restricted donation analysis**
 - **Priority: fiduciary review of expenses and budget sustainability**
- **Procedures & Policies Committee: Tom Mulrine & Jack Hilgers**
 - **Updating VSF bylaws, and policies, and planning procedures**
 - **Priority: obtain approval for overdue DVS-VSF MOU**
- **Special thanks to Karla Boughey, Tiffany Robertson, Kendra Ellison, and Glendalynn Glover for tremendous support**

www.virginia-veterans-services-foundation.org

2

ATTACHMENT 2

VSF FY19 Priorities



- Increase donations through collaborating with DVS to build a pipeline of past & new donors and fundraising events
 - **STATUS: Progress Being Made, MUCH MORE TO DO**
- Develop a process to support VSF fiduciary responsibilities for donations and DVS expense reimbursements
 - **STATUS: Monthly Reporting process largely in place**
- Increase administrative capacity with full-time Assistant
 - **STATUS: Still in the works with DVS, uncertain timeline**

www.virginiaVeteransServicesFoundation.org

VSF Fundraising Update



- VSF approved FY2019 budget for DVS at \$796,500
 - On track for execution in most categories, with increased VVFS Homeless program request from \$155k to \$215k which, with approval, will raise VVFS from \$415k to \$447k
- Donations are still lagging sustainable rate near \$800k, but development strategy and donation pipeline are firming
 - Donations thru March 21 of **\$336k**, on track for \$600k VFY19
 - Donations goal for VFY20 at \$800k and VFY21 at \$1M
- Key FY19 Fundraising Projects
 - Large Donor Accounts appear to be on track
 - New Events: e.g. Northern Virginia Chamber (April 30)
 - Corporate CEO Outreach
 - Associations: Direct Engagement & Letter Campaign

www.virginiaVeteransServicesFoundation.org

VSF Fundraising Update



THE VALUE OF VETERANS and the Impact on Virginia Business

REGISTER NOW
Tuesday, April 30
11:30am - 1:30pm
Northern Virginia Chamber

Join us for a fire side chat with Virginia Secretary of Veteran and Defense Affairs Carlos Hopkins and Veteran Service Foundation Chairman Frank Finelli as they discuss the significant impact the business community creates when supporting Veterans and their families, and in turn the value Veterans bring to our workforce.

Register at www.novachamber.org/events



Carlos Hopkins,
Virginia Secretary
of Veteran and Defense Affairs



Frank Finelli,
Chairman,
Veteran Service Foundaton



Northern Virginia Chamber of Commerce
7900 Westpark Drive, Suite A550
Tysons, VA 22102-3853
Phone: 703-749-0400

VSF Fundraising Update



Past Events/Donation Totals

- Cox Chiropractic – Hero Honey Fundraiser - \$1,068 to date
- Father John Boddie Assembly #3349 – VVFS Golf Tournament - \$7,502
- ADP Employee Presentation – Employees have donated \$1,219 through payroll deduction to date
- Gordon Biersch Brewery Restaurant - \$705
- Mike's Breakroom / Bills Backers - \$638
- Casual Pint - \$1,125
- Combat Veterans Motorcycle Association 27-2 - \$20,000
- King George High School DECA Club and Leadership Class - \$750

Future Events

- Colonial Williamsburg Rod Run / Tidewater Street Rod Association (May 3-4)
- Gstek 23rd Annual Golf Tournament (May 17)
- Dominion Energy Charity Classic (Oct 17-20)
- Richmond Dragway Team Challenge Event (Oct or Nov)

VSF Fundraising Tactics



- Engage past large donors (> \$5k) directly with appreciation letters from VSF Trustees and appropriate follow-up calls
- Send outreach letters and calls from VSF Trustees to new individual, corporate, association, and community vendors
- Collaborate with DVS to identify key donor relationships in regions across the Commonwealth and develop engagement plans to support donations and activities
- Participate in Veteran events across the Commonwealth, manning VSF tables, giving presentations, and providing info
- Develop a pipeline of donors and fundraising events, in conjunction with donor tracking system

VSF needs all Trustees to Make a Difference in 4th Qtr, VFY19

www.virginia-veterans-services-foundation.org

Our Leadership



- Governed and administered by volunteer Board of Trustees
- 100% Veteran board

Board of Trustees

Board Chair: Frank Finelli, *McLean*
Finance Chair: Sen. Walter Stosch, *Glen Allen*
Development Chair: Nicole Carry, *Norfolk*
Procedures & Policy Chair: Tom Mulrine, *Leesburg*

Brad Antle, *Haymarket*
Jim Boyd, *Richlands*
Allan Burke, *Christiansburg*
Frank Driscoll, *Chesapeake*
Anthony Gitalado, *Suffolk*
Paul Haughton, Jr., *King George*
Jack Lanier, Second Vice Chair, *Richmond*
John Lesinski, *Washington (VA)*
Al Pianalto, First Vice Chair, *Chester*
Rich Schollmann, *Glen Allen*

Meade Spotts, *Richmond*
Matice Wright, *Dunn Loring*
(Ex-Officio/Voting)
Carlos Hopkins
Secretary of Veterans and Defense Affairs
Jim Icenhour
Chair, Board of Veterans Services
Frank Wickersham
Chair, Joint Leadership Council

www.virginia-veterans-services-foundation.org

Continuing Our Mission



We Need and Appreciate Your Generosity To Continue Our Important Mission

Donations can be made on the
Virginia Veterans Services Foundation website:
www.virginiaveteranservicesfoundation.org
or by contacting: **Karla Williams Boughhey Executive
Director**
101 North 14th Street, 17th Floor
Richmond, VA 23219
(804) 225-4748
Karla.Boughhey@vsf.virginia.gov

A donation to the Veterans Services Fund may be tax deductible under section 170 (c) (1) of the Internal Revenue Code for federal taxes and tax exempt from the Virginia state and local taxes in accordance with section 2.2-2719 of the Code of Virginia.



www.virginiaveteransservicesfoundation.org



COMMONWEALTH OF VIRGINIA BOARD OF VETERANS SERVICES

101 N. 14TH STREET, 17TH FL.,
RICHMOND, VA 23219

*James O. Icenhour, Jr.,
Chairman*

*Michael Dick,
Vice Chairman*

Victor Angry

Carl Bedell

Carl Bess

Paige Cherry

Delegate Gordon Helsel

Susan B. Hippen

Nick Kesler

M. Lyla Kohistany

Tammi Lambert

John Lesinski

Delegate Jason Miyares

*Delegate Kathleen
Murphy*

Senator Bryce Reeves

Efrain "Frank" Reyes

Julie Waters

Senator Jennifer Wexton

*Frank Wickersham, III
Chairman, Joint
Leadership Council of
Veterans Service
Organizations*

*Frank Finelli,
Chairman, Veterans
Services Foundation*

*John L. Newby II,
Commissioner of
Veterans Services*

REPORT TO THE VETERANS SERVICES FOUNDATION (VSF)

March 28, 2019

The Board of Veterans Services (BVS) has met once since the last VSF meeting. BVS met last on November 15, 2018 at the DVS Office in Henrico.

At our November meeting we had a very informative presentation by Mr. Alan Garrant, Executive Director of the FOIA Council, Commissioner John Newby gave an update on construction projects, and Carrie Ann Alford, DVS Director of Policy & Planning gave an update on the upcoming 2019 session, including the Governor's introduced budget and DVS legislation.

Two pieces of DVS legislation that affect the BVS and have been signed by the Governor, will add three seats to BVS as of January 1, 2020 as well as the Chairman of the War Memorial Foundation Board as *ex officio*. Additionally, on January 1, 2020 the Virginia War Memorial Board will sunset and BVS will assume all duties of support to the Virginia War Memorial.

We received initial reports from our three new working groups: Benefits, Carl Bedell, Chair; Education, Mike Dick, Chair; and Veterans and the Arts, Julie Waters, Chair. All three groups have one year to conduct their research and report their findings and recommendations. They will all give another report at our upcoming May meeting.

The BVS consists of twenty-two members: fourteen citizen members, five legislators, and three *ex officio* members. Board members are in regular contact with the Department of Veterans Services to provide policy input on key operational issues.

Our next meeting will be at the Dept. of Military Affairs (Virginia National Guard) Headquarters on Thursday, May 2 at 10 a.m.

Respectfully submitted,

Jim Icenhour
Chairman

ATTACHMENT 3



COMMONWEALTH OF VIRGINIA
JOINT LEADERSHIP COUNCIL OF
VETERANS SERVICE ORGANIZATIONS

101 N. 14TH ST., 17TH FLOOR
RICHMOND VA 23219

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

**JOINT LEADERSHIP COUNCIL
REPORT TO THE VETERANS SERVICES FOUNDATION
March 28, 2019**

The Joint Leadership Council of Veterans Service Organizations (JLC) met on December 19, 2018 at the American Legion Building in Richmond, VA.

We received an update on the Governor's introduced budget and DVS legislation from Carrie Ann Alford, DVS Director of Policy and Planning, as well as a report on veterans entrepreneurship and creating an ecosystem with microloans and education from William & Mary MPP students Abigail Motley, Chelsea West and Kendall Quirk. The basis of their research was our policy paper from 2018 on microloans.

On January 16, 2019 we held our JLC "storming the hill" day and had a productive and exciting day meeting with the General Assembly Military & Veterans Caucus (GAMVC), legislators, aides and in the afternoon hearing from the Speaker and Lt. Governor, as well as staff from Senator Warner, Del. Eileen Filler-Corn, House Minority Leader and Sen. Dick Saslaw, Senate Minority Leader.

Of our seven initiatives for 2019, six became legislation, two were passed by the general assembly and one study related to an initiative was passed. The final matrix of our initiatives is included with this report.

The Council provides advice and assistance to the Governor, General Assembly and the Department of Veterans Services (DVS) on matters of concern to the veterans community and provides a conduit of information to and from the veterans service organizations on policy and legislation, pending and enacted, as well as information on existing services.

Our next meeting will be at the Dept. of Military Affairs (Virginia National Guard) Headquarters on Wednesday, April 17 at 10 a.m.

Respectfully submitted,

Frank G. Wickersham, III
Chairman

ATTACHMENT 4

Status of JLC 2019 Initiatives – as of RECONVENED SESSION – April 3, 2019

INITIATIVE	RECOMMENDATION	STATUS
JLC 2019-01 <i>Increased State Active Duty (SAD) Pay</i>	That the Governor and General Assembly appropriate \$50,000 to ensure that all Virginia National Guardsmen are paid at least at the E6 rate.	Budget Amendment: 416 #2h, 416 #3h, 416 #1s—\$50,000 Legislation: HB1968 (Reid): 2/5: <i>Left in Appropriations</i> HB2626 (Ayala) & HB2788 (Thomas): 2/5: <i>Left in Appropriations</i> SB1246 (Reeves): 2/18: <i>Left in Appropriations</i> Budget Amendment: None Legislation: HB1756 (Miyares): 2/5: <i>Left in Appropriations (did not cross over)</i>
JLC 2019-02 <i>Income Tax Subtraction for Certain Low-Income 100% Disabled Veterans</i>	That the Governor and General Assembly approve an individual income tax subtraction for 100% service-connected disabled veterans with a federally adjusted gross income, not exceeding 150% of the federal poverty level for a four-person household, who have not already claimed another exemption.	Budget Amendment: 83 #6h \$282,600 (Landes) Legislation: HJ670 (Landes): 1/29: <i>Failed to Report (3-3) (did not cross over)</i> SJ291 (DeSteph): 2/1: <i>PBI (did not cross over)</i>
JLC 2019-03 <i>Electronic Return of Voted Ballots by Overseas Military</i>	That the Governor and General Assembly enact legislation and provide budget support of a pilot program at the Virginia State Board of Elections for \$100,000 and funding for one FTE, for a limited pilot program for the electronic return of absentee ballots by Virginia’s deployed military service members.	Budget Amendment: N/A Legislation: HJ676 (Filler-Corn): 3/7: <i>Signed by Speaker;</i> 3/9: <i>Signed by President</i> SJ278 (Reeves): 3/7: <i>Signed by Speaker;</i> 3/9: <i>Signed by President</i>
JLC 2019-04 <i>Personal Property Tax Relief for Certain Disabled Veterans</i>	That the Governor and General Assembly approve legislation creating a standardized, statewide personal property tax exemption for one vehicle for 100% service-connected, total and permanent disabled veterans. <i>The corresponding legislation is a constitutional amendment – a 3 year process</i>	Budget Amendment: In GOV introduced amendments – <i>Senate Removed;</i> House Retained; <i>Conference Removed</i> Legislation: SB1412 (Mason): 2/19: <i>Left in Appropriations</i> HB2455 (Simon): 2/5: <i>Left in Appropriations</i>

<p>JLC 2019-06 <i>Removing Combat Requirement for VMSDEP</i></p>	<p>That the Governor and General Assembly remove the requirement that a veteran's disability rating be combat related. Instead, a permanent service-connected disability rating of at least 90%, plus satisfaction of the other requirements currently in the Code, would qualify a veteran's spouse or child for VMSDEP benefits.</p>	<p>Budget Amendment: 141 #5s \$1.2M in FY19 & \$2.7M in FY20 (McPike) Legislation: HB2685 (Torian): 3/18: <i>Signed by Governor</i> SB1173 (McPike): 3/8: <i>Signed by Governor</i> (SB1665 (Stuart): <i>Rolled into SB1173</i>)</p>
<p>JLC 2019-07 <i>Phased-in System for Partial State Tax Exemption for Military Retirement Income</i></p>	<p>That the Governor and General Assembly support changes to the current Virginia tax laws for a phased in system to reduce state tax on military retirement income up to \$40,000.</p>	<p>Budget Amendment: None Legislation: None HJ 674 DVS & TAX: feasibility of exempting military retirement income from taxation, report (Torian); 2/4: Agreed to by House (98-0); 2/20: Agreed to by Senate (voice vote) <i>DVS & TAX had their first meeting on March 26</i></p>

VSF Income & Expense Comparison FEBRUARY (FM08)			
	Feb. 28, 2019	Feb. 28, 2018	Feb. 29, 2016
Total Fund Balance	\$ 1,464,712.60	\$ 1,558,362.01	\$ 1,678,970.51
INCOME	\$ 286,857.98	\$ 337,223.05	\$ 567,640.20
EXPENDITURES	\$ 442,365.99	\$ 332,203.25	\$ 173,661.70
Excess of Income over Expenditures	\$ (155,508.01)	\$ 5,019.80	\$ 393,978.50
Remaining Fund Balances By Activity:			
VVCC	\$ 189,871.38	\$ 149,857.48	\$ 228,711.16
SBVCC	\$ 36,608.78	\$ 33,782.89	\$ 21,978.49
Cemetery	\$ 31,296.24	\$ 28,216.24	\$ 25,384.24
VVFS (VWVP 2015)	\$ 502,942.11	\$ 739,586.90	\$ 1,029,360.30
Benefits	\$ 1,325.52	\$ 675.52	\$ 500.00
V3/VTAP	\$ 398,128.10	\$ 352,543.38	\$ 149,150.59
Women's Summit	\$ -	\$ 569.34	\$ 8,782.66
VSF Support	\$ 9,181.93	\$ 59,107.96	\$ 40,234.12
Homeless Boot Camp			
Non-general funds	\$ 295,358.54	\$ 194,022.30	\$ 183,651.61
Total All Funds	\$ 1,464,712.60	\$ 1,558,362.01	\$ 1,678,970.51

Please note:
 In **2017**: the PGA (Dominion Charity Classic) donation for the amount of \$185,000.00 was deposited on 2/8/17 and included in the total for the February income report.
 In **2018**: the PGA (Dominion Charity Classic) donation for the amount of \$146,153.23 was deposited on 3/8/18 and **NOT** included in the February income report
 In **2019**: the PGA (Dominion Charity Classic) donation has not been received.

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended February 28, 2019 (FM08)
FY 2019 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2018 Adjusted	Receipts YTD	Expenditures YTD	Fund 09410 Balance February 28, 2019 YTD	FY 2019 Budget YTD	FY 2019 Budget Balance YTD
Virginia Veterans Care Center:						
Indigent Resident Needs	30,470.51	4,395.00	38.54	34,826.97	2,000.00	1,961.46
Activities/Carnival Fund	12,640.99	4,350.00	3,150.43	13,840.56	7,000.00	3,849.57
Operation Holiday Spirit	74,472.88	25,280.00	(455.00)	100,207.88	21,000.00	21,455.00
Unit Projects & Functions	11,331.00	-	-	11,331.00	51,500.00	51,500.00
Other Donations Restricted	16,099.97	13,565.00	-	29,664.97	10,500.00	10,500.00
Total VVCC Funds	145,015.35	47,590.00	2,733.97	189,871.38	92,000.00	89,266.03
Sitter & Barfoot VCC:						
Indigent Resident Needs	6,107.52	-	65.00	6,042.52	1,000.00	935.00
Activities Fund	28,980.18	400.00	5,310.92	24,069.26	16,500.00	11,189.08
Other Donations Restricted	1,692.00	4,805.00	-	6,497.00	10,500.00	10,500.00
Total SBVCC Funds	36,779.70	5,205.00	5,375.92	36,608.78	28,000.00	22,624.08
Cemetery Funds:						
Va Veterans Cemeteries- Other Donations Restricted	787.00	55.00	-	842.00	500.00	500.00
Va Veterans Cemetery--Amelia	8,091.38	470.00	-	8,561.38	5,000.00	5,000.00
Memorial Cemetery--Suffolk	10,111.07	1,000.00	-	11,111.07	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	10,731.79	50.00	-	10,781.79	5,000.00	5,000.00
Total Cemetery Support Funds	29,721.24	1,575.00	-	31,296.24	15,500.00	15,500.00
Virginia Veterans' and Family Support						
Outreach Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Direct Veterans Services	230,000.00	-	108,274.35	121,725.65	230,000.00	121,725.65
Enabling Veterans Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Homeless Veterans Fund	183,000.00	50.00	155,501.08	27,548.92	183,000.00	27,498.92
Operation Family Caregiver Grant	3,227.76	-	1,924.19	1,303.57	-	(1,924.19)
Other Donations Restricted	254,207.63	96,156.34	-	350,363.97	-	-
Total VVFS Funds	672,435.39	96,206.34	265,699.62	502,942.11	415,000.00	149,300.38
Benefits Funds:	675.52	650.00	-	1,325.52	1,000.00	1,000.00
Veteran Education, Transition and Employment						
V-3 Fund	236,745.67	450.00	106,919.81	130,275.86	225,000.00	118,080.19
Altria Grant	227,447.90	100,000.00	59,595.66	267,852.24	-	(59,595.66)
Women's Summit	1,222.94	-	1,222.94	-	10,000.00	8,777.06
VETE Other Donations Restricted	-	-	-	-	-	-
Total VETE Funds	465,416.51	100,450.00	167,738.41	398,128.10	235,000.00	67,261.59
VSF Support Funds:	10,000.00	-	818.07	9,181.93	10,000.00	9,181.93
VSF Unrestricted Revenue						
Appropriated Funds	203,670.05	-	-	203,670.05	-	-
Donor Funds	15,258.50	21,804.45	-	37,062.95	-	-
Interest	41,248.35	13,377.19	-	54,625.54	-	-
Total VSF Unrestricted Revenue	260,176.90	35,181.64	-	295,358.54	-	-
Grand Total All 09410 Funds	1,620,220.61	286,857.98	442,365.99	1,464,712.60	796,500.00	354,134.01
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,605,312.73	-	(450,000.00)	1,441,352.64		
912 09410 Fund Balance	14,907.88	450,000.00	-	23,359.96		
TOTAL CASH 09410 FUNDS	1,620,220.61			1,464,712.60		

ATTACHMENT 5

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Funds Balances
For the Month Ended February 28, 2019 (FM08)
FY 2019 Year-To-Date
(Unaudited)

INCOME:

Y-T-D Actual

Restricted gifts received for:

Virginia Veterans Care Center	47,590.00
Sitter & Barfoot VCC	5,205.00
Cemetery Funds	1,575.00
VVFS Funds	96,206.34
Benefits Funds	650.00
VETE Funds	100,450.00
VSF Support Funds	-
VSF Unrestricted Revenue	35,181.64
TOTAL INCOME	286,857.98

EXPENDITURES:

VVCC Indigent Resident Needs	38.54
VVCC Activities/ Carnival Funds--Activities with Residents	3,150.43
VVCC Operation Holiday Spirit	(455.00)
VVCC Unit Projects & Functions	-
VVCC Other Donations Restricted	-
SBVCC Indigent Resident Needs	65.00
SBVCC Activities Funds	5,310.92
SBVCC Other Donations Restricted	-
Va Veterans Cemeteries- Other Donations Restricted	-
Va Veterans Cemetery--Amelia	-
Memorial Cemetery--Suffolk	-
SW Va Veterans Cemetery--Dublin	-
VVFS Outreach Services	-
VVFS Direct Veterans Services	108,274.35
VVFS Enabling Veterans Services	-
VVFS Homeless Veterans Funds	155,501.08
VVFS Operation Family Caregiver Grant	1,924.19
Benefits Funds	-
VETE V-3 Fund	106,919.81
VETE Altria Grant	59,595.66
VETE Women's Summit Funds	1,222.94
VETE Other Donations Restricted	-
VSF Support Funds--Operating Expenditures and Web Site	818.07
VSF Unrestricted Revenue	-

TOTAL EXPENDITURES

442,365.99

Excess of Income over Expenditures

(155,508.01)

Beginning Fund Balances

1,620,220.61

Ending Fund Balances

1,464,712.60

NOTES:

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

ATTACHMENT 5

Donations \$600 and Above Sorted By Amount FY19

Donor Name	Designation	Total Donations
Altria Group Inc.	V3/VTAP	\$ 100,000.00
Dominion Energyshare Program	VVFS Homeless 4148	\$ 35,000.00
Combat Veterans Motorcycle Association 27-2	VVFS Other 4152	\$ 20,000.00
INTEREST	VSF INTEREST NGfund	\$ 13,377.19
Hopewell Memorial Post 146 Two Rivers Chapter	VVFS Other 4152	\$ 10,365.75
Farmers New World Life Insurance Company	Cemetery Suff 4136	\$ 10,204.91
The Estate of Mrs. Elizabeth C. Young	VVCC Other 4026	\$ 10,000.00
Francis A. Finelli	VSF Unrest DonorFund	\$ 10,000.00
Knights of Columbus Father John Boddie Assembly #3349	VVFS Other 4152	\$ 7,502.01
Mt. Pisgah United Methodist Church	VVCC Holiday 4016	\$ 5,100.00
George C. Marshall Chapter MOAA	VVFS Other 4152	\$ 5,000.00
The Pretty Real Estate Group LLC	VVFS Other 4152	\$ 4,500.00
GStek	VVFS Other 4152	\$ 4,085.00
The Whitney & Anne Stone Foundation c/o Chilton Trust	VVFS Other 4152	\$ 4,000.00
The M.W. Armistead, III Family Foundation	VVFS Other 4152	\$ 4,000.00
Funeral Choices of Chantilly	VVFS Other 4152	\$ 3,926.54
Bank of America Employee Giving Campaign	VVFS Other 4152	\$ 2,793.96
Prince William Cruisers Inc	VVFS Other 4152	\$ 2,000.00
American Legion Auxiliary Clemmer McGuffin Unit 13	VVCC Holiday 4016	\$ 2,000.00
AMVETS Post 40 Inc.	VVCC Indig 4012	\$ 2,000.00
Carneal-Drew Foundation	VSF Unrest DonorFund	\$ 2,000.00
American Legion Post 184	VVCC Holiday 4016	\$ 2,000.00
Staunton Elks Lodge #351	VVFS Other 4152	\$ 1,900.00
AMVETS Riders #40	VVCC Indig 4012	\$ 1,800.00
Olde York Chapel Consolidated Chapel Fund	VVFS Other 4152	\$ 1,740.00
Military Order of Purple Heart	SBVCC Other 4116	\$ 1,600.00
Smithfield Foods, Inc.	VVFS Other 4152	\$ 1,590.00
St. Mark's United Methodist Church	VVFS Other 4152	\$ 1,358.00
Post 64 29th Division Association	VVCC Holiday 4016	\$ 1,300.00
Parrotheads of the Phininsula	VVFS Other 4152	\$ 1,290.00
Your Cause Corporate Employee Giving Programs	VVFS Other 4152	\$ 1,255.00
Leonard E. McCoy VFW Post 5311	VVCC Holiday 4016	\$ 1,200.00
TJ Stonewall Jackson Chapter Association of the US Army	VVCC Act 4014	\$ 1,200.00
Shelsby Capital Holdings LLC	VSF Unrest DonorFund	\$ 1,100.00
AMVETS Department of Virginia Service Foundation	VVCC Act 4014	\$ 1,050.00
Benevity Donation	VSF Unrest DonorFund	\$ 1,017.61
The Reco Foundation	VVFS Other 4152	\$ 1,000.00
Jack Hilgers	VVFS Other 4152	\$ 1,000.00

Donor Name	Designation	Total Donations
Irwins Pharmacy and Drug, Inc	VVFS Other 4152	\$ 1,000.00
River Road Presbyterian Church	SBVCC Other 4116	\$ 1,000.00
SDV Solutions	VVFS Other 4152	\$ 1,000.00
Colonial Webb Comfort Systems USA	VSF Unrest DonorFund	\$ 1,000.00
Revere Gas, Inc.	VVFS Other 4152	\$ 1,000.00
Marks-Hofheimer Foundation	VVFS Other 4152	\$ 1,000.00
Sylvia Chellis	Cemetery Suff 4136	\$ 1,000.00
Vanguard Charitable	VSF Unrest DonorFund	\$ 1,000.00
Craftworks Foundation	VVFS Other 4152	\$ 843.17
Marine Corps League James M. Slay Detachment #329	VVFS Other 4152	\$ 800.00
Putti Shanthi	VSF Unrest DonorFund	\$ 750.00
Douglas Cox	VVFS Other 4152	\$ 740.00
AMVETS Department of Virginia Service Foundation	SBVCC Other 4116	\$ 700.00
Amherst Co VFW Post 9877	VVCC Holiday 4016	\$ 650.00
Elizabeth Talbott	VVCC Holiday 4016	\$ 650.00
American Legion Victory Post 248	VVCC Holiday 4016	\$ 650.00
VFW Ladies Auxiliary Post 1264	VVCC Holiday 4016	\$ 650.00
Christ Church Parish	VVFS Other 4152	\$ 600.00
Thomas J Herthel (in lieu of cash \$500 from Alton Collier and \$100 from Bennie Crump and Bryan Brooks)	Benefits 4160	\$ 600.00
James Madison VFW Post 2217	SBVCC Other 4116	\$ 600.00

FY19 EVENTS and OUTREACH			
JULY			
1	A Concert of Patriotic Music St. Mark's United Methodist Church, Petersburg, VA		\$ 1,413.00
AUGUST			
7	9th Annual Ride for Wounded Warriors (took place in June) Hopewell Memorial Post 146 Two Rivers Chapter		\$ 10,365.75
20	AMVETS Riders Chapter 40		\$ 1,800.00
23	Innsbrook Foundation		\$ 220.14
SEPTEMBER			
All month	Hero Honey Fundraiser/Cox chiropractic		\$ 1,068.00
5	Microsoft Presentation	Frank Finelli, John Lesinski, Karla Boughey	
7	Father John Boddie Assembly #3349 – VVFS Golf Tournament Hartfield,VA		\$ 7,502.01
12	First Command Financial Services Presentation	Al Pianalto	\$ 300.00
13	Donation Received for FY18 Event Gstek Golf Tournament (took place in May)		\$ 4,085.00
OCTOBER			
1	George C. Marshall MOAA Board Presentation, Lexington VA	Karla Boughey, Tiffany Robertson	
6	Veterans in the Vineyard Gauthier Vineyards Barhamsville, VA	Paul Haughton, Al Pianalto, Nicole Carry, Karla Boughey, Tiffany Robertson	\$ 50.00
9	Harris Williams Employee Presentation Richmond, VA	Frank Finelli, Karla Boughey	
9	Old Dominion Electric Cooperative, Richmond, VA	Frank Finelli, Karla Boughey	
19-21	Dominion Energy Charity Classic		TBD
22	ADP Employee Presentation, Norfolk, VA	Nicole Carry, Karla Boughey, Carol Berg (VVFS)	\$ 1,219.58
24	Smithfield Foods Employee Blue Jean Day		\$ 1,765.00
26	American Legion Conference, Williamsburg, VA	Paul Haughton, Al Pianalto	
27	American Legion Conference, Williamsburg, VA	Al Pianalto, Karla Boughey	
30	Halloween Party Gordon Biersch Brewery Restaurant – Virginia Beach, VA	Jack Hilgers	\$ 263.00
NOVEMBER			
7	Commonwealth of Virginia Campaign Charity (CVC) Expo, Richmond	Tiffany Robertson	
week of 10 -16	Gordon Biersch Brewery Restaurant Virginia Beach, VA Veterans Day Promotion	Jack Hilgers, Carol Berg, VVFS	\$ 705.17
11	Mike's Breakroom/Bills Backers	Karla Boughey	\$ 638.00
11	Armistice Day and Veteran's Day Ceremony, Richmond	Frank Finelli, Karla Boughey, Tiffany Robertson	\$ 120.00
DECEMBER			
1-2	2 nd Annual 9-Pin No-Tap Bowling Fundraiser Parrotheads of the Phininsula at AMF Williamsburg Lanes		\$ 2,990.00
10	Proposal Sent to Smithfield	Karla Boughey	

11	George C. Marshall MOAA, Lexington CHECK Presentation	Paul Haughton, Jack Hilgers	\$ 5,000.00
21	Altria Grant	Karla Boughey, Charlie Palumbo (V3)	\$ 100,000.00
JANUARY			
8	The Virginia National Guard Joint Force Headquarters Dedication Ceremony honoring Sergeant John Robert "Bob" Slaughter	Frank Finelli, Karla Boughey	
26	Casual Pint	Anthony Gitalado, Nicole Carry, Jack Hilgers, Karla Boughey	\$ 1,125.00
FEBRUARY			
6	Military and Veterans Caucus Presentation	Frank Finelli, Rich Schollmann, Jack Lanier, Al Pianalto Karla Boughey	
6	Combat Veterans Motorcycle Association 27-2 Check Presentation	Frank Finelli, Rich Schollmann, Walter Stosch, Jack Lanier, Al Pianalto Karla Boughey, Tiffany Robertson	\$ 20,000.00
25	King George High School - DECA Club and Leadership Class	Paul Haughton and Karla Boughey, Ben Shaw (VVFS)	\$ 750.68
25	Some Gave All Foundation Presentation	Paul Haughton and Karla Boughey, Ben Shaw (VVFS)	
26	Johnny Davis, Wendell Wilson, Richmond Dragway	Karla Boughey	
MARCH			
12	Ferguson Visit	Nicole Carry, Carol Berg (VVFS)	
APRIL			
6	Rotary Club of Hampton Roads - Big 80s Hangar Party	Jack Hilgers	
30	The Value of Veterans and Impact on Virginia Business - Northern Virginia Chamber of Commerce	Sec. Hopkins, Frank Finelli, Karla Boughey	
MAY			
3-4	Colonial Williamsburg Rod Run hosted by Tidewater Street Rod Association		
17	Gstek 23rd Annual Golf Tournament		
18	Overton Event - Rhondels		
FY 20 EVENTS			
September			
	Father John Boddie Assembly #3349 - VVFS Golf Tournament Hartfield, VA		
October			
17-20	Dominion Energy Charity Classic, Richmond Richmond Dragway Team Challenge Event, Sandston, VA	TBD October 5 or November 23	
November			
	Start recruiting Business to sponsor Veterans Day Events		

**Report of the VSF Trustees Procedures and Policy Committee
March 13, 2019**

The Procedures and Policy Committee (P&PCom) met on March 13, 2019 with Rich Schollmann, Al Pianalto, Jack Lanier, Jack Hilgers and I attending. Also present were the VSF Executive Director Karla Boughey and her assistant, Tiffany Robertson. The committee reviewed and approved its draft plan to accomplish its tasks and proposed updates to the trustees bylaws, VSF Goals and Objectives for FY2019-2020, and proposed trustees duties and responsibilities.

The P&PCom Plan provides information on which the committee may proceed with its tasks to use common terminology and definitions in producing VSF documents and set priorities for completing its tasks. The priorities are:

a. By March 2019 Board meeting:

- 1) Bylaws – Require some editing for format, corrections, and continuity
- 2) VSF Goals and Objectives for FY19 – none since FY18
- 3) Trustees Duties and Responsibilities
- 4) DVS-VSF MOU – Working, but needs approval before work on joint policies

b. By June 2019 board meeting, blocks of VSF Policies:

- VSF Policy #F1 on Inter-agency Relations – Last approved 8-3-16
- VSF Policy #F2 on VSF Administration and Operations – Last approved 8-3-16
- VSF Policy #F3 on Planned Giving – Last reviewed 11-9-16
- VSF Policy #F4 on Planning and Development – To be completed

c. By September 2019 board meeting, blocks of VSF-DVS Joint Policies:

- Joint VSF-DVS Policy #J1 on Fundraising – Last approved 3-22-17
- Joint VSF-DVS Policy #J2 on Veterans Services Fund Management – Last approved 8-3-16
- Joint VSF-DVS Policy #J3 on Veterans Services Fund Allocations and Expenditures – Last approved 8-3-16

The changes to the trustees bylaws proposed by the committee mainly reflect: (1) several items have been identified that require clarification; (2) reformatting for ease in reading; (3) consistency in job descriptions; (3) some recommendations that were made by the Office of the Attorney General Representative; and (4) clarification of sections of the text.

The VSF Goals and Objectives 2019-2020 are essentially those approved by the trustees in prior years, but updated and expanded for FY17 and FY18. The current version reintroduces performance budgeting to trustees goals and introduces a new goal and objective on consumer relations management, also known as a pipeline system, used for developing potential donors and retaining current donors. The Development and Finance goals and objectives remain the same, but responsibility for clarifying existing policies and development of new policies has been transferred from Finance to the new P&PCom. A new set of P&PCom goals and objectives have been developed and are included.

A draft of the Trustees Duties and Responsibilities is provided in response to requests by trustees for a definitive set of tasks they need to perform. They have been derived from applicable sections of the Code of Virginia by the VSF Executive Director and amplified with a survey of duties from like governmental and private nonprofit charitable institutions. They are provided for review by the trustees and are open to suggestions, both regarding their content and where they should reside among VSF documents; that is either in the bylaws or in the Foundation Policy on Administration and Operations.

Accordingly, the committee's proposed revised draft of the VSF board of trustees' bylaws, the VSF Goals and Objectives 2019-2020, and trustees duties and responsibilities are presented for board discussion and approval.

Respectfully,

Thomas Mulrine
Committee Chair

ATTACHMENT 6

VETERANS SERVICES FOUNDATION
Board of Trustees
BYLAWS
DRAFT

Article I – Authority Purposes, and Procedures

- 1.01 Authority: Pursuant to Virginia Code § 2.2-2715, et seq., the Virginia Veterans Services Foundation (VSF) is a state agency of the Commonwealth. The Code reference, which is attached to these bylaws, forms the Charter or Constitution of VSF setting forth: (a) the name of the organization; (b) its purpose and mission; (c) membership; (d) meetings; (e) reporting requirements; (f) authority; and (g) financial requirements. VSF is under the Secretary of Veterans and Defense Affairs as set forth in § 2.2-230.
- 1.02 Purpose: These bylaws describe how the board of trustees exercises its governance through board: (a) officers; (b) administrative support; (c) meeting procedures; (d) committees; (e) protocol, governance, and communications; (f) bylaws review and amendment.
- 1.03 Procedures: All trustees' business procedures shall be conducted in accordance with the Code of Virginia, the VSF trustees' bylaws, and the current edition of Robert's Rules of Order Newly Revised, in order of descending precedence. VSF and its board of trustees operate on the Commonwealth fiscal year; July 1 through June 30, as do trustees' appointments. The board of trustees exercises its governance of the VSF organization through the administration and operational direction contained in the VSF policies, ~~which form the standing rules or orders of VSF.~~

Article II – Trustees and Other ~~Board Members~~ *Participants*

- 2.01 General Powers: Pursuant to Code of Virginia § 2.2-2715, as may hereafter be amended, the VSF is governed by a board of trustees who will be responsible for the administrative, fiscal and programmatic activities of VSF. The board shall comply with its enabling legislation and bylaws, and applicable federal and state laws and regulations in its: (a) use of public, private and charitable funds, including grant proceeds; (b) operation and management of the VSF; and (c) selection of an Executive Director and staff.
- 2.02 Responsibilities: The VSF board of trustees is a public entity and must behave with the utmost integrity. Trustees have as their first and foremost duty – fiduciary responsibility for the public good – the interests of the public at large and veterans in particular. Trustees must be independent and objective arbitrators of the public and veterans interests and ensure the integrity of the Veterans Services Fund.

ATTACHMENT 6

- 2.03 Non-trustee ~~Board membership participation~~: The VSF Executive Director, Secretary, and Treasurer ~~serve as ex officio non-voting board members shall participate in all board meetings~~. The board may ~~appoint~~ *recognize* citizens with particular knowledge or experience as advisors to the board and to committees. ~~Advisors shall serve under the same conditions, including term limits, as board trustees, except that they shall serve in a non-voting capacity.~~

Article III – Officers

- 3.01 Officers of the VSF: The officers of the VSF shall consist of a Chairman (the Chair), Vice Chairmen (Vice Chairs), Secretary, and Treasurer. Other officers, including assistant and subordinate officers, may from time to time be appointed by the board. Any two or more offices may be held by the same person. The Secretary and Treasurer are non-elected officers provided by the Department of Veterans Services in accordance with Code of Virginia § 2.2-2715.G.
- 3.02 Duties of the Chair: The Chair shall: (a) preside over all meetings of the board unless absent; (b) have general supervision of the affairs of the board; and (c) shall perform all other such executive duties as are reasonably necessary or are properly required by the board. The Chair may appoint committee members from within the board of trustees as deemed necessary or appropriate to carry out the purposes of VSF.
- 3.03 Duties of the First Vice Chair: Upon the death, resignation, absence, or disability of the Chair, or upon the Chair's refusal to act, the Vice Chair shall perform the duties of the Chair only so long as the Chair is absent or disabled. In all other instances as determined by the board, the Vice Chair shall serve for the remainder of the Chair's term or until a substitute is elected by the board. In the event that an issue arises concerning whether or not the Vice Chair should assume or retain the duties of the Chair, the issue shall be decided by a majority vote of the board, excluding the Vice Chair.
- 3.04 Duties of the Second Vice Chair: The Second Vice Chair shall act in the absence, for whatever reason, of the Chair and First Vice Chair under the same provisions of those set forth for the First Vice Chair.
- 3.05 Other duties as assigned: When not performing the duties of the Chair, the Vice Chairs shall perform such duties as may be assigned by the Chair. The Chair and Vice Chairs shall continue to serve on the board committees to which they were assigned, but not as Committee Chairs or Vice Chairs.
- 3.06 Duties of the Secretary: The Secretary shall:
- (a) keep the minutes of the meetings of the board and of the Executive Committee and be the custodian of the minutes and other such records of the board;
 - (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; ~~and~~

(c) post minutes of meetings to the Commonwealth Calendar and to the website of VSF in accordance with §2.2-3707.1 of the Code of Virginia;

~~(d)The Secretary also shall~~ be the VSF *recording and* corresponding Secretary; *and*

~~(e)In addition, the Secretary shall~~ in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Chair or by the board *and its policies*.

3.07 Duties of the Treasurer: The Treasurer shall be the financial officer for the Board and shall:

(a) keep accurate, auditable records of:

(1) Non-general Fund donations and grants received and expenditures made from the Fund; and

(2) General Fund allocations for authorized expenditures;

~~(b)The Treasurer shall~~ submit a quarterly report to the board and the Commissioner of Veterans Services on VSF's funding levels and services; *and*

~~(c)The Treasurer acts without bond because financial controls exist to assure fiscal accountability;~~

~~(c) perform such other duties as from time to time may be assigned by the Chair or by the board and its policies.~~

3.08 Term of service: Elected officers shall serve a term of one year. Officers shall be eligible for reelection, not to exceed two years of consecutive service.

3.09 Elections: Election of officers will be held every year during the regular fourth quarter (April – June) meeting. If a quorum is not present, elections will be held at the next meeting at which there is a quorum. Elections shall be by voice vote. Elections shall be decided by a majority of the votes cast. If a candidate fails to achieve a majority vote on the first ballot, the two candidates with the most votes will be voted on by a second ballot. Newly elected Chairs shall assume the responsibility of the position to which they were elected on 1 July of the year for which they are elected.

3.10 Nominations. The Nominating Committee shall post a call for nominations for Chair and Vice Chairs from the board no later than 10 working days following the committee's first meeting. The VSF Executive Director may forward the call on behalf of the committee, if the Committee Chair so requests. Trustees of the board may nominate themselves for officer positions to the Chair of the Nominating Committee. Board trustees may be nominated regardless of time served or time remaining on the board, except that board trustees who are completing their last year of service of a four-year term shall not be

eligible for nomination. Notwithstanding the foregoing, a trustee who is completing the last year of service may be nominated if, at the time of the nomination, the trustee has been reappointed for another four-year term. Ex officio trustees, the Secretary, and Treasurer shall not be eligible to serve as Board Chair or Vice Chairs. The Nominating Committee should give priority to nominating trustees for office whose terms of appointment on the board do not expire simultaneously so the board will not be without a presiding officer.

- 3.10.1 Presentation of Nominations. The Nominating Committee shall meet at least fifteen working days prior to the fourth quarter (April – June) board meeting to determine the nominations to be presented to the board at that meeting. The recommendation of the nominating committee shall be distributed with the announcement of the fourth quarter meeting of the board. At the fourth quarter meeting, the Nominating Committee shall present candidates for each office for election at that meeting. Nominations from the floor may be made prior to such election.
- 3.10.2 Committee Vacancies. In the event a trustee of the Nominating Committee cannot serve or becomes a candidate for an office for which the committee is selecting candidates, he shall resign from the committee immediately and the Board Chair shall immediately appoint a replacement.
- 3.10.3 Chair and Vice Chair Vacancies and Absences. In the event of a vacancy in the Chair or Vice Chair positions, the board may: (a) in the case of vacancy in the position of Chair or Vice Chairs, have the next Vice Chair complete the unexpired term; or (b) elect a Nominating Committee and at the board's next meeting, elect officers to fill the vacant positions. In the event of the temporary absence of the Chair, First Vice Chair, and Second Vice Chair, the board shall select one of its non-ex officio trustees to preside.

Article IV – Administrative Support

- 4.01 Administrative and other services: DVS is designated to provide VSF with administrative, staff, and other services in accordance with §2.2-2715.E.
- 4.02 Executive Director: The Board may hire a VSF Executive Director who shall serve as specified in §2.2-2715.1. In addition, the Executive Director shall have such powers, duties, and responsibilities as set forth in a job description approved by the board, or as may be assigned by the board from time to time.
- 4.03 Executive Director Selection: If the board chooses to employ an Executive Director, selection shall be made from a group of eligible candidates recruited through the Virginia Department of Human Resources Management Policy 2.10 – Hiring. The selection panel shall consist of at least four trustees, one of which shall be the Board Chair.
- 4.04 Executive Director Duties: The Executive Director's duties shall include:
 - (a) supporting the efforts of VSF to seek, promote, and stimulate contributions to the Fund; ~~including:~~

- (b) planning and implementing an effective capacity-building and development strategy consistent with the programs and mission emphasis of DVS;
- (c) establishing and maintaining productive on-going relationships with legislative and development entities at the municipal, regional, state, and national levels;
- (d) coordinating and sustaining state legislative and funding efforts in support of VSF;
- (e) supporting efforts to more effectively brand and market veterans' services;
- (f) performing the duties of the VSF Freedom of Information Act Officer in accordance with the Freedom of Information Act (FOIA);
- (g) managing VSF's finance (e.g., accountability) initiatives in collaboration with DVS' Director of Finance and DVS finance staff; and
- (h) coordinating with DVS in its efforts to support VSF, including:
 - (1) assisting the Procedures and Policy Committee in developing DVS and VSF policies and procedures related to mutual support of both agencies; and
 - (2) serving as the VSF liaison to DVS for coordination of development activities with public and private development-related organizations and other interested parties.
- (i) ~~The Executive Director shall~~ **ensure**ing that the reports required of VSF are submitted including those required by §2.2-2715.B of the Code of Virginia; **and**
- (j) **performing such other duties as from time to time may be assigned by the Chair or by the board and its policies.**

Article V – Meetings

- 5.01 **Meetings:** The board shall meet at least quarterly, at a time and place determined by the trustees ***through the trustees' Chair***. Additional meetings may be called by the Board Chair or at the request of at least four trustees. Board committees shall meet as required by the board of trustees or the Committee Chairs. Meetings shall be conducted in accordance and the provisions of the Virginia Freedom of Information Act (FOIA).
- 5.02 **Quorum and Manner of Acting.** A majority of the voting trustees of the board who are serving shall constitute a quorum for the transaction of business. The act of a majority of the trustees present at any meeting at which a quorum is present shall be the act of the board. In the absence of a quorum, a majority of the trustees present may adjourn the meeting until a quorum is attained or convene either a special or emergency meeting of the executive committee or other committees to consider the business at hand.

5.03 Meeting Procedures:

- 5.03.1 Meeting Notification. Meetings, including work sessions, are assemblages of the committee trustees. No business shall be conducted unless a quorum of voting trustees is determined. All meetings, except as noted in 5.03.6 below, shall be open to the public and notice of the date, time, location, and purpose or agenda of the meeting shall be posted on the Commonwealth Calendar, on the VSF website, and in a prominent public location. The notice shall state whether public comment will be received. All board and committee meeting notifications shall comply with the provisions of FOIA.
- 5.03.2 Regular Meetings. The VSF board shall meet at least four times each year on such dates and in such places as recommended by the Board Chair. Regular meetings shall be announced to the VSF board trustees, DVS staff, and the public at least 10 days prior to the day the regular meeting is to be convened.
- 5.03.3 Special Meetings. Special *board* meetings may be called by the Board *Chair*, or *committee meetings by the* Committee Chairs, or by any three committee trustees at such dates, times, and places, with agenda, as may be specified in the call for such meeting in accordance with §2.2-3707 of the Code of Virginia, *or as hereafter may be amended.* For special meetings, seven days' notice shall be given.
- 5.03.4 Emergency Meetings. Emergency meetings may be called by giving reasonable notice to all trustees and the public whenever in the judgment of the Board or Committee Chair, in consultation with the VSF Executive Director and the Secretary of Veterans and Defense Affairs, there is an emergency as defined by §2.2-3701, Code of Virginia, *or as hereafter may be amended* . A quorum of voting trustees shall be sufficient to transact any business with respect to said emergency.
- 5.03.5 Conduct of Business. The published agenda shall be followed, unless modified by a majority vote of trustees present. Votes on substantive matters shall be taken by a vote of all trustees present supporting, opposing, or abstaining from the matter. No proxies, secret, or written ballots are authorized in any board or committee meeting and votes cannot be taken by telephone or other electronic communication means. Minutes shall be recorded of board and committee meetings and shall be deemed public records and subject to the provisions of FOIA.
- 5.03.6 Closed Meetings. The conduct of closed meetings shall be governed by the provisions of §2.2-3711 of the Code of Virginia, *or as hereafter may be amended.* Closed meetings cannot be conducted electronically. ~~Any resolution, ordinance, rule, contract, regulation, or motion discussed in a closed meeting shall not become effective unless the committee, following the closed meeting, reconvenes in open meeting, clearly identifies the substance of the action to be taken, and takes a vote of the trustees on such resolution, motion, or other form of action.~~

Article VI – Committees

- 6.01 VSF Committees: Activities of the board of trustees shall be organized and coordinated through its committees. The committees of VSF board of trustees shall be the Executive Committee, three Standing Committees, and a Special Committee for nominations. Other Ad Hoc committees and sub-committees may be established as required. Any committee may include both trustees and ~~non-trustees among its members~~ *advisors*. ~~Unless otherwise specifically provided by the board of trustees, decisions or~~ Recommendations of committees are advisory and must be ratified by the board. Trustees and advisors may serve on more than one committee and trustees may participate in the proceedings as voting members. All committee meetings shall be scheduled to permit broad participation and comply with the provisions of FOIA.
- 6.02 Executive Committee. The executive committee shall consist of the current board Officers, Committee Chairs or Assistant Chairs, Secretary of Veterans and Defense Affairs, and Executive Director. The Executive Committee's central purpose is to assist the board function efficiently and effectively by reviewing matters presented to it by the standing, special, and ad hoc committees and providing its recommendations to the board for action. In addition, it is responsible for relations with affiliated boards and councils and other veterans organizations and shall recommend means by which the board can assess its effectiveness. The Executive Committee shall meet upon the call of the Board Chair and shall keep regular minutes of their proceedings to report to the board at its next regular meeting.
- 6.03 Standing Committees. The Chairs, Assistant Chairs, and trustees of the three standing committees shall be appointed by the Board Chair, after consultation with the parties involved. Trustee board officers, ex officio trustees, and non-trustee officers, and advisors shall not be eligible for appointment as Committee Chairs. The appointments shall be approved by the board at the meeting at which the appointments are proposed by the Board Chair. A trustee may volunteer to serve on one or more committees. Each member of a committee shall serve until the end of the fiscal year in which he is appointed and shall be eligible for reappointment.

A quorum of each of the standing committees shall consist of a majority of trustees. The Board Chair, Vice Chairs, and ex officio board trustees are deemed committee members for all purposes, including a quorum. The agenda for each regular board of trustees meeting shall include a report by each standing committee to the board.

The standing committees are as follows:

- 6.03.1 Development. The development committee supports the board's responsibility for:
- (a) relations with affiliated foundations and organizations;

- (b) making recommendations to the board on matters and policies pertaining to VSF's seeking, promoting, and stimulating contributions and other sources of revenue for the Veterans Services Fund;
- (c) both community (including veterans and military) and public (state-wide) relations;
- (d) VSF development policies; **and**
- (e) such other business as may come before it; **and**
- (f) ~~When directed, it~~ **organizing** fundraising programs, including capital campaigns.

6.03.2 Finance. The finance committee supports the board's responsibilities for Veterans Services Fund administration, the budget process, accountability, and fiscal efficiency in general. The committee is responsible for:

- (a) making recommendations to the board on matters pertaining to Veterans Services Fund expenditures;
- (b) development and maintenance of VSF fiscal policies;
- (c) oversight of the fiscal accounts;
- (d) preparation of a biennial and annual budget and budget adjustments for presentation to the board of trustees for approval;
- (e) those aspects of performance budgeting pertaining to VSF;
- (f) contracts and the impact of the foregoing on the overall fiscal condition, mission, and purpose of VSF; and
- (g) such other business as may come before it.

The committee oversees the internal review function of procedures contained in Code of Virginia §2.2-2718.C and receives the annual report of the Auditor of Public Accounts.

6.03.3 Procedures and Policies: The procedures and policies committee shall support the board's responsibility for the conduct of business and operational direction, including planning, of the VSF organization.

- (a) In support of procedures, the committee shall be responsible for the formulation of **proposed** revisions to the:
 - (1) VSF charter;
 - (2) board of trustees' bylaws;

- (3) trustees' general biennial schedule; and
 - (4) goals and objectives of the VSF board and its committees, in **coronation coordination** with those committees.
- (b) Regarding the operational direction of the VSF organization, the committee shall develop, document, and review revisions to the:
- (1) Strategic Plan and subsidiary plans;
 - (2) VSF Policies, Joint VSF-DVS Policies, and other directives; and
 - (3) DVS-VSF Memorandum of Understanding.
- (c) The committee also shall be responsible for such other business as may come before it.
- 6.04 Nominating Committee. The Nominating Committee is a special committee responsible for nominating Board trustees for Board Chair and Vice Chair positions. The Board shall elect annually, at its regular March meeting of the Board, a Nominating Committee of an odd number of not less than three or more than five voting trustees. Current Board officers and ex officio trustees shall not serve on the Committee. The Committee shall meet at the same meeting during which it is created to elect its chair or as soon thereafter as possible. The Nominating Committee may be assisted in its duties by the VSF Executive Director, if the Committee so desires. The Nominating Committee shall terminate upon presentation of nominations to the board of trustees.
- 6.05 Ad Hoc Committees. The Board Chair may, or upon direction by the board shall, appoint a committee to address a specific issue or manage a project not otherwise under the responsibility of a standing committee. Any ad hoc committee shall terminate upon fulfilling its appointed task.
- 6.06 Subcommittees. Committees may appoint subcommittees of not less than one board trustee from within their trustee memberships to consider such specific business as required, subject to board approval of such subcommittee's creation. Subcommittees with **more than one ~~or more~~ trustee ~~s and non-trustees~~** as members shall abide by Article V of these bylaws and the requirements of FOIA.
- 6.07 Foundation Staff Participation. The Executive Director, Secretary, or Treasurer shall participate in committee and sub-committee meetings as non-voting members, unless excused by the Committee or Sub-committee Chair.
- 6.08 Committee Reports. The Committee Chair, Assistant Chair or a designated committee representative shall report the status of issues before it at each board meeting. Committee members may submit minority reports to the board of trustees.

Article VII – The Veterans Services Fund

- 7.01 The Fund: The Fund is composed of revenues as stated in the Code of Virginia §2.2-2718, primarily to provide funding for DVS veterans programs and services. It also funds VSF operations to support veterans programs and services and is not an auxiliary or reserve fund for DVS or VSF.
- 7.02 Fund Allocations: Allocation of funds for DVS programs' *subsidiary funds* from the Veterans Services Fund may only be authorized by the majority vote of trustees present at a meeting in which there is a quorum.

Article VIII – Protocol, Governance, and Communications

- 8.01 Protocol: The board is the ultimate authority in VSF. Its authority to act is vested in the body (i.e., majority) of the board, not in committees or individual trustees, regardless of their position. Individual trustees are all equals among equals and both elected officers of the board and the Executive Director only have authority delegated by the board.
- 8.02 Governance: In accordance with Roberts Rules of Order Newly Revised, the Board Chair is a facilitator who promotes efficient and effective board functioning that shall best contribute to the determination of proper policies, wise planning, intelligent and considerate observance of the rights of all concerned. The Board Chair's goal in the foregoing is to maintain the independence of the board so that it effectively contributes to the current and future enhancement of the mission of VSF.
- 8.03 Communication Authority: The Board Chair is the board's only official spokesperson, particularly as the Chair serves as an ex officio trustee of the Board of Veterans Services (BVS) and the Joint Leadership Council (JLC) of Veterans Service Organizations. This is relevant in dealing with DVS, other agencies, and public sector organizations and individuals. The Secretary of Veterans and Defense Affairs, ~~and the~~ VSF Executive Director, *trustees, and other interested parties* support the Board Chair and must consult with the Board Chair and receive the Chair's consent before presenting VSF's position on an issue. In other cases, the Chair may appoint a Vice Chair or a board trustee or trustees to represent the board on particular occasions. On those occasions, specific instructions will be provided to those trustees. Trustees may speak as private citizens as long as they specify that they are presenting their personal views and are not speaking for the VSF board of trustees.

Article IX – Miscellaneous

- 9.01 Review, Adoption, and Amendment of Bylaws: These bylaws shall be reviewed biennially and shall be adopted and amended by a two-thirds majority vote of all Board trustees, excluding any vacant positions. Notice regarding matters related to the bylaws shall be given to all trustees 10 days prior to voting.
- 9.02 Procedure: Except as otherwise provided by these bylaws, every attempt should be made

to conduct meetings of the board in accordance with the current edition of Robert's Rules of Order Newly Revised.

- 9.03 Effective Date of Bylaws and Amendments: These bylaws and any amendments shall become effective on November 8, 2018. All former bylaws of VSF will hereby be repealed on November 8, 2018. *Amended on March 28, 2019.*

VSF Goals and Objectives for and FY2019-2020

DRAFT 2-3-2019

1. VSF Board of Trustees Responsibilities:

a. Goal: Build an organizational structure to provide additional VSF staff support needed, beyond the single full-time staff person currently involved, which would support the components of efficient and effective performance.

Objective(s): Support the Board Secretary and Treasurer and their resources and, in conjunction with DVS, develop other staff requirements for DVS and VSF to support mission accomplishment.

Strategic Goals (See Appendix 1 for a complete list.): Veterans Services Fund Stability, Internal Processes, Results.

b. Goal: Support DVS implementation of the performance budgeting process.

Objective: Work with DVS staff to develop a performance budgeting system that: (1) focuses on results and accomplishments; (2) is a simple approach once expectations and measurements are defined; and (3) promotes equitable allocation of resources to those institutions that meet performance criteria. The end product should ensure “better” choices are made and review how well the respective choice was implemented and the respective funds were used.

Strategic Goals: Performance Budgeting, Community Building, Customer/Donor Satisfaction, Veterans’ Satisfaction with VSF, and Customer/Donor Retention, Results.

c. Goal: Initiate and implement a VSF consumer relations management system also known as a pipeline system to improve revenue streams.

Objective: Assist VSF to stay connected to customers, streamline processes, and improve revenue.

Strategic Goals: Fund Growth and Stability, Community Building, Customer and Veterans’ Satisfaction, Market Growth, Customer/Donor Retention, Internal Processes, Results.

2. VSF Development Committee Responsibilities:

a. Goal: Organize seeking, promoting, and stimulating contributions for the Fund to initiate funding for the unmet needs of DVS programs giving high priority to fundraising for improving the services to veterans in Virginia.

Objective(s): Maintain an agenda of unmet funding needs. Determine what elements of fundraising program will best assist VVFS including Homeless Veterans, V3 employment and transition, Care Centers, Cemeteries, and Benefits. Maintain an agenda of fundraising events, corporate outreach and individual contribution plans, a capability to respond to ad hoc opportunities, and coordination with DVS staff.

Strategic Goals: Community Building, Market Growth.

b. Goal: Build partnerships with VSOs, corporations, and individuals by creating methods of getting commitments for other potential supporters/donors to contribute and be recognized for their support.

Objective(s): Establish targeted sponsored activities to which sponsors can attach their identification (name or logo/brand) to build a core of annual activities that will sustain sponsors who can identify with veterans’ sacrifices. In each instance, the activity should be able to be budgeted and that budget

becomes the benchmark to attract funds. Establish rewards within the supported programs and for individual and organizational donors to attract additional funds.

Strategic Goals: Community Building, Market Growth, Customer/Donor Retention.

c. Goal: Enhance the image of VSF through imaging/branding of its fundraising programs as a conduit for addressing unmet veterans' needs among stakeholders and the community at large.

Objective(s): Coordinate through DVS communications office on communications efforts. Coordinate with VVFS communications program. Maintain and refine the VSF web site. Develop additional forms of donor recognition and identify donors. Develop specific recognition programs that give donors a sense of pride and ownership. Be clear on relationships with all stakeholders, including DVS staff.

Strategic Goals: Community Building, Customer/Donor Satisfaction, Veterans Satisfaction, Customer/Donor Retention.

3. VSF Finance Committee Responsibilities:

a. Goal: Continue to refine and develop financial reports so they adhere to requisite accounting practices and procedures, define available revenue and needs for expenditures in order to determine cash flow requirements.

Objective(s): Produce financial reports that can be easily understood by Trustees, DVS staff, donors, potential donors, and other stakeholders and ensure they are disseminated to the stakeholders. Ensure statements are backed up with sufficient information on revenues and expenses, both for transparency and budget planning.

Strategic Goals: Customer/Donor Satisfaction, Veterans Satisfaction, Customer/Donor Retention, Internal Processes.

b. Goal: Develop and implement a plan for effective use, growth and maintenance of a sustainable Fund endowment.

Objective: Maintain an endowment level that will support operational and contingency needs from revenues.

Strategic Goals: Veterans Services Fund Maintenance, Fund Stability, Internal Processes.

c. Goal: Continue to ensure Fund integrity.

Objective(s): Allocate fundraising income and expenses to insure a maximum percentage of revenues go to support veterans and their families. Produce quarterly and annual public reports that characterize the use of funds by VSF.

Strategic Goals: Customer/Donor Satisfaction, Veterans Satisfaction, Customer/Donor Retention, Internal Processes.

d. Goal: Assist DVS program managers in developing realistic budgets for use of VSF funds.

Objective: Participate, as requested by program managers, in annual and more frequently, if needed, FY budget development and interim reviews.

Strategic Goals: Performance Budgeting, Fund Stability, Internal Processes.

e. Goal: Provide quarterly briefings on VSF finances that provide a better understanding of the issues involved to interested stakeholders.

Objective: Work with the DVS staff, at least quarterly, to ensure the Board of Trustees, DVS staff, and other stakeholders remain current on Foundation finances.

Strategic Goals: Customer/Donor Satisfaction, Veterans Satisfaction, Customer/Donor Retention.

f. Goal: Monitor data developed by DVS managers for uses of VSF funds in a manner that assures public accountability and supports fundraising efforts on a quarterly basis.

Objective: Work with DVS staff continuously to monitor effectiveness of services provided using VSF contributed funds.

Strategic Goals: Performance Budgeting, Customer/Donor Satisfaction, Veterans Satisfaction, Internal.

4. VSF Procedures and Policy Committee Responsibilities:

a. Goal: Continually review the VSF charter in the Code of Virginia and ensure that it supports the validity and integrity of the VSF board of trustees and the VSF organizational goals and objectives in support of the Commonwealth's veterans and their families in partnership with DVS.

Objectives: Ensure the VSF trustees' bylaws and the DVS-VSF Memorandum of Understanding promote the VSF mission and cooperative functioning of both VSF and DVS.

Strategic Goals: Internal Processes, Results.

b. Goal: Conduct long, mid, and short-range planning to maintain VSF focus on its mission, goals, objectives, and actions to effectively accomplish assigned tasks.

Objectives: Maintain the: (1) VSF Strategic Plan; (2) subsidiary plans along with the VSF annual goals and objectives of the board and its committees in coordination with those committees; (3) the trustees' biennial schedule; and (4) respond to other requirements placed upon it..

Strategic Goals: Internal Processes, Results.

c. Goal: In conjunction with the trustees' committees, clarify existing VSF Policies and VSF-DVS Joint Policies on at least a biennial basis or more often, if needed, and institute other policies as needed for the effective administration of the Fund by VSF and DVS.

Objective(s): Ensure the at least a biennial review of (1) VSF policies pertaining to internal operations and agency relationships and VSF-DVS Joint Policies relating to fundraising, administration of donor funds, and allocations and expenditures of donor funds meet the requirements for which they were established.

Strategic Goals: Customer/Donor Satisfaction, Veterans Satisfaction, Internal Processes, Results.

d. Goal: Maintain continuity of VSF operations.

Objective: Examine and advise the Board of Trustees on any issues for which new or revised policy guidance is necessary.

Strategic Goals: Internal Processes, Results.

NOTE: The numbers and letters before each section and subsection do not indicate priorities.

**APPENDIX 1
TO VETERANS SERVICES FOUNDATION BOARD
MISSION STATEMENT, GOALS, AND OBJECTIVES**

Goal	Objective
Fund Growth	Increase net amount of funds raised Sustain donor relationships and identify potential new donors
Fund Stability	Balance internal income and expenses to assure 100 percent self-sustaining support to veterans programs Create a dedicated, reliable public funding stream
Community Building	Increase amounts of funds going to programs/services Maintain a Foundation Website
Customer Satisfaction	Foundation recognition with ease of contributing Ensure donor fund are expended expeditiously for the purpose the donation was made
Veterans' Satisfaction	Foundation acceptance and confidence building Develop an outreach and public relations plan
Market Growth	Programs that veterans and other customers care about and that will improve the community Define specific ongoing programs and events for veterans
Customer Retention	Provision of information on results, quality, timely service
Internal Processes	Improve key internal processes in the following areas: Fund Oversight, Management, and Distribution Fund Raising Event Processing Community Building Information Processing and Communications Volunteer and Staff Development Customer/Veterans Service Interagency Communications Adopt VSF policies and procedures as needed Foster internal relations with DVS boards & staff Identify VSF staff support needs to carryout tasks
Results	Develop a consistent process for evaluating services Define and measure success

VSF Trustees Duties and Responsibilities

DRAFT

1. Trustees Duties:

- (a) Respect and support the Code of Virginia, VSF trustees' bylaws, policies, and board decisions;*
- (b) Uphold the mission of VSF on behalf of all Virginia veterans and their families and , as required examine, clarify, and re-define the VSF mission, goals, objectives, and priorities;*
- (c) Further the goals and objectives of VSF to the best of their ability including:*
 - (1) Raise funds and other resources, including personal, to ensure funds are available to support programs and services for Virginia veterans and their families.*
 - (2) Develop and ensure sound implementation of VSF budgets and allocations of funds and their expenditures so that VSF remains financially solvent;*
 - (3) Provide financial oversight to ensure that the financial affairs of VSF are conducted in a responsible and transparent manner with due regard for fiduciary responsibilities to donors and the public.*
- (d) Demonstrate due diligence and dedication in preparation and attendance at scheduled board and committee meetings, special events, and other activities on behalf of VSF;*
- (e) Ensure VSF's legal and ethical integrity and accountability;*
- (f) Oversee VSF's operations and make sure that the VSF staff and other related parties act legally.*
- (g) Assure compliance with the requirements of the Virginia Freedom of Information Act when three or more trustees meet to discuss VSF business.*
- (h) Avoid conflicts of interest or the appearance of conflicts of interest and recuse oneself if they occur;*
- (i) Provide effective organizational planning and monitor implementation;*
- (j) Enhance VSF's public standing in the Virginia community;*
- (k) **Select the Executive Director and assess their performance;***
- (l) Assess VSF board and organizational performance to strengthen VSF's services;*
- (m) **Exercise all responsibilities with care and skill in a reasonable and prudent manner.***

2. Trustees Responsibilities:

- (a) The VSF board of trustees is a public entity and must behave with the utmost integrity *and assure that VSF abides by the law*. Trustees have as their first and foremost duty – fiduciary responsibility for the public good – the interests of the public at large and veterans in particular. Trustees must be independent and objective arbitrators of the public and veterans interests and ensure the integrity of the Veterans Services Fund. [currently in bylaws except bold italics]

- (b) Trustees shall inform themselves and consult with other governmental and charitable organizations to gain a broad understanding of the requirements of their position. Additionally, to obtain information that can be presented to the board for consideration to enhance VSF functioning and other related matters. Such information permits trustees to ensure the overall integrity of service to veterans and the public.***

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended December 31, 2018 (FM 06)
FY 2019 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2018 Adjusted	Receipts YTD	Expenditures YTD	Fund 09410 Balance December 31, 2018 YTD	FY 2019 Budget YTD	FY 2019 Budget Balance YTD
Virginia Veterans Care Center:						
Indigent Resident Needs	30,470.51	2,070.00	38.54	32,501.97	2,000.00	1,961.46
Activities/Carnival Fund	12,640.99	4,350.00	3,150.43	13,840.56	7,000.00	3,849.57
Operation Holiday Spirit	74,472.88	21,780.00	-	96,252.88	21,000.00	21,000.00
Unit Projects & Functions	11,331.00	-	-	11,331.00	51,500.00	51,500.00
Other Donations Restricted	16,099.97	11,870.00	-	27,969.97	10,500.00	10,500.00
Total WVCC Funds	146,016.36	40,070.00	3,188.97	181,896.38	92,000.00	88,811.03
Sitter & Barfoot VCC:						
Indigent Resident Needs	6,107.52	-	65.00	6,042.52	1,000.00	935.00
Activities Fund	28,980.18	350.00	1,455.17	27,875.01	16,500.00	15,044.83
Other Donations Restricted	1,692.00	2,605.00	-	4,297.00	10,500.00	10,500.00
Total SBVCC Funds	36,779.70	2,955.00	1,520.17	38,214.53	28,000.00	26,479.83
Cemetery Funds:						
Va Veterans Cemeteries- Other Donations Restricted	787.00	55.00	-	842.00	500.00	500.00
Va Veterans Cemetery--Amelia	8,091.38	350.00	-	8,441.38	5,000.00	5,000.00
Memorial Cemetery--Suffolk	10,111.07	1,000.00	-	11,111.07	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	10,731.79	50.00	-	10,781.79	5,000.00	5,000.00
Total Cemetery Support Funds	29,721.24	1,455.00	-	31,176.24	15,500.00	15,500.00
Virginia Veterans' and Family Support						
Outreach Services	15,000.00	-	-	15,000.00	15,000.00	15,000.00
Direct Veterans Services	230,000.00	-	90,548.62	139,451.38	230,000.00	139,451.38
Enabling Veterans Services	15,000.00	-	-	15,000.00	15,000.00	15,000.00
Homeless Veterans Fund	155,000.00	50.00	131,656.71	23,393.29	155,000.00	23,343.29
Operation Family Caregiver Grant	3,227.76	-	1,924.19	1,303.57	-	(1,924.19)
Other Donations Restricted	254,207.63	62,072.77	-	316,280.40	-	-
Total WVFS Funds	672,435.39	62,122.77	224,129.52	510,428.64	415,000.00	190,870.48
Benefits Funds:	675.52	-	-	675.52	1,000.00	1,000.00
Veteran Education, Transition and Employment						
V-3 Fund	236,745.67	450.00	107,044.61	130,151.06	225,000.00	117,955.39
Altria Grant	227,447.90	100,000.00	37,065.57	290,382.33	-	(37,065.57)
Women's Summit	1,222.94	-	1,222.94	-	10,000.00	8,777.06
VETE Other Donations Restricted	-	-	-	-	-	-
Total VETE Funds	465,416.51	100,450.00	145,333.12	420,533.39	235,000.00	89,666.88
VSF Support Funds:	10,000.00	-	854.91	9,345.09	10,000.00	9,345.09
VSF Unrestricted Revenue						
Appropriated Funds	203,670.05	-	-	203,670.05	-	-
Donor Funds	15,258.50	17,586.37	-	32,844.87	-	-
Interest	41,248.35	7,269.96	-	48,518.31	-	-
Total VSF Unrestricted Revenue	260,176.90	24,856.33	-	285,033.23	-	-
Grand Total All 09410 Funds	1,620,220.61	231,909.10	374,826.69	1,477,303.02	796,500.00	421,673.31
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,605,312.73	-	(400,000.00)	1,436,566.92		
912 09410 Fund Balance	14,907.88	400,000.00	-	40,736.10		
TOTAL CASH 09410 FUNDS	1,620,220.61			1,477,303.02		

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Funds Balances
For the Month Ended December 31, 2018 (FM06)
FY 2019 Year-To-Date
(Unaudited)

INCOME:

Y-T-D Actual

Restricted gifts received for:

Virginia Veterans Care Center	40,070.00
Sitter & Barfoot VCC	2,955.00
Cemetery Funds	1,455.00
VVFS Funds	62,122.77
Benefits Funds	-
VETE Funds	100,450.00
VSF Support Funds	-
VSF Unrestricted Revenue	24,856.33
TOTAL INCOME	231,909.10

EXPENDITURES:

VVCC Indigent Resident Needs	38.54
VVCC Activities/ Carnival Funds--Activities with Residents	3,150.43
VVCC Operation Holiday Spirit	-
VVCC Unit Projects & Functions	-
VVCC Other Donations Restricted	-
SBVCC Indigent Resident Needs	65.00
SBVCC Activities Funds	1,455.17
SBVCC Other Donations Restricted	-
Va Veterans Cemeteries- Other Donations Restricted	-
Va Veterans Cemetery--Amelia	-
Memorial Cemetery--Suffolk	-
SW Va Veterans Cemetery--Dublin	-
VVFS Outreach Services	-
VVFS Direct Veterans Services	90,548.62
VVFS Enabling Veterans Services	-
VVFS Homeless Veterans Funds	131,656.71
VVFS Operation Family Caregiver Grant	1,924.19
Benefits Funds	-
VETE V-3 Fund	107,044.61
VETE Altria Grant	37,065.57
VETE Women's Summit Funds	1,222.94
VETE Other Donations Restricted	-
VSF Support Funds--Operating Expenditures and Web Site	654.91
VSF Unrestricted Revenue	-

TOTAL EXPENDITURES	374,826.69
Excess of Income over Expenditures	(142,917.59)
Beginning Fund Balances	1,620,220.61
Ending Fund Balances	1,477,303.02

NOTES:

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

ATTACHMENT 7

**Veterans Services Foundation
Statement of Assets
For the Month Ended December 31, 2018 (FM06)
FY 2019 Year-To-Date
(Unaudited)**

Assets:

Cash held by State Treasurer	1,477,303.02
Total Assets	<u>\$ 1,477,303.02</u>

Fund Balances:

Restricted Fund Balances:	
Restricted for VVCC Activities	181,896.38
Restricted for SBVCC Activities	38,214.53
Restricted for Cemetery Funds	31,176.24
Restricted for VVFS Funds	510,428.64
Restricted for Benefits Funds	675.52
Restricted for VETE Funds	420,533.39
Restricted for VSF Support Funds	<u>9,345.09</u>
Total Restricted Fund Balances	1,192,269.79
VSF Unrestricted Revenue	<u>285,033.23</u>
Total Fund Balances	<u>\$ 1,477,303.02</u>

Notes:

- 1 All cash is held by the State Treasurer.
- 2 Restricted fund balances are donations given for a specific purpose, or are funds authorized by the Foundation for a specific expenditure purpose.
- 3 VSF Unrestricted Revenue Fund Balance represents the funds remaining from the VSF base funding.

ATTACHMENT 7