



VIRGINIA JUVENILE JUSTICE ASSOCIATION BOARD OF DIRECTORS MEETING

Virginia Farm Bureau, Goochland County, Virginia
February 28, 2006 – 9:00 a.m.

MINUTES

BOARD MEMBERS PRESENT:

Beth Mohler Stinnett, President; Robert Bermingham, Immediate Past President and Legislative Liaison; Jim Woolf, Vice President; Ronald Telsch, State Secretary; R. Lynn Dotson, Northern District Chair; Robert Foster, Blue Ridge District Chair, Samantha Higgins, Valley District Chair; P. Doug Poe, Southwest District Chair; Marie Bristow, Capital District Chair; Scott Warner, Awards Committee Chair; Lewis Wright, Bylaws Committee Chair; Katherine Farmer, Institute Planning Chair; Sheila Hightower, Public Relations Committee Chair; Diane Floyd, Training Consultant; Brigette Peterson, Grants Committee Chair;

BOARD MEMBERS ABSENT:

Donna Baker, State Treasurer; Paul Greggs, Tidewater District Chair; Gary Conway, Editorial/Publications Chair; Richard Hagy, Standards Committee Chair; Bill Harrell, VaLORS for JPOs Campaign Chair; and Rick Teague, Scholarship Committee Chair.

VISITORS:

Nancy Fenton, Valley District Secretary; David Smith, Valley District Vice Chair; Elaine Butkiewicz, Northern District Vice Chair; Deborah Dugger, Capital District Secretary; Katherine Grimm, Tidewater District Vice Chair; Tammy Dehr, Northern District Secretary; and Ellen Patterson, Northern District Treasurer.

Welcome by President Stinnett

President Stinnett called the VJJA Board meeting to order. A quorum was present

I. Minutes of Last Meeting

Time was allotted for review of the minutes. There was discussion regarding the noted approval for funds to support district training opportunities, specifically the Tidewater District spring conference. Bob Bermingham made a motion to dispense with the reading of and accept the minutes from the last meeting. Samantha Higgins seconded the motion and it carried unanimously.

II. Treasurer's Report

Donna Baker, Treasurer, was absent, and offered the Treasurer's written report via President Stinnett. As of February 27, 2006, the General Account balance was \$12,603.24, and the Institute Account balance was \$26,699.72. Katherine Farmer indicated that at this time most bills from

the annual conference have been paid. Samantha Higgins made a motion to accept the Treasurer's report. Bob Bermingham seconded the motion and it carried unanimously. The Treasurer's report is attached.

President Stinnett submitted a proposed General Account budget expenditure plan for calendar year 2006. Lewis Wright suggested that Advocate advertisements not be included in the proposed budget, since other sources of income are not reflected in the document. Discussion was held on the formula for income being based on 90% of potential membership for the year, and increases in specific line item costs. It was suggested that 90% was perhaps too generous a multiplier.

The question was asked regarding our non-profit status and our obligation to pay various taxes. In previous years, the organization had not made application for tax-exempt status due primarily to the size of the membership. President Stinnett has been pursuing information and contacts regarding the process necessary to establish us as a tax-exempt organization, with guidance from the Virginia Probation & Parole Association (VPPA), who recently went through a similar process.

Robert Foster moved that the expenditure budget be approved with the expectation that modifications be made and brought to the attention of the Board as realized income and expenditures are determined to ensure that expenses do not exceed income. Discussion was offered on alternatives. No second was offered.

Robert Foster introduced a motion to leave the Children's Advocacy Fund as a line item, but to exclude any specifically identified, funded amount in the expenditure plan, and to remove advertisements for the Advocate from the proposed budget expenditure plan for 2006. Bob Bermingham seconded. Lewis Wright suggested that the previous motion was preferable, and offered specific modifications to the proposed budget being discussed.

Mr. Foster's motion carried, and \$13,500 was approved as the proposed General Account budget expenditure plan for 2006.

The yearly audit committee was appointed by President Stinnett to conduct the required audit of the organization's finances: Katherine Grimm, Katherine Farmer, and Samantha Higgins were appointed, and President Stinnett will instruct Donna Baker to prepare the books for review.

III. District Reports

A. Tidewater

District's activity and financial reports were offered. Elections were held with Elizabeth Vanhout serving as Election Chair. She sent out 353 ballots and 116 were returned as follows: Chairperson – Paul Greggs, 94 votes; Larry Robinson, 22 votes; Vice Chair – Katherine

Grimm, running unopposed, 107 votes; Write-ins: Dennis West (1), Don Gentilini (1), Libby Hiner (1), and Claudette Overton (1); Secretary – Robin Bailey, running unopposed, 109 votes; Treasurer – Patrick DeLauder, 83 votes; Willie Green, 28 votes. Election results were certified unanimously, as moved by Marie Bristow and seconded by Jim Woolf.

Gang training was delivered resulting in more than 50 new members. Spring conference coming up at the end of the month. Food baskets delivered by VJJA by the end of December 2005. Bill Harrell has been active with the VaLORS legislation campaign. The District Treasurer's report had been received (balance: \$4697.60). No financial institution information was provided.

B. Capital

District's activity and financial reports were offered. Elections were held with outgoing Chairperson, Katherine Farmer, serving as Election Chair. The following results were returned: Chairperson – Marie Bristow, running unopposed, 46 votes; Write-ins – Kay Frye (1), Mishell Fricke (1), Katherine Farmer (1); Vice Chair – Lynn Robbins, running unopposed, 48 votes; Write-ins: Debbie Bugger (1); Secretary – Debbie Dugger, running unopposed, 48 votes, Write-ins: Shauna Epps (1); Treasurer – Mishell Fricke, running unopposed, 48 votes; Write-ins – Mark Lewis (1). Election results were certified unanimously, as moved by Doug Poe and seconded by Robert Foster.

The District's Treasurer's report had been received (balance: approx. \$1000) and they are banking with the Virginia Credit Union. Training was being planned.

C. Valley

District's activity and financial reports were offered. Elections were held with outgoing Chairperson, Kim Koeppen, serving as Election Chair. The following results were returned: Chairperson – Samantha Higgins, running unopposed, 21 votes; Write-ins – David Smith (1); Vice Chair – David Smith, 15 votes; Tanya Peduto – 4 votes; Secretary – Nancy Fenton, running unopposed, 21 votes; Write-ins – David Smith (1); Treasurer – Arthur Price, running unopposed, 21 votes; Write-ins – David Smith (1). Election results were certified unanimously, as moved by Samantha Higgins and seconded by Marie Bristow.

The District's Treasurer's report had been received (balance: approx. \$368) and they are banking at BB&T. Meeting due in two weeks.

D. Blue Ridge

Robert Foster reported that officers have been elected and a District meeting will be held within two weeks. District's Treasurer's report not offered. No financial institution information was provided.

Linda Fain, Martinsville CSU Supervisor, served as Election Chair and reported the following results: Chairperson – Robert Foster, Martinsville CSU Director, running unopposed, 21 votes; Write-ins – Linda Fain, 2 votes; Vice Chair – Anthony Drakeford, Roanoke CSU PO, running unopposed, 23 votes; Write-ins – 0; Secretary – Colleen French, Roanoke Detention Assistant Superintendent, 23 votes; Write-ins – 0; Treasurer – Ben Morgan, Campbell County CSU PO, Ben Morgan, (13 votes), defeated Jeanee Story-Engleman, Discovery House Director, (9 votes). Election results were certified unanimously, as moved by Bob Bermingham and seconded by Jim Woolf.

E. Northern

District's activity and financial reports were offered. Elections were held with outgoing Chairperson, Dave Carver, serving as Election Chair. The following results were returned: Chairperson – Lynn Dotson, Manassas CSU Supervisor, and Brigette Peterson, Fairfax CSU PO tied with 17 votes. A special run-off election was planned, but Brigette Peterson withdrew from the race. Vice Chair – Elaine Butkiewicz, Alexandria CSU Supervisor, ran unopposed and received 28 votes. There were no write-ins. Secretary – Tammy Deihr, Spotsylvania CSU Supervisor, received 24 votes to defeat Shannon Hanekamp, Fairfax CSU PO, 10 votes. Treasurer – Ellen Patterson, Manassas CSU Supervisor, ran unopposed, and received 28 votes. Election results were certified unanimously, as moved by Marie Bristow and seconded by Bob Bermingham.

The District's Treasurer's report had been received (balance: approx. \$1050) and they are banking at Sun Trust. Meeting to be held soon.

F. Southwest

Outgoing Vice Chair, Troy Funkhouser served as Election Chair and returned the following results: Chairperson – Doug Poe, 27th CSU Supervisor, ran unopposed; James Cornett, 28th CSU Sr PO defeated Neil Bramlette, Appalachian Juvenile Commission; Secretary – Kevin Helms, 30th CSU, ran unopposed; Treasurer – Ron Belay, 29th CSU Director, ran unopposed. Election results were certified unanimously, as moved by Robert Foster and seconded by Jim Woolf.

Training will be planned and delivered soon. . District's Treasurer's report not offered. No financial institution information was provided.

IV. Committee Reports

A. Legislative Liaison

Bob Bermingham was appointed Interim Chair. Bill Harrell sent a final written VaLORS campaign report for this General Assembly session. Mr. Bermingham does not wish to continue as permanent chair, and President Stinnett asked that Board members provide suggestions for potential replacements. Mr. Bermingham recommended that state employees local to the Richmond area particularly be considered for this assignment. President Stinnett echoed Bob's sentiment that proximity to the Richmond area is important. She also indicated that she'd be interested in appointing someone with prior child advocacy experience.

B. Legislative Committee

Position vacant. No report offered.

C. Institute Planning Committee

Katherine Farmer was re-appointed and provided a report on the immediate past and upcoming fall institutes. The 2006 conference will be 2½ days. The location of the event was announced as: Richmond, Sheraton West Broad. Katherine reported that the hotel bill for the 2005 Fall Institute was approximately \$37,000. She also reported that she is preparing to send out both the *Call for Exhibitors* and the *Call for Presenters*. Members wanting to assist with this celebratory event and it's planning, please contact Ms. Farmer by email.

D. Public Relations Committee

Sheila Hightower was re-appointed as chair. She discussed the vagaries of vendor contacts and distribution at conferences. She solicited members to assist in broadening the support services that can be made available to the association. The last conference had approximately 50 vendors present. She is working on modifying the exhibitor requirements and requests for the next conferences to improve our functioning and provision of services.

E. Bylaws Committee

Lewis Wright was appointed as chair. He suggested that the Board consider Bylaws changes at its fall conference on particular points of interest, such as filling vacancies where certain irregularities currently exist. He had earlier given an overview of the Bylaws and Articles of Incorporation to the Board members present.

Certification of the statewide elections was conducted. Unanimously approved as moved by Bob Bermingham, and seconded by Marie Bristow.

F. Scholarship Committee

Scholarship Chair Rick Teague was not present, but was reappointed in his absence. No report was offered.

G. Awards & Recognition

Present and appointed chair, Scott Warner, reported on the Awards Committee's current status. Mr. Warner reported that he did not have clear guidelines from the association as to the conduct of his committee and its purposes. He plans to prepare for nominations earlier in the calendar year with more reliance on Internet/email communication.

Mr. Warner proposed specific guideline remedies to be endorsed by common usage during the course of the year's activities. Additionally, he suggested that an award be established for past Presidents, to be particularly recognized in conjunction with our Association's 40th anniversary celebration.

The Awards Committee was instructed to prepare for the 40th anniversary awards ceremony at the Fall Institute and to include special one-time only awards for past presidents and other significant honorees. Mr. Warner will present a plan at the next Board meeting.

H. Editorial & Publications

Gary Conway was re-appointed chair. He was not present but submitted the committee's written report via President Stinnett, identifying particular areas of concern such as postage increases, reimbursement processes, and increased expenses associated with the *Advocate* publication.

Donna Baker is requested to work with Mr. Conway and determine the most efficacious means to ensure prompt payment of *Advocate* bills without incurring hardship on our Editorial chair. Diane Floyd explained the system she uses in the Tidewater district as a reference for processing financial payments.

Mr. Conway asked for feedback regarding print versus electronic publication of the *Advocate*. Consensus was that The *Advocate* is viewed as a tangible benefit of membership by the membership. A voluntary system to accept publications via email may be encouraged and pursued.

I. Standards & Benefits

Richard Hagy was re-appointed, but not present. He submitted written information via President Stinnett. The president will appoint an ad hoc committee to examine benefits, so Mr. Hagy can focus exclusively on program standards.

J. Training Consultant

Diane Floyd presented an outline of the upcoming spring Tidewater District conference. She requested an exact funding figure to be available for the conference from the Institute Account. Jim Woolf moved that \$5,000 be appropriated for the Tidewater District conference, and Beth Stinnett offered an amendment to note that this was due in part to the Tidewater District's 15th year, spring conference celebration, and because of the significant contribution the Tidewater District makes and has made to the Association's training goals. Seconded by Marie Bristow, the motion passed.

K. Membership Committee

Membership stood at 949 when the membership reigns passed from Jim Woolf to Samantha Higgins in late January and now stands at 983. Samantha Higgins, Lexington Court Service Unit, PO, was appointed chair and discussed various areas of emphasis, including issuing membership cards, retention efforts, tracking membership dates, and the like. There are plans for a 40th anniversary edition membership certificate. Samantha presented statistical district membership reports to all chairs present. She also made them aware that renewal notices will go out in the mail in mid-May.

L. Website Committee

No report offered. The Board was referred to the website for further information.

M. Grants Committee

Brigette Peterson was appointed chair. She indicated some changes regarding her approach to grant solicitation. She is making contacts with various entities to provide training on a broader scale than previously attempted.

III. Old Business

President Stinnett reviewed the Board's actions over the course of the day's meeting.

IV. New Business

In the interest of time, additional items carried forward to a future meeting included partnership development, additional awards and recognition of members, tax-exempt/non-profit status, membership dues, corporate seal, and a payroll deduction option.

A memorial plaque addition for deceased member Tish Barfield was noted as meeting the criteria for inclusion.

The Board meeting schedule for 2006 was established as follows: May 19, 2006, location to be announced, at 10 a.m., September 15, 2006, location to be announced, at 10 a.m., and on October 31, 2006, at the Fall Conference in Richmond, at 2 p.m.

Adjournment

At 3:05 p.m., Bob Bermingham made a motion to adjourn the meeting. The motion was seconded by Doug Poe and carried unanimously. The next meeting is scheduled for May 19, 2006, at 10:00 a.m. at a location to be announced.

Respectfully submitted by,

Ronald E. Telsch
VJJA State Secretary

Approved this 19th day of May, 2006