



VIRGINIA JUVENILE JUSTICE ASSOCIATION BOARD OF DIRECTORS MEETING

14th District Court Service Unit – Henrico Co, Virginia
June 3, 2005 – 10:00 AM

MINUTES

PRESENT: Bob Bermingham, President and Legislative Liaison; Lewis Wright, Immediate Past President; Jim Woolf, Vice President; Beth Mohler Stinnett, Secretary and Website Liaison; Katherine Farmer, Capital District Chair and Institute Planning Chair; Robert Foster, Blue Ridge Chair; Scott Warner, Awards Committee Chair; Sheila Hightower, Public Relations Committee Chair and Bill Harrell, 2005-06 VaLORS Campaign Chair.

NOT PRESENT: Donna Musiello Baker, Treasurer; Kim Koeppen, Valley District Chair; Dave Carver, Northern District Chair; Paul Greggs, Tidewater District Chair; Mark Thompson, Southwest District Chair; Amy Darby, Bylaws Committee Chair; Gary Conway, Editorial Committee Chair; Brigitte Peterson, Grants Committee Chair; Richard Hagy, Standards and Benefits Chair; Diane Floyd, Training Consultant and Tina Casper, Website Committee Chair.

GUESTS: Samantha Higgins, Valley District Treasurer and Proxy; Neil Bramlette, Southwest District Member and Standards Committee Substitute and Ron Telsch, Valley District Member and Editorial Committee Substitute.

I. Minutes of Last Meeting

Jim Woolf made a motion to dispense with the reading of and accept the minutes from the last meeting. Robert seconded the motion and it was carried unanimously.

II. Treasurer's Report

Donna was not able to be present but submitted the treasurer's report via e-mail (see attachment). As of 5/31/2005, the general account balance is \$14,951.69. The Institute account balance is \$33,974.56. Lewis made a motion to accept the treasurer's report. Jim seconded the motion and it was carried unanimously.

President Bermingham circulated the CY 2005 proposed budget for review and comment (attached). Beth reminded Bob that during our last meeting, we decided to merge the Editorial and Website line items and name the consolidated category "Publications". Bob will move \$250.00 (the amount set aside for the website) from "Administrative" to "Publications". As noted before, the advantage to consolidating the two budgets is that revenue produced by web-based advertising will off-set the costs associated with printing and mailing the Advocate (the costs to produce and host the website are minimal, so the increased revenue was not needed in that area).

After noting the above changes, Beth made a motion to accept the amended budget. Lewis seconded the motion and it was carried unanimously.

III. District Reports

A. Tidewater

Paul Greggs, District Chair, was not able to be present but sent a report. The Tidewater district held training June 2nd at the Barry Robinson Center. The training, which was on Dual Diagnosed Youth”, was said to be disappointing. The content was good, but the facilitator spoke for only an hour (the training had been scheduled for 1:00 p.m. – 4:00 p.m.). The Tidewater District currently has 375 members.

B. Capital

Katherine Farmer, District Chair, was present for part of the meeting but was called away for a court appearance before time to give her report, so Lewis Wright reported on her behalf. He indicated the Capital district currently has 143 members (and was eager to point out the Capital District currently has more members than the Northern District). The district is hosting a training session on Thursday, June 9, 2005, entitled “Inspiring Your Journey to Success”. Participants will map a trail to personal and professional success. As of today’s date, there are 35 people registered. The training will be open to the membership at large and free to members in good standing. The district is also planning their annual crab feast for September. The training topic for the crab feast has not been announced.

C. Valley

Kim Koeppen, District Chair, was not present, but Valley District Treasurer, Samantha Higgins, attended on her behalf and provided a report. She indicated the Valley District, which currently has 61 members, is also planning a June training. On June 24, Jacqueline Bryant, a Licensed Professional Counselor with an Ed.S. in Community Agency Counseling, will present a training session on Children and Loss. She has many years experience developing, implementing and coordinating prevention and early intervention programs. The training, which will be open to the membership at large and is free to members in good standing, will be held in Weyers Cave. There are 20 registrants so far, with 6 of them being new members. Family Preservation Services was acknowledged for their generous donation of providing lunch for the event.

On a side note, Sheila indicated she has been struck by the number of children we encounter in our field who have experienced multiple losses. She wondered if the topic of grief and loss might be a good one to consider for a future state conference. Samantha indicated she will let the group know how the training goes at the district-level. It was suggested that if offered at the state-level, the topic might be best presented by a panel. Beth made the group aware of a camp (www.comfortzonecamp.com) that provides grief support services.

- D. Blue Ridge
Robert Foster, District Chair, was present and provided a report. The Blue Ridge district has a vacancy in the office of secretary. Robert has approached a couple of folks and hopes to appoint someone to the unexpired term in the next week or so. His next order of business is arranging a training session for his group. One possible speaker is Dr. Beck who spoke at the Spring Conference. He is from the Lynchburg area, which is in fairly close proximity to Martinsville. Robert indicated that though Dr. Beck recently addressed a group at the conference, most Blue Ridge members were unable to attend the conference and will be hearing the information for the first time. Beth and Samantha offered assistance is designing a training brochure. The Blue Ridge District has 31 members.
- E. Northern
Dave Carver, District Chair, was not present but sent a report to Bob who reported on his behalf. The Northern District currently has 135 members. Among other things reported by Dave was that because of a change in jobs, he would not be seeking re-election. The district will elect an Elections/Nominating Chair to solicit nominations for the December ballot. Also of note in the district, the Fairfax County CSU sponsored their 5th Annual Benefit Golf Tournament. The tournament typically raises \$10-\$15,000 in scholarships and financial assistance to needy families.
- F. Southwest
Mark Thompson, District Chair, was not present, but Neil Bramlette who was present on behalf of the Standards committee, was present from the Southwest.

IV. Committee Reports

- A. Legislative Liaison
- B. Legislative Committee
Bob Bermingham, Legislative Liaison, was present, but because VaLORS has been the “hot ticket” item, deferred to Bill Harrell, VaLORS Campaign Chair. Bill was present and provided both a verbal and written report (see written report attached). Of note is that together with the CSU Director’s Association, VJJA will publish a report recommending the inclusion of juvenile probation officers in the law officers’ retirement system. The Board authorized the publication and distribution of the report. Copies will be hand-delivered to key legislators and other public officials.
- C. Institute Planning Committee
Katherine Farmer was present for the institute planning committee and provided a report. She made the Board aware that the conference venue had changed from Virginia Beach Conference Center to the Cavalier Hotel. She indicated a need for help in lining up speakers. Beth offered to help and suggested putting together a “Call for Presenters”. The

conference format will be the same as in year's past. This year's social, however, will be held on Wednesday evening. Katherine thanked Diane Floyd who is doing some of the "leg work" with working out conference logistics.

In addition to planning for this year's conference, Katherine has already begun work on lining up the site (Richmond: Sheraton West End) for the 2006 Fall Institute.

D. Public Relations Committee

Sheila Hightower was present for the public relations committee and provided a report. She will send out information to potential exhibitors for the fall conference during the month of July. One difference this year than in past years is that the hotel will charge a fee for each exhibit area. In order to offset that cost, the decision was made to increase the fee for renting exhibit space to \$400.

In other PR business, Sheila suggested that we look into purchasing padfolios with our VJJA logo for Board members and other active members who will be visiting legislators. The thought was that padfolios would give a professional look, while at the same time serving as a marketing tool.

E. Bylaws Committee

Amy Darby, Bylaws Committee Chair, was not present and there was no report.

F. Scholarship Committee

Rick Teague, Scholarship Committee Chair, was not present and there was no report. Bob will direct Ricky to draft a set of written guidelines to be given to scholarship winners (to be completed before this year's conference). Among the guidelines will be a 1-year claim period and a list of approved uses for the scholarship (e.g. undergraduate course, graduate course, non-credit course to acquire new skills, registration fee for work-related seminar or conference). Also, the committee will be asked to draft a recommendation with regard to the frequency with which members may be awarded the scholarship.

G. Awards

Scott Warner, Awards Committee Chair, was present and provided a report. With the fall conference just 5 months away, a reminder concerning award nominations was forwarded to the entire membership through the "members" list serv. Scott was asked for clarification on the memorial plaque. While there are no written guidelines, the plaque is generally reserved for active members who passed away during the membership year.

H. Editorial

Gary Conway, Editorial Committee Chair, was not present but sent a written report (attached) and sent Editorial Committee member, Ron Telsch, as his substitute. (Ron is Assistant Superintendent at Natural Bridge JCC). There was a reminder that district and committee reports are

needed for each issue. Ron also asked for content suggestions and encouraged Board members to send in suggestions for articles. The deadline for the next issue is July 11.

I. Standards and Benefits

Richard Hagy, Standards & Benefits Committee Chair, was not present, but sent Neil Bramlette in his place. Neil was an active participant in the meeting but had nothing new to report on behalf of the Standards Committee.

J. Training Consultant

Diane Floyd, Training Consultant, was not present and there was no report. She will be asked to compile fiscal year totals for the number of hours of training VJJA provided this year (both free and paid).

K. Membership Committee

Jim Woolf, Membership Committee Chair, was present and provided a report. He reported the association currently has 800 members.

Ron Telsch, Assistant Superintendent for NBJCC, was present as a substitute for the Editorial Committee. He provided many ideas for growing membership among JCC employees. Among his ideas was providing information during each Basic Skills for JCOs and Basic Skills for JCC Counselors class. He also suggested giveaways, such as a free membership to the officer who completes the class with the highest score.

At our last meeting, Beth offered to check on options and associated costs for membership cards. She provided the Board with an update of her findings so far, passing around a prototype for option #1: cards that could be self-made using a business card template and laminating pouches. Initial set up costs would include purchasing a laminating machine (roughly \$75-\$125) and supplies. The estimated cost of self made cards was .50 each. Beth will check on other options and compare costs with contracting with a company to produce the cards.

L. Website Committee

Tina Casper, Website Committee Chair, was not present, but Beth Stinnett, Webmaster/Web Liaison was present and provided a report. New information continues to be added to the website weekly. District and Committee Chairs were reminded of the need to submit information on an on-going basis. It was suggested that each district appoint a district officer or other active member to serve as their liaison to the Website Committee.

M. Grants Committee

Brigette Peterson, Grants Committee Chair, was not present and there was no report.

III. Old Business

A. 40 Year Anniversary: Paul Greggs, Planning Committee Chair, was not present but asked that all Board members send their ideas for the 40th Anniversary Conference. Beth suggested that we consider sponsoring a benefit golf

tournament to coincide with the event. She also suggested that we put together a documentary style DVD to be played during the event as given as a “give away”.

B. District Vacancies/Job Descriptions/Meeting Minutes: With this being an election year and some districts having multiple vacancies, it was discussed that job descriptions would help with recruitment efforts and would ensure there is continuity when a new slate of officers takes over. Beth and Samantha agreed to take a stab at drafting the descriptions, with input from others. They will bring a draft to the next meeting. There was also a discussion about the need to grow our leadership. Historically, the association has had a core group of 15-20 people actively involved in keeping the association moving forward. Now that we have grown to an organization of 800+, a group of 15-20 may not be enough to keep pace. It was suggested that we again host a Leadership Mixer during the conference and that we have the job descriptions available during the mixer.

Lastly, it was brought up that the association by-laws indicate that each district will meet quarterly following the state Board meeting and take minutes on their meetings. The Tidewater district appears to be the only district meeting on a regular basis. Each of the other districts needs to organize a Local Advisory Board (LAB), made up of the district officers and others interested in taking a more active role.

C. Committee Structure and Job Descriptions: Just as with above, descriptions are needed for each Committee Chair position. Committee chairs were asked to draft a description of their tasks by the next meeting.

IV. New Business

A. DCJS Conference: VJJA will have an exhibit at the DCJS Conference scheduled for June 16 and 17 in Williamsburg. Sheila, Diane, Samantha and Beth will each be present for the conference and will staff the exhibit on a rotational basis.

B. 2006 Elections: Bob reminded everyone that 2006 is an election year and appointed Lewis to serve as chair of the Election/Nominating Committee. He asked that everyone consider their availability and interest in serving VJJA for another term. Lewis indicated he will be checking with each person individually to determine if they wish to run again.

Adjournment

At 1:08 p.m., Katherine made a motion to adjourn the meeting. The motion was seconded by Jim and carried unanimously. The next meeting is scheduled for September 15, 2005 (the eve of the Capital District’s Annual Crab Feast), at the Henrico Court Service Unit. [NOTE: The meeting was later rescheduled for Friday, September 23, 2005.]

Respectfully submitted,

Beth Mohler Stinnett

VJJA State Secretary