



VIRGINIA JUVENILE JUSTICE ASSOCIATION BOARD OF DIRECTORS MEETING

Cavalier Hotel, Virginia Beach, Virginia
November 2, 2005 - 9:00 AM

MINUTES

PRESENT: Bob Bermingham, President and Legislative Liaison; Lewis Wright, Immediate Past President; Jim Woolf, Vice President; Beth Mohler Stinnett, Secretary and Webmaster; Donna Baker, Treasurer; Katherine Farmer, Capital District Chair and Institute Planning Chair; Scott Warner, Awards Committee Chair; Sheila Hightower, Public Relations Committee Chair; Bill Harrell, 2005-06 VaLORS Campaign Chair; Dave Carver, Northern District Chair; Paul Greggs, Tidewater District Chair; Richard Hagy, Standards and Benefits Chair; Rick Teague, Scholarship Chair and Diane Floyd, Training Consultant

NOT PRESENT: Robert Foster, Blue Ridge Chair; Kim Koeppen, Valley District Chair; Mark Thompson, Southwest District Chair; Amy Darby, Bylaws Committee Chair; Gary Conway, Editorial Committee Chair; Brigette Peterson, Grants Committee Chair and Tina Casper, Website Committee Chair.

GUESTS: Samantha Higgins, Valley District Treasurer and Valley District Proxy and Ron Telsch, Valley District Member and Editorial Committee Substitute.

The final meeting of the current Board of Directors (whose term will end on December 31, 2005) was called to order at 9:14 a.m. President Bermingham asked that the group move through the agenda expeditiously, given that the fall conference was about to start in a couple of hours and that it would be our last meeting. He also reminded each Board member to sit up front at the reserved tables during the Annual business Meeting.

I. Minutes of Last Meeting

Katherine Farmer made a motion to dispense with the reading of and accept the minutes from the last meeting. Dave Carver seconded the motion and it was carried unanimously

II. Treasurer's Report

Donna Baker, Treasurer, was present and reported the following account balances: General Account as of 10/15/2005 - \$16,438.83. Institute Account as of 10/15/2005 - \$16,438.83. \$45,983.74. Board members were reminded that conference expenditures had not been deducted from the balances. Beth made a motion to accept the treasurer's report. Paul seconded the motion and it was carried unanimously.

Based on the large balances in both accounts, and possible tax penalties, a lengthy discussion ensued concerning how to use existing funds in the most meaningful way and how to potentially pre-pay some expenses for 2006 to avoid paying taxes. (The association paid nearly \$1500.00 in taxes last year). Many ideas were generated: Beth – pre-pay Advocate printing bills for 2006, pre-purchase postage for Advocate mailings; Katherine – pre-pay larger deposit to next year’s fall conference site, pre-order giveaways for next year’s conference; Diane – give nicer giveaways since 2006 will be the 40th anniversary of the association; Ron – set up individual charitable accounts; Beth – youth scholarship in addition to the professional scholarships; Beth – purchase of pre-paid debit cards for use in on-line ordering of conference supplies, etc; Jim – donate \$5000.00 to Tidewater District’s Spring Institute; Donna, Beth & Lewis – scholarships to districts to off-set training costs.

Beth asked about our tax filing status and whether we are a non-profit entity. There was some confusion about our current status and Beth agreed to check with former President Ron Belay for clarification.

Ron raised concern about the small amount of interest we are accruing on our accounts and suggested we should look into alternatives to our currently banking.

Donna will have a better idea of our balances and tax situation post-conference and will keep Bob abreast of the situation so that final spending decisions can be made. In the meantime, there was support for providing some level of support for the Tidewater District’s Spring Institute. That led to a discussion of supporting the other districts in providing quality local training events. There was some discussion about whether we could spend money from the Institute account on events other than the Fall Institute. Beth made a motion that the Executive Board disburse money from the Institute Account to the districts for regional-based training events, including the Spring Institute. Lewis amended the motion to include a cap of combined total of \$10,000 per calendar year. Paul seconded the motion and it was carried unanimously. There was discussion about district’s applying for the funding and submitting proposals concerning how the money would be utilized. There was also discussion about adjacent districts pooling their resources and co-sponsoring events.

III. District Reports

A. Tidewater

Paul Greggs, District Chair, was present and provided a report. The Tidewater area will again partner with a local church to sponsor a Christmas gift basket program. The district is hoping to schedule their training event for January. They are also looking forward to hosting their 15th Annual Spring Training Institute on March 30 and 31, 2006, in Virginia Beach

- B. Capital
Katherine Farmer, District Chair, was present and provided a report. Katherine made the Board aware that she may not seek re-election as Capital District Chair. As the role of Institute Planning Chair continues to grow, it has become difficult to manage the dual role. Katherine will make a decision about giving up one of the roles.
- C. Valley
Kim Koeppen, District Chair, was not present, but Valley District Treasurer, Samantha Higgins, attended on her behalf and provided a report. Samantha made the Board aware that Kim Koeppen is not seeking re-election. Samantha will run for Chair of the Valley District,
- D. Blue Ridge
Robert Foster, District Chair, was unable to present due to the CSU Directors' Association meeting being set for the same time and date.
- E. Northern
Dave Carver, District Chair, was present and provided a report (his last). Dave made the group aware that due to new job responsibilities he would be stepping down from the position of District Chair at the end of the current term. He will serve as Nominating Chair and will solicit nominations for each of the positions for the December ballot.
- F. Southwest
Mark Thompson, District Chair, was not present and there was no report.

IV. Committee Reports

- A. Legislative Liaison
- B. Legislative Committee
Bob Bermingham, Legislative Liaison, was present, but because VaLORS continues to be 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).
- C. Institute Planning Committee
Katherine Farmer was present for the Institute Planning Committee and provided a report. She ran down a schedule for the 2005 Fall Institute (scheduled to begin later in the day). Katherine made the Board aware that inclusive of exhibitors and speakers, a crowd of nearly 400 was expected.
- D. Public Relations Committee
Sheila Hightower was present for the public relations committee and provided a report. She made the Board aware that there were

a record number of exhibitors (50) registered for the conference. She also reported that sponsorship money had been received from long time partners, Family Preservation Services and National Counseling Group, and newcomer, Brighter Futures.

E. Bylaws Committee

Amy Darby, Bylaws Committee Chair, was not present and there was no report. Beth made the group aware that Amy is not seeking re-appointment and the new president will need to appoint someone.

F. Scholarship Committee

Rick Teague, Scholarship Committee Chair, was present and provided a report. He indicated that two \$500 scholarships would be awarded during the 2005 Annual Business Meeting on November 3, 2005. Recipients are: Aileen Lewis, Probation Officer, 10th District Court Service Unit and Dayna Hansen, Probation Officer, 1st District Court Service Unit, Chesapeake. Aileen is said to be a student at Liberty University. Dayna is said to be a student at Old Dominion University. Beth made the Board aware that for the first time, scholarship recipients would be presented with ceremonial checks featuring the VJJA logo.

G. Awards

Scott Warner, Awards Committee Chair, was present and provided a report. He made the Board aware that Meritorious Awards would be presented in the areas of Court Services, Administration, Residential and Community Service, with two recipients in the Community Service category. He said it was a record year for nominations, citing the use of the association's website and list serv as two of the reasons for increased awareness and participation. Also, in addition to receiving a greater number of nominations, Scott indicated the quality of the nominations had also improved, making the decisions difficult for the Awards committee. In addition to the Meritorious Awards, Scott made the Board aware that one long-time member, Kathleen Meenehan, Probation Supervisor, 20th Court Service Unit – Warrenton, would be honored with Lifetime Membership.

H. Editorial

Gary Conway, Editorial Committee Chair, was not able to be present due to a scheduling conflict with the CSU Directors' Association meeting, but provided a written report, sent via e-mail prior to the meeting (see attached). Of note, because the printer of the *Advocate* had been out of town with an ill family member and was unable to meet the publication deadline, those members present at the conference will receive their copies of the *Advocate* as part of their conference materials (in lieu of receiving it in the mail).

- I. Standards and Benefits
Richard Hagy, Standards & Benefits Committee Chair, was present but indicated there was nothing new to report with regard to program standards.
- J. Training Consultant
Diane Floyd, Training Consultant, was present and provided a report. She made the Board aware that the dates for the Spring Training Institute are March 30 and 31, 2006, in Virginia Beach. One of the possible plenary session speakers is John Rosemond, syndicated parenting columnist. Diane also reminded District Chairs to send her information about each of their training events so that she can keep track of the number of hours of free and discounted training VJJA provides annually.
- K. Membership Committee
Jim Woolf, Membership Committee Chair, was present and provided a report. He reported the association had 735 members (and would have nearly 1000 if all members had paid their dues. Jim made the Board aware that he would be stepping down as Membership Chair at the end of the current term and would be making that announcement officially during the Annual Business Meeting the next day.
- L. Website Committee
Tina Casper, Website Committee Chair, was not present. Beth Stinnett, Webmaster, was present but indicated there was no new information to report.
- M. Grants Committee
Brigette Peterson, Grants Committee Chair, was not present and there was no report other than that Brigette is expected to deliver her second child in the next few days.

III. Old Business

A. 40 Year Anniversary: Paul Greggs, Planning Committee Chair, was present. He made the Board aware the planning committee is planning to use a birthday theme, complete with a birthday cake, to observe the 40th anniversary of the association. He asked for all Board members to send their ideas. He also asked that anyone with old DJJ directories, VJJA memorabilia, pictures, etc. to please send it to him.

IV. New Business

A. 2006 Elections: Bob reminded everyone that 2006 is an election year and that Lewis was appointed Chair of the Election/Nominating Committee. Lewis was present and indicated he would be presenting the following slate of officers during the Annual Business meeting, scheduled for the next day.

B. Board Member Appointments: Following a discussion on the value that founding members, former board members and long-term members bring to the association. Jim suggested that the new president consider appointing a few past presidents and long-time members to the Board as Members at Large. He felt and other agreed that the Board would be beneficiary of many years of experience in the juvenile justice field as well as with VJJA.

C. Children's Advocacy Fund: Following a discussion of potentially contributing to a number of child-serving holiday initiatives, Bob made a motion to add a line item to the budget titled, "Children's Advocacy Fund", with an original amount of \$1500.00, established in the budget and an initial disbursement to Tidewater District's holiday basket drive. The motion was seconded by Beth and carried unanimously. The idea behind establishing the fund is to have a formal means for making periodic contributions to support child-serving, philanthropic activities in the state. Requests for contributions and cash matches to support initiatives will be sent to the President's Child Advocacy Fund Committee, which will be comprised by the Executive Board. The Executive Board will adopt a formal process for applying for support/funding

Adjournment

At 11:00 a.m., Samantha made a motion to adjourn the meeting. The motion was seconded by Dave and carried unanimously. Because a new President and Board take office in January, the next meeting was not scheduled.

Respectfully submitted,

Beth Mohler Stinnett

VJJA State Secretary

Approved this ____ day of _____ 2006

By: not yet approved – to be submitted for approval at the next meeting