

**VCRF BOARD MEETING MINUTES**

**November 14, 2022**

7:15 p.m.

Zoom

**MEMBERS PRESENT:**

Donna Linton, President  
Kim Ribaric, Vice President/Treasurer  
Cynthia Bragg, Secretary  
Michele Eddy  
Judge Jeanette Irby

**NEW BOARD MEMBER:**

We spent some time talking with Judge Irby and getting to know her. We discussed topics such as how court reporters are taken for granted until there is a problem; professionalism, or lack thereof, of some court reporters; the need to have a presence in more legal realms, etc.

After our discussion, Donna made the motion to add Judge Irby to our board, Michele seconded the motion, and the motion carried.

**ADOPTION OF AGENDA:**

Sindie made a motion to adopt the agenda. Kim seconded the motion, and the motion passed.

**PRESENTATION OF MINUTES:**

Changes to the October 3, 2022, minutes were discussed. Michele made a motion to adopt the minutes as amended, Kim seconded, and the motion carried. Sindie said she would make the changes and resend the minutes.

**TREASURER'S REPORT:**

Our current balance is \$4,794.02 of which \$2,335.81 is designated for COEF.

\$870 should be coming from VCRA for VCRA Day donations.

**FUNDRAISING:**

Giving Tuesday - We'll send out an email blast to the VCRA members about this.

Holiday Cheer Boxes - Kim reported that there won't be time for the Holiday Cheer Boxes for this year.

Sindie mentioned maybe planning a meal/wine pairing as a future fundraiser.

Volunteers - We talked about reaching out to students and asking them to be involved. Reaching out to law students was also mentioned, but Judge Irby said that they are usually very busy and not willing to help much outside of school. Whoever we reach out to, we need to be direct and specific about what we're asking for.

**COEF SCHOLARSHIP:**

Rachel Cramer reported that one request had been received for the application. The deadline for applying is 1/10/23

Michele said that she had sent around a dozen emails to schools recently.

The information will be added to VCRA's Facebook page.

The website for the silent auction to be held during MAR Ed Day is set up and ready to have donations listed. We need to start gathering items for the silent auction and ask VCRA members to consider giving items as well.

Rachel mentioned that all items must be at MAR Ed Day in March.

**WEBSITE:**

Bios for Judge Irby and Michele Eddy need to be added to the VCRF website.

Kim will add the COEF forms to our website.

**DONATION FORM:**

We discussed the need for a donation form to be used when funds are being requested from VCRF. We also need blanket donation solicitation letters and thank you letters.

**BYLAWS:**

There was a brief discussion about changing our Bylaws. Sindie reminded everyone that if the Bylaws are changed, they must be submitted to the IRS.

The next meeting is scheduled for January 17, 2023, at 7:15 p.m.

The meeting concluded at 8:21 p.m.