

Minutes

VCRF ANNUAL BUSINESS MEETING

Tuesday, May 14, 2024

7:30 p.m. – 9:15 p.m.

via Zoom

Meeting was called to order at 7:38 p.m.

Respectfully submitted by Michele Eddy

- I. **Attendance** - Kim Ribaric (President), Dawn Brown, Michele Eddy, Tracy Holleman, Brendan Krett. Also present: Kelly Hopkins
- II. **Adoption of Agenda** – Kim presented; Tracy moved to adopt; Michele seconded; **Motion Carried.**
- III. **Presentation and Adoption of Minutes** – Kim presented the Minutes of January 3, 2024. Michele moved to adopt; Tracy seconded; **Motion carried.**
- IV. **Treasurer's Report** – Presented by Brendan. Current Balance: \$21,414.90, includes COEF balance of \$3,770.93 and Request by VCRA of \$10,300; future proposed balance: \$7,343.97. Michele moved to adopt; Tracy seconded; **Motion Carried**
 - A. Discussion by Kim that the VCRA check for \$8,000 was presented to VCRA in January 2024 and has now cleared. Donna gave VCRF a \$85 donation from a Facebook Birthday fundraiser.
 - B. Kim proposed moving checking account to a credit union. Everyone agreed. There are CDs that COEF money can be placed into to make possibly 5% interest and a money market account that can earn 1.5% per annum. Tracy moved the motion to move VCRF funds to UVA Credit Union and move COEF amount of \$3,770.93 into a CD to make interest income. Brendan seconded; **Motion Carried.**
 - C. Kim provided the exact figure that she paid personally as her donation to the Foundation via Wix, MailChimp, and Google of \$954.98, and she will discuss further with Brendan about adding it to the general ledger.
 - D. VCRA made a formal request to be reimbursed \$10,300 from Sponsorship funds raised for MAR Ed Day on March 16, 2024. The Sponsorship Committee raised \$10,350. Stripe fees were \$159.70. Tracy moved a motion to issue a check to VCRA in the amount of \$10,350; Brendan seconded; **Motion carried.** (VCRF will absorb the Stripe fees).
- V. **COEF Report** - presented by Kim – Net profit after \$89 processing fees for Silent Auction was \$3,058.04, of which \$2,000 is allocated to COEF. Kim will discuss with Rose Adams next week how to thank the donors to the Silent Auction.

- A. The COEF Committee will meet soon. Rachel suggested revamping the questionnaire, as the essay question is too broad and the grading needs to be revamped. For the MAR Ed Day scholarship, thanks to Terri Ferris, 15 applications were received and reviewed; \$1,000 was awarded to Brittany Owens (Voicewriter in Roanoke) and \$650 to Wendy Chunn in Michigan (stenographer) at MAR Ed Day, March 16, 2024. Tracy prepared a speech and awarded the scholarships at MAR Ed Day.
- B. Tracy suggested that we spend \$5 on a Starbucks card for each applicant, thanking them for participating. She suggested an article for the VCRA Newsletter be written explaining the scholarship and what it entails and/or a FAQ be written as well and posted; she suggested doing a video application in lieu of a written application. Michele suggested the FAQ be sent along with the application packets to the schools to disseminate to the students.
- C. There were Silent Auction items left over and one donor has not paid for shipping fee to ship her item.

VI. 5k Report – presented by Kim. Net profit from Virtual 5K held during MAR Ed Day was \$3,197.63, which included \$1,411 in registration fees, 5 sponsors (\$1,450), and a \$98 profit for t-shirt sales. There were \$620 in straight donations. There were 28 registered runners and 9 completed the 5K. It was suggested that the next 5K be held for 2 to 5 weeks. Brendan volunteered to Chair the next 5K Fundraiser and it was agreed that we do this annually in January.

10 totes for \$10/each were created. 1 tote was donated to VCRA as a door prize for MAR Ed Day. 9 are left and did not sell during the event. Kim suggested that a tote be sent to the 9 participants as a thank-you gift for participating, VCRF absorbing the \$100 cost.

Kim asked to be reimbursed for Printify merchant/production fees to print the t-shirts. Michele moved a motion to reimburse Kim \$337.44 for Printify merchant/production fees; Tracy second;
Motion carried.

VII. New Business

- A. Kim discussed that she wants to see VCRA participate in charitable giving and suggested that the mission statement be rewritten to include charitable donations. She will rewrite and propose the change at a future Board meeting.
- B. Michele discussed that VCRA will be focusing on student events/initiatives and will be holding said events in near future and hopes that VCRF will participate in donating to said cause.
- C. Tracy suggested that it would be nice if there were step-by-step instructions to help reporters participate in career fairs. Michele said she would check to see if NCRA had such instructions and, if not, would put something together.
- D. Michele explained NCRA's initiative towards A to Z and explained the Project Steno initiative. Kim had discussed possibly purchasing steno machines for these programs; Michele stated there were 10-12 in the VCRA inventory at this time and this was not needed yet.

- E. Kim discussed that she appointed Tracy to put together the slate of nominations and reminded everyone to vote via email this evening.
- F. Kelly Hopkins was introduced and gave a brief history of her reporting background.
- G. Brendan proposed that the accounting move to an online accounting software like QuickBooks or Quicken. Michele suggested we get prices and table until our September Board meeting.

VIII. Old Business

- A. Kim stated the Bylaws and the P&P need to be updated and streamlined and she and Tracy will be working on that in the near future.
- B. Kim explained past sponsorship efforts for MAR Ed Day and Convention and the need for VCRA Board members to participate more in fundraising/sponsorship efforts. Michele will put this on the VCRA agenda for the June 1 Board meeting and discuss with the Board.
- C. Kim expressed that the Cardinal program needs to be revamped; that at MAR Ed Day, there was confusion; one reporter donated \$200 towards the Past President Sponsorship and wanted to donate another \$100 and asked whether that made her a Cardinal. Some Past Presidents are also firm owners and donated \$500 as a firm owner but are not Cardinals. Kim suggested that the Cardinal program and Past President Sponsorship be integrated somehow, although those funds are technically separate. She asked for someone to volunteer to spearhead this endeavor. No one volunteered. She will put a post on Facebook asking for a volunteer to chair the Cardinal Program Committee.

IX. Next proposed meeting date: September 10, 2024, 7:30 p.m.

- X. Tracy moved a motion to adjourn at 9:10 p.m.; Brendan seconded; **Motion carried.**