

**Volunteers Assisting the Disabled  
Board Meeting  
Minutes  
January 24, 2018**

**Present**

- **Board Members:** Roger Hella, Brandon Lesner, Keith Moss, Ronita “Peach” Ptaszek, Carina Grennan, Mary Barry-Bodine, Brad Ross, Barb Stein, Kenny Franzel, Scott Lehmann      \*all board members present\*
- **Other VAD Members:** Christ West, Melissa Ross, Carol Calvert, Sue Harris, Jay Lamky, Kendra Verran, Linda Johnson, Kurt Hahn, Tiffany Hahn, Coleen Hella, Denise Janssen
- **Visitors:** Gracie and Andi. ☺

**I. Opening**- The January 24, 2018 meeting of Volunteers Assisting the Disabled at Royal Oak Beaumont was called to order at 7:06 pm by Roger Hella.

**Previous minutes:** The December 6, 2017 meeting (including the Winter Gala planning) minutes were reviewed. The notation that the gala tickets are \$45 for early bird special was removed. Motioned made to accept minutes by Keith Moss, seconded by Brandon Lesner.

**II. Old Business:**

Financials (Keith)-to be reported at the next board meeting

Special needs requests (Brandon)- nothing new to report

Communications (Carina/Peach)- nothing new to report

**III. Current Business:**

**2018 Summer Camp**

- **Background checks**- There was some discussion regarding who should do the background checks. Denise Janssen volunteered but she is not a board member. It’s important that a board member does the background checks for two reasons:
  - 1. VAD board members are covered by insurance in the event of something or someone slipping through the background check. We are also legally bound by the confidentiality agreement we each signed after we were voted onto the board.
  - 2. Additionally, we had already agreed (as noted in a previous meeting) that only a board member would be doing the background checks.
- **Applications**- Someone inquired as to when camp applications will be available on-line. It is unknown at this time. We’ll be informed when they are and will get the word out.
- **Camp Planning**- Someone said that Michael will probably schedule the first camp meeting for a date in April but we currently do not have a date set. Again, we’ll notify members once we know.

**Centralized contact database for VAD:**

- Chris West took the Excel spreadsheet of VAD contacts that Peach compiled from several lists and put them on Google Drive for VAD board members (and ONLY board members) to have access to. This will allow people to see the information but only allows Peach (the main contact) to make changes. This was so we can have one list that we can add access of contacts associated with VAD.

- Chris explained that Google Drive can also be used with Mail Chimp for mass emailing (emails won't show as spam) and will allow us to have our own individual email addresses with @vadcares.org
- Brandon, along with Chris, is very comfortable with this system/program and is willing to help us all use it.

### Social media

- Website- Chris West is now the webmaster of VAD's website. VAD's contract with our current host is up soon (Feb.). A decision needs to be made regarding what host to go with next. Our current website does not adapt for mobile use as in it doesn't reshape or size to fit a smartphone screen. Our current webhost is not very tech savvy (doesn't offer many technical features that we could benefit from), does not allow us to sell on it and is not currently secure. Chris has recommended a particular host. With it Google forms are secure, we get \$10,000 advertisement free every month and we get a donation button included. We paid our previous web person \$600 a year. For an additional \$100 we get a better host site and Chris volunteering his time to run it for us. A motion was made by Roger and seconded by Brandon to give Chris the permission and funds to set up the new website with the host recommended. All ayes.
- Facebook- Kenny Franzel will be closing the social/group/forum VAD page so that only the "official" VAD Facebook page will exist. That way if someone is looking for VAD they get the one page and we can monitor that page to answer questions, approve posts or whatever else needs to be managed. It should be done within a couple of weeks.

### Winter Gala (Kendra)- Saturday, February 10, 2018 – San Marino Club, Troy

- Tickets sold- Kendra reported that 90 tickets have been sold so far (halfway).
- Playbill- a rough copy of the playbill for the gala which includes the VAD story, a list of raffle baskets, sponsors and sponsor levels was passed around.
- Menu- A vegetable lasagna option is available for anyone who'd like one instead of the main dish. We need to make sure we have enough of these plates available. It was suggested that we order a few more vegetarian plates than we expect in case they are needed. Several people present volunteered to eat a veggie plate if we end up with too many.
- Volunteers/workers needed- Kendra passed a sign-up sheet around for those present to sign up to do jobs at the event such as setting up, selling raffle tickets, cleaning up, etc.
- D.J. and M.C.- Brandon will bring his equipment and be the D.J. for the event. Todd will be the M.C. to make announcements and to keep us on track with time frames for the raffles, dinner, speeches, etc.
- Raffles- There was some discussion as to how the winners of the raffle prizes will be announced so that things go smoothly and easily. It was decided to have raffle numbers read out loud and for winners to come up to get their prize and also have a board listing all the winning tickets displayed at the end of the drawings. If at the end of the night a raffle basket isn't claimed the raffle basket will go back to VAD to be used for a future fundraiser.
- Deadline- Ten days before the event we have to have a number locked in to report to San Marino. 164 is the minimum needed. The deadline to buy tickets will be posted on the web and on Facebook.
- Main raffle prize- Our biggest raffle prize will be a Yeti cooler filled with craft beer.
- Sponsorships- Three sponsorships are locked in and we are waiting on checks from four others
- Public sales tax, making profit – due to the gala being public sales of tickets and such, we are charged a sales tax at San Marino Club regardless of us being a non-profit organization.
- Future gala date- There was some discussion as to the date of next year's gala. Possibly further in the year. Spring? It was explained that us having the gala the date we do gives us a significant discount because it's a slow time of year for hall events.

### VAD Equipment: Follow up from last meeting

- Cell phone- We do have a cell phone for VAD but the phone does not hold a charge. What do we do about keeping VAD's phone number?
- Printer- Roger has VAD's printer.
- Laptop- VAD does not official have a laptop anymore.

#### **IV. New Business:**

##### Advertising-

- Chris West's friends own C&G newspaper. These small neighborhood papers are distributed throughout Macomb and Oakland County. A writer from that paper interviewed both Chris and Roger. The article will be published soon to help promote the gala.
- The writer was invited to the event but she is not expected to attend.

##### Fundraiser to Benefit Camp Steak Dinner-

- Colleen Hella was contacted by Dennis "Woody" Thomas letting her know that he will be hosting a spaghetti dinner fundraiser at his Knights of Columbus (Warren) to benefit VAD. This fundraiser is set for February 24<sup>th</sup> and the tickets are \$15 a person. Details will be posted on our website and Facebook page.
- The funds from this dinner will be used to pay for a steak dinner that the Knights want to prepare for us one night at this summer's VAD camp (possibly Thursday night).

**V. Closing:** Motion was made at 8:16pm by Keith Moss to close the meeting and seconded by Brandon Lesner.

The next scheduled board meeting is Wednesday, February 28, 2018 at 7:00pm at Royal Oak Beaumont Hospital.

Respectfully submitted,

Ronita "Peach" Ptaszek