

Volunteers Assisting the Disabled

In-Person & ZOOM Board Meeting Minutes

December 7, 2022

VAD Board Members: All Present

in person- Todd Nupnau, Brad Ross, Keith Moss, Ronita "Peach" Ptaszek, Carina Grennan, Sue Harris, Mary Barry-Bodine, Rohit Kapur

virtual- Barb Stein

VAD Members Present (first name order):

in person- Carol Calvert, Erin Bodine, Kathy D'Angelo, Mark Catanzaro, Melissa Ross, Rosie Whitcher-Appel

virtual- Christina Noelle, Cindy Danner, Jake Wedlick, Jay Lamky

Visitors: Kendra Kroll, Gracie Ross

I. Opening- The meeting was called to order at 7:04pm by Todd Nupnau.

II. Financials:

- A. Financial Report (Treasurer)- Keith distributed and read aloud a summary of the October financial statement. Peach made a motion to accept the financials, Carina seconded it. All ayes, financials approved.
- B. VAD's Investments- Our representative from Raymond James Financial, which is the company that handles VAD's investments portfolio, contacted Todd who put him in touch with Keith regarding the status of our investments. Todd mentioned that if our members would like him to come to a meeting to explain how we have our moneys invested that can be arranged.

III. Meeting Minutes (Secretary): The October 26th meeting minutes were presented and reviewed. No changes were required. Todd made a motion to accept the minutes. Seconded by Brad. All ayes. Approved.

IV. Communications: Todd shared that Scott Lehman had surgery and Jake confirmed that he is recovering. Kathy sent out several cards of sympathy, get well and congratulations on your new place.

V. Old Business:

- A. Grants- Kendra Kroll
 1. Kendra was present as a guest. She is the consultant we are contracted with who worked for MDA for many years and knows a lot about fundraising and attaining grants for non-profit organizations like ours. In the past year Kendra has requested numerous grants but based on timing and also because our camp is a niche group of disabled people (muscular dystrophy) many of the requests have been denied. There are still 30 or so still out for this quarter that she should hear back about in January or February.
 2. We were reminded that Kendra only makes a percentage of what she is able to get granted/donated to VAD so we are not losing anything having her on board. Kendra's contract is up in January so the board and Kendra will have to renegotiate or renew her contract for another year.

B. Fundraisers

1. Comedy Show Fundraiser- Jaycee Dankert again arranged for VAD to be the recipient of the Future of Comedy fundraiser in Bay City. Last year they raised \$1,000 for VAD. Todd will make sure that the show's flyer gets posted to the VAD website and Facebook page.
2. Euchre/Superbowl- Rohit/Todd
 - a. Euchre Fundraiser- Ro and Todd recently hosted a euchre fundraiser at Ro's parent's home. Those who played paid an entry fee, there were additional donations and the winner, Brandon Lesner, donated his winnings back to VAD. There was also a big game of Right-Left-Center which was won by Carina who donated her winnings back to VAD. All together the night brought in \$775. If there is enough interest to hold this event again we may want to consider finding a larger venue for more participation (since space is limited in a private home).
 - b. Superbowl Squares- Rohit and Todd will be putting together squares for the Superbowl again. The squares will be available on-line about a month before the game and will cost \$20 per square. Numbers are randomly drawn. There will be \$200 cash winnings for the first, second and third quarter and \$400 winnings for the fourth/final quarter. This fundraiser brings in about \$2,000 for VAD.

VI. New Business:

A. Camp 2023

1. Jill Laidlaw, Camp Cavell's manager of many years, retires at the end of this month. It is unknown as of this time who will be taking her position. Todd is to meet with the Cavell board regarding a few issues that we had last year regarding cleanliness, sharing space with other groups at camp, and some issues that we had with meals.
2. The cost of camp will likely be a 6% increase from last year. Keith sent a check for \$5,000 for the dates of July 23-28th, 2023

B. Gala 2023

1. General Info- The 2023 Spring Gala is scheduled for March 11th, 6-11pm at the San Marino Club in Troy. As mentioned before, our deposit was graciously rolled over from when we had to cancel the event due to covid. Sit-down dinner at 7. Bar open 6 to 10pm. A suggestion was made to possibly shift the bar time to 6:30-10:30 since people tend to get ready to leave once they hear "last call".
2. Getting Attendees- Please attend and encourage family, friends and co-workers to also attend. If everyone gets the word out we will likely fill the house. Sue suggested that we give gala tickets as Christmas presents and that we should send a "save the date" postcard to our contacts.
3. Tickets
 - a. Entry Ticket Price- There was quite a bit of discussion regarding the ticket price for the gala. Prices went up at San Marino, of course, since we were last there in 2020 when our gala tickets were \$60. Prices have gone up on everything in two years so it stands to reason that the ticket price would also. This year VAD is paying \$33 per plate/person. Generally, the ticket price should be double the plate cost (\$66) but many present asserted that \$70 per ticket seems steep. There are other expenses for the event besides the food such as \$400 for the DJ, decorations, and printing costs. In the end a vote was taken by everyone in the meeting and the ticket price is set at \$65 (only \$5 more than the ticket price three years ago).
 - b. Raffle Tickets- At the event we will be selling 50/50 tickets, \$1 raffle basket tickets and \$5 tickets for the big ticket items.

4. Raffle Baskets- Melissa shared that Eileen is willing to set up the raffle baskets if asked. She already has three to five baskets already made up. As she did for the chili cook-off she will create a list of what baskets and items she has and what is still needed to be sent out to our email list. Please get items for the gift baskets donated including gift cards. Consider re-gifting Christmas gifts. Money is also always appreciated so that items can be purchased to fill the baskets. If it's not too late it would be nice to do the giant gift card curtain display. Barb asked about the "beg" letter that we use to solicit gift cards and other items from businesses for our event. Todd and Peach can get this form letter to whoever needs it.
5. Sponsorships- Kendra told us that we should have started reaching out for big sponsors six months before the event. Noted for next time. Melissa has already secured one sponsor, but the sponsorship form is from last year. We need the information on what the sponsorship levels are (\$1,000, \$2,000 and \$5,000) and what they get for each level. Melissa has contacts that she can invite from past galas and Kendra offered to do this with some of her contacts.
6. Silent Auction- A silent auction was discussed but for several reasons, especially lack of time, it was decided not to have it this year. If we decide to include it next year Kendra has a contact for this.
7. Gala Chair- As discussed during our October board meeting Todd contacted Kendra Kroll to ask if she can assist us with the gala since she has a lot of fundraising experience as well as valuable contacts for events such as this. When he spoke with her she agreed, that if no one has stepped up by the next meeting, she is willing to chair the event. Todd asked her to attend this meeting not only to discuss the before mentioned grant writing but also to introduce her as the gala chair. The group was reminded that Kendra will be compensated for her time spent working on this event as stipulated in VAD's contract with her agreed upon earlier this year. Mark C. was very adamant that no one should get paid since VAD is a volunteer organization. Kendra asserted that this late in the game, her assistance with an event such as this will take a lot of hours which would likely cut too much into our profits for the Gala's first year back. She thinks that at this point-in-time, her talents would be better spent trying to obtain sponsorships for this year's Gala and see how it goes. Then plan for 2024 gala and building it back up starting late summer. Thankfully, in the end, Mary Barry offered to be the "overseer" of this event. Thank you, Mary!
8. Gala Committees- We will need volunteers for committees to take care of the different aspects of the gala. Most of these were discussed.
 - a. Raffle baskets- Eileen will coordinate the baskets but hopefully all VAD members will help to get items for the baskets donated.
 - b. Responsibility for choosing and displaying the large ticket raffle items- Todd
 - c. San Marino Contact- Todd
 - d. Decorations/Center pieces- Carol Calvert, Erin and Jacquelyn Bodine.
 - e. Printing gala tickets, programs and raffle tickets
 - f. Checking people in at the door
 - g. Selling tickets for the 50/50 drawing, \$1 tickets for raffle baskets and the \$5 tickets for the big-ticket items.
 - h. Set-up and tear-down. We can start setting up as early as noon and we will have from 10-11pm to clean up.
 - i. Coordination of the wheelbarrow of cheer
 - j. Coordination of a basket of scratch off tickets- If we do this prize, it will be one of the high ticket items. Kendra explained how it works. We buy a bunch of scratch off tickets and frame them with a \$100 bill in the center. The winner will get \$100 cash guaranteed along with the potential to win a lot more from the scratch off tickets.

- k. Rosie graciously offered to create something on-line listing the positions that need to be filled so that people can easily sign-up to help on these committees.
 - l. Cindy Danner mentioned that at a meeting five months or so ago Zak Powell said that an organization he is involved with has a group that can help with labor for our events such as setting up, tearing down and helping with the raffle baskets. Christina will check with Zak to see how this group can help with the gala.
 - m. Getting the word out- Todd will make sure to get the information out on VAD's Facebook page and website as well as sending out an email to VAD's database. But everyone can help to spread the word in so many ways (word of mouth, by invite, on individual Facebook or other social media platforms, posting the flyer, emailing, calling, etc.).
- C. Chili Cook-off 2023- Mary Barry was able to secure the Masonic Temple (Gratiot, near 696) for our next chili cook-off, October 14, 2023. We've had this event there before and it's a very nice venue.
- D. On-Line Voting Capabilities- Jake did some research and found out that there is a secure way to vote on-line (not in person) and that there is no legality issues with it. It is a free non-profit voting software which allows for remote communication that does not require participants to be physically present. Jake will email the information to Todd to look into. If this is something that we wish to do it will still need to be added to the bylaws before it can go into effect and the changes to the bylaws would go into effect after the annual meeting in September. Todd said that we can discuss this further down the line but at this time the gala needs to be our main focus.

VII. Closing: A motion was made at 8:25pm by Barb to close the meeting. Seconded by Brad.

The next two board meetings will be on-line only, January 18th and February 15th at 7pm. At the January meeting we will discuss which meetings we will have available in-person as well as on-line.

Respectfully submitted,

Ronita "Peach" Ptaszek
VAD Secretary