



Board Meeting

Minutes

Virtual Meeting

April 15, 2020

4:00-5:15 pm

RSVPs: Christina Bloom, Kim Brown, Ellen Purcell, Cherie Heintz, Anne Henkel, Michael Keatts, Kendall Ruby

Absent: Nancy Pugh

Agenda:

- **President's Comments** – Cherie
 - ALA Conference – Silent Auction donation – Did we send this gift card?
 - Has not yet been sent – hold until next conference
 - New Officer Confirmation Options – ALA Recommendations and Next Steps
 - National has three recommendations:
 - Virtual Meeting – Zoom – voice vote
 - Electronic Vote – Survey Monkey – Motion – Seconded – Discussion – Approved
 - Kendall to create Survey Monkey
 - Cherie to send email about slate of officers
 - Election at Annual Meeting – Bylaws does not specify the date of the annual meeting so we can define when that meeting will be
 - Transition Planning
 - Christina/Kendall – in progress
 - Cherie/Kim – in progress
 - Kendall/Dave – conducted overview, formal transition after election
 - Meeting Cancellation Email
 - April Meeting
 - Website
 - Updated with cancellations
- **Secretary's Report/Approvals** – Kendall Ruby
 - February Board Meeting – Motion – Seconded – Approved
 - March Board Meeting – Motion – Seconded – Approved
- **Treasurer's Report** – Christina Bloom
 - Financially
 - Expenses down with cancellations
 - No outstanding invoices
 - Reconciliation was good

- Engagement letter for tax return (Keiter)
 - Christina to sign engagement letter and send
 - Keiter – Tax Return in progress
- **2020 Programming and Events Review – Kim/All**
 - **CANCELLED: April 21** – Coronavirus and Planning for Emerging Issues – Hunton – Cherie Heintz
 - **CANCELLED: May 27** – Catering Extravaganza – Virginia War Memorial – Anne Henkel/Michael Keatts
 - **Rescheduling** – postpone until next year
 - **ZOOM Meeting Options for Spring** – forego until June
 - **June 18** – Cannabis – The Dominion Club – Nancy Pugh/Cherie Heintz
 - Depending on Governor's Orders – plan for Zoom/Video call
 - Dominion Club – what is cancellation policy – ask Nancy to inquire
 - **Summer/Fall Planning**
 - July 14th – Spotts Fain
 - August 19th – Westwood
- **Business Partner Liaison – Anne Henkel**
 - 2020 Business Partners Update
 - Platinum Social – Sur la Table – New Date ?
 - Gold Social – Top Golf - Need to cancel 5/21/2020
 - Silver / BP event – Date?
 - BP Appreciation - goal to schedule for the end of September
- **Membership – Ellen Purcell**
 - 2020 Member Update
 - New Members:
 - Laura Wooten – Allen & Allen – HR Director
 - Laura Deacon
- **Communications Officer – Michael Keatts**
 - President's Award of Excellence – Notified
 - Logo on Website
- **Community Connections and Caring Chair – Nancy Pugh**
 - CANCELLED: Feed More – March 31, 2020 – 1:00-4:00 pm
 - New Feed More opportunity - hold
 - Soles4Soles
 - Donation Request – send to members
- **May Board Meeting – NEW DATE - May 13th at noon**