

Board Meeting Minutes

November 18, 2024

Virtual

12-1:30 pm

In attendance: Christy Purgason, Billie Jo Brooks, Danielle Dann, Dave Cummings, Tracy Fiacco, Erin Polley, Kathy Scourby, Christina Bloom

Not Present: Abigail Davis-Hess, Michael Keatts, Joe Loving, Ryan Clawson

President's Comments – Christy Purgason

- President's Award of Excellence
 - Diversity requirement – will be working to get in touch with committee volunteers to get a meeting on the books for 2025.
 - CRT round table next week – Christy will be attending
- Chapter President's Chat- will inquire about how other chapters are recruiting new membership/member retention

Past President – Christina Bloom

- Christina will not be eligible next year – will need to reach out to past presidents
- No other board member not returning at this time

Membership – Billie Jo Brooks

- Renewal email went out first week of November – 16 members have renewed to date
 - Christy also added to her message second week
- Hancock Daniel- more than likely January

Secretary's Report/Approvals – Danielle Dann

- Approval of Board Meeting Minutes from 10.8.24 – APPROVED by vote
- Approval of Member Meeting Minutes from 10.17.24 – APPROVED by vote
- Member Survey Results from October Member Meeting
 - 4.8/5 for Topic & 3.4/5 for Venue
 - Venue complaints – slow service/noise
- Member & BP Survey Results for BP Speed Dating Event
 - Great Feedback
- Will provide Dave with member headcount for Aug – Oct meetings

Business Partner Liaison – Tracy Fiacco

- Speed Dating
 - Feedback members and BP – overall good feedback with some positive recommendations if we repeat this event in the future
 - Do we do this event again? May consider every other year, like catering event
 - Will catch up with Capital Chapter on thoughts
- BP Packets distributed 11/4

- Update on status of BPs

Business Partner	2024 level	2025 level	Notes
Truist	Silver	Diamond	
Prime Legal	Gold	Platinum	
Konica Minolta	Silver	Platinum	
USI	Bronze	Gold	
One Voice	Bronze	Bronze	*Considering Silver
Thalhimer	Bronze	Bronze	
Stone's Office Supply	Silver	Bronze	
Minnesota Lawyers Mutual Ins.	Bronze	Bronze	*Considering Silver

- Potential – Pinnacle/River City Virtual Assistant/Dominion Payroll
- Timing of BP memberships: discussion re timing of BP membership and when Board approval would be required following BP who wanted to join for speed dating event in 2024 but not con't in 2025. Board agreed it would require a membership committee before allowing.
- Timing of BP payments to January or February?
- 2025 BP Brochure at all in person meetings and on website
- MLM- not yet, in progress

Treasurer's Report – Erin Polley

- Tax Exemption status - Requested form on 11/11 but did not see determination letter, just tax forms. Cannot locate application for tax exempt status.
- Treasurers report (reattaching October)
- Budget 2025
 - 2024 budget - reviewed
 - 2025 Budget Proposal – reviewed and considerations made for
 - Revenue
 - Membership
 - BP Revenue increase with Diamond and Platinum commitments
 - Expenses
 - Member meetings- increase made due to decision to rotate meeting between 4 locations (higher expense)
 - Member expense for state retreat
 - BP Expenses
 - BP gifts increase
 - BP Socials
 - BP recruiting- decrease
 - BP to State Retreat
 - Miscellaneous
 - Star Chapter increase
 - Insurance Premium increase

- Constant Contact – potential decrease
- Drop Box Document Storage

Programs & Education Chair – Dave Cummings (attached 2024/2025)

- Discussion regarding locations for next year.
 - Rotate 3-4 places
 - Budget increase: Boathouse, Willow Oaks, Hondos, CCV, Grapevine
- Board & Committee Dinner: ALEWIFE, at 3120 East Marshall, RVA 23223 ... a charming and highly rated seafood/steak place in Church Hill ... at 6 pm on Tuesday, December 3.
 - Response needed by Thanksgiving
- Draft calendar (attached)
 - Jan 16- Mindful Leadership- Matt Alfonso- virtual (added to website)
 - Jan 29- BP101- Tracy- Willow Oaks (added to website)
 - Feb 20- New Matter Intake/ Conflict of Interest- Deb Linburg- Roma? (need to add once location is determined)

CLM Education Chair – Abby Davis-Hess

- Deferred

Communications – Abby Davis-Hess/Ryan Clawson

- Committee update- Deferred

Community Outreach and Caring Chair – Kathy Scourby / Joe Loving

- Feedmore donation for December meeting.
- Social media reminder
- Heavenly Beds – March 1 or 2

Virginia Statewide Retreat Chair – Michael Keatts

- Membership brochure went out Thursday 11/15 to Richmond
- Posted on Website
- Need social media push