

**Family and Children's Trust Fund (FACT) Board of Trustees
June 2013 Meeting Minutes**

Members Attending

Anne Atkinson
Tom Atwood
Ellen Burhans
Betty Wade Coyle
Robin Foreman
Jeanine Harper
Shak Hill
James Isaac
Kevin Keane
Ann McGrady
Ray Rodriguez
Margaret Schultze
Lisa Specter-Dunaway

Members Absent

Leigh Pence
Martha Sayler
Dawn Chillon

Also Attending:

Lynne Edwards, Greater Richmond SCAN
Michelle L'Hommedieu, Office of the Attorney General

June 5, 2013

Call to Order

Chair Jeanine Harper called the meeting to order at 10:10 am. She reviewed the agenda.

Approval of Minutes

Secretary Lisa Specter-Dunaway reported that the March 2013 meeting minutes were circulated to Board members prior to the meeting. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Burhans) moved to approve the minutes as presented. Motion carried with all in favor.

FACT Chair Report

Ms. Harper provided an update on the social indicators report and informed Board members that the 2012 Issue Brief was finally approved by VDH. The publication is now available on FACT's website, and Ms. Mathews will work on issuing a press release and disseminating it to stakeholders when she returns from maternity leave. Work has already begun on the 2013 issue brief which will focus on older adults and family violence. Ms. Harper also reported that Ms. Atkinson would be replacing Ms. Harper on FACT's Editorial and Planning Committee.

Ms. Harper reported that there were approximately 450 child welfare professionals in attendance at the statewide child abuse prevention conference. FACT's Child Welfare Certificate of Appreciation Awards were presented to seven individuals. The awards luncheon

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included a letter from First Lady Maureen McDonnell, which was orchestrated as a result of Ms. Atkinson's efforts with her office. Following the event, Ms. Mathews worked with VDSS to issue a press release announcing the award recipients.

Ms. Harper also provided the treasurer's report on Ms. Pence's behalf. All of the information from FY12 and FY13 was input into Quickbooks, which is something FACT will no longer have to pay Lane and Associates to do. Ms. Harper commended Ms. Pence for all of the work she had done to get the accounting system set up. Ms. Pence will provide a more in-depth overview of the financial statements at the September Board meeting.

Ms. Harper presented a draft budget for FY14. She highlighted several components. ON MOTION DULY MADE (Mr. Atwood) and seconded (Ms. Atkinson) moved to amend the "marketing materials" category to "marketing" and approved the budget. Motion carried with all in favor.

Ms. Harper also shared recommendations with the Board regarding nominations for officers for FY14. No other nominations were heard from the floor. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Burhans) moved to appoint Mr. Atwood as Chair, Ms. Foreman as Vice Chair, Ms. Specter-Dunaway as Secretary, and Ms. Pence as Treasurer for FY14. Motion carried with all in favor.

Executive Director's Report

Ms. Harper provided a written report on Ms. Mathews' behalf. The report highlighted the social indicators report, local services grants, April's fundraising event, FACT's Child Welfare Certificate of Appreciation awards, contract revisions, FACT's accounting system, and heirloom birth certificates.

Commissioner's Comments

Acting Commissioner Margaret Schultze provided an agency update, including information regarding her current role as Acting Commissioner. In addition, she provided information regarding the Governor's adoption campaign.

Fund Development Committee

Mr. Atwood provided an update on the Fund Development Committee meeting and information on the April fundraising event. FACT raised a net amount of \$28,298.11 from the event.

Child Abuse and Neglect Committee

Ms. Coyle provided an update on the Child Abuse and Neglect Committee and presented the draft committee charge for the Board to review. ON MOTION DULY MADE (Ms. Specter-Dunaway) and seconded (Ms. Burhans) moved to approve the charge. Motion carried with all in favor.

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Grants Committee

Ms. Foreman provided an update on two ad hoc requests that were submitted to Ms. Mathews prior to the meeting. She indicated that FACT's ad hoc policy would be reviewed and revised once Ms. Mathews returned from maternity leave. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. McGrady) moved not to approve the Virginia Service Foundation's \$2,000 request for funding to sponsor their 2013 conference and the Richmond Family and Fatherhood Initiative's request for \$2,000 for a symposium.

Ms. Foreman also updated the Board on CVS-13-033 and FACT's grant awards. The Notice of Intent to Award was posted on April 18th, and Ms. Mathews sent a letter to all organizations who received awards. She also worked to get written acceptance of the award from each organization and sent contracts out prior to going out on maternity leave. Contracts will not be finalized until the Board Chair signs them, but VDSS will help coordinate that during Ms. Mathews' absence.

New Business

Ms. Coyle and Ms. Specter-Dunaway provided information on a meeting Ms. Mathews had with staff at VDH regarding the possibility of establishing heirloom birth certificates.

Ms. Harper provided FY14 meeting dates.

Public Comment

Ms. Harper and Ms. Lynne Edwards provided an informational update to the Board regarding the Greater Richmond Trauma Informed Care Network.

Farewell to Outgoing Members

Ms. Schultze thanked four outgoing members, including Ms. Harper, Mr. Rodriguez, Ms. McGrady, and Ms. Burhans, for their service to the FACT Board. Awards were given.

Adjourn

ON MOTION DULY MADE (Mr. Isaac) and seconded (Mr. Coyle) moved to adjourn the meeting. Motion carried with all in favor. The meeting adjourned at 3:07 pm.

Respectfully Submitted,

Lisa Specter-Dunaway, Secretary