

**Veterans Services Foundation
Board of Trustees
Meeting Minutes
March 4, 2009**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, March 4, 2009 at the Sitter & Barfoot Veterans Care Center, 1601 Broad Rock Boulevard, Richmond.

Members Present

- Daniel Boyer
- Vincent Burgess
- Supriya Christopher
- Juanita Farrow
- Donald Hall
- Jack Hilgers (Ex-officio/Nonvoting)
- William Lechler
- Frederic Leigh
- David Richardson
- Meade Spotts
- Frank Wickersham

Members Absent

- Robert Archer
- Paul Galanti
- Leroy Gross
- Adam Harrell
- David Orso
- Leo Wardrup
- Randall West
- Kathleen Wilder

Commonwealth of Virginia Officials Present

- Anne Atkins, Department of Veterans Services
- Steven Combs, Department of Veterans Services
- Donald Ferguson, Office of the Attorney General
- Stephen Parker, Office of the Secretary of Public Safety
- Judy Reid, Department of Veterans Services
- Mike Rogers, Department of Veterans Services
- Barbara Vonada, Department of Veterans Services
- Danielle Weaver, Department of Veterans Services

Others Present

- Martin Steiner

Materials Distributed

- Meeting Agenda
- VSF Contact List
- Draft Minutes of the December 3, 2008 Board of Trustees Meeting
- Board of Veterans Services (BVS) Report to the VSF
- Joint Leadership Council of Veterans Service Organizations (JLC) Report to the VSF
- Commissioner's Report
- Commissioner's Request for Increase in Cemetery Budget Authority
- DVS – VSF MOU
- VSF Fundraising Results for FY09
- Revised Board of Trustees Bylaws
- DVS – VSF Relations
- VSF Self-Sufficiency
- Veterans Services Fund Quarterly Report

Opening and Pledge of Allegiance

VSF Chair Frank Wickersham welcomed everyone and called the meeting of the VSF Board of Trustees to order at 11:20 a.m. The members recited the pledge of allegiance to the American Flag.

Roll Call of Members and Quorum Determination

The roll was called with ten of the eighteen voting members recorded as present. A quorum was determined.

Approval of Agenda

Chair Wickersham reviewed the agenda (*Attachment 1*) and noted that the new Board member, Mr. David Orso, could not attend due to the weather situation earlier in the week. The same was true for Mr. Randall West and Ms. Kathleen Wilder. The Chair mentioned that a new VSF Contact List (*Attachment 2*) is included in the material distributed. The Chair called for a motion to approve the agenda.

Mr. Don Hall made a **motion** to approve the agenda, which was **seconded** by Mr. Meade Spotts. The motion passed unanimously.

Review and Approval of December 3, 2008 Meeting Minutes

The minutes of the December 3, 2008 meeting were reviewed and unanimously adopted without change.

REPORTS

Board of Veterans Services Report

BVS Chairman Paul Galanti could not attend, but did submit the BVS report to the VSF. The report is included as Attachment 3 to these minutes.

Joint Leadership Council of Veterans Service Organizations Report

Report delivered by JLC Chairman Dan Boyer, is included as Attachment 4 to these minutes.

Department of Veterans Services Report

Report delivered by Commissioner Vince Burgess is included as Attachment 5 to these minutes.

Commissioner Burgess mentioned that he had sent a request to the Board for approval of an increase in the expenditure authorization for the Albert G. Horton, Jr. Memorial Veterans Cemetery for an avenue of flags (Attachment 6). He said that the funds had been raised by the Disabled American Veterans (DAV) Chapters and Disabled American Veterans Auxiliary units around Hampton Roads. The DAV Auxiliaries promoted the fund drive, which was lead by Auxiliary Unit 13 of York County. Ms. Wretha Schoch of Unit 13 is to be commended for her overall leadership of the fund drive. The Commissioner said he was pleased that the Finance Committee had given it favorable consideration and hoped that the Board would approve the request.

Commissioner Burgess discussed the DVS-VSF MOU (Attachment 7). He explained how the MOU will work and help both agencies. The MOU has been reviewed by the Secretary of Public Safety and Senior Assistant Attorney General Don Ferguson. The Commissioner went through the memorandum with the Board members and indicated that it was a team effort by all concerned. He also reviewed Mr. Jack Hilgers' qualifications to be the Foundation's Manager/ Executive Director and the DVS staff person assigned to the Foundation.

A **motion** was made by Mr. Hall and **seconded** by Chair Wickersham to adopt the MOU. The motion passed unanimously.

Foundation Manager Report

The Foundation Fundraising report delivered by VSF Manager Jack Hilgers is at Attachment 8 to these minutes. Mr. Hilgers noted that \$500 had been received that morning for the Virginia Wounded Warrior Program (VWWP), which increased the total for that program to over \$78,000. However, he said that the Foundation is about \$32,000 behind in reaching the \$150,000 goal for FY09 based on having to raise about \$12,500 a month. With eight months having passed, the VSF should be at \$100,000 now. He also noted that the Foundation should receive about \$11,000 this month from prior pledges.

Mr. Hilgers reviewed two pieces of legislation that passed the General Assembly and were awaiting the Governor's signature. One Bill deleted information that was antiquated and recognized that are three appointing authorities for Board members: the Governor, the Speaker of the House of Delegates, and the Senate Committee on Rules. The second Bill protects personal information retained by DVS and VSF from public disclosure as exceptions to the Virginia Freedom of Information Act (FOIA).

Mr. Hilgers reviewed the changes to the Board of Trustees Bylaws (*Attachment 9*) and noted that the rationale for these changes had been provided to the Board beforehand and he hoped it would be the pleasure of the Board to approve them.

Executive Committee Report

Report delivered by Chair Wickersham is included as *Attachment 10* to these minutes.

The Chair thanked the committee members for their contributions to the fund. Their support sets the tone for credibility and displays leadership to all concerned.

Development Committee Report

Report delivered by Committee Chair Supriya Christopher is included as *Attachment 11* to these minutes

Finance Committee Report

Report delivered by Acting Committee Chair William Lechler is included as *Attachment 12* to these minutes.

Veterans Services Fund Quarterly Report

Report delivered by Mr. Mike Rogers, DVS Director of Finance and Administration is included as *Attachment 13* to these minutes.

Mr. Rogers discussed his report and explained in detail the new Balance Sheet, Cash Balances Pie Chart, Statement of Income and Expenses, and Schedule of Receipts, Expenditures, and Budget by Activity. The latter report provides information on where the DVS activities are within their authorized expenditures. The amounts are reported as of December 31, 2008 in order to be consistent with the quarters of the fiscal year.

The Board recessed for lunch between 12:10 p.m. and 12:30 p.m. The general Board meeting reconvened at 12:30 p.m. to continue the agenda, receive reports, and conduct business.

OLD BUSINESS

Adoption of Revised Bylaws

Chair Wickersham noted that the revised Bylaws have been presented and supported by the Development and Finance Committees. He entertained a motion to approve the Bylaws as revised.

Mr. Spotts made a **motion** to adopt the Bylaws as revised. Mr. Hall **seconded** the motion. The motion passed unanimously.

Other Old Business

Chair Wickersham asked if there was any other Old Business to be brought before the Board. Hearing none, he moved on to New Business.

NEW BUSINESS

Approval of the VSF Fund Quarterly Report

Chair Wickersham stated that the Finance Committee's VSF Fund Quarterly Report, prepared with the assistance of the DVS Director of Finance and Administration, is before the Board. The Chair asked for a motion to approve the report and forward it to the Commissioner.

Mr. Lechler made a **motion** to approve the report and forward it to the Commissioner. Mr. Boyer **seconded** the motion. The motion passed unanimously.

Approval of Budget Increase for the Cemeteries Fund

Chair Wickersham said that the Finance Committee has recommended that the Commissioner's request for a Cemeteries Fund FY09 budget increase in the amount of \$5,700.00 be approved. He noted that the funds had been raised. The Chair asked for a motion to that effect.

Mr. Lechler made a **motion** to approve the Budget increase for Cemetery Funds and Mr. Hall **seconded**. The motion passed unanimously.

Appointment of Volunteers to the Development Committee

Chair Wickersham indicated that the Development Committee has recommended that Mr. Lew Deal, Dr. David Holt, and Mr. Martin Steiner be appointed to the Committee as non-Board Advisory Members in accordance with the provisions of the Board Bylaws. These appointments must be approved by the Board. The Chair asked if there is a motion.

Mr. Hall made a **motion** to approve Appointment of Mr. Deal, Dr. Holt, and Mr. Steiner as non-Board Advisory Member volunteers to the committee. Ms. Christopher **seconded** the motion. The motion passed unanimously.

Preparation for Board Election of Officers

Chair Wickersham said that the VSF needs to prepare itself for the board elections. Chair Wickersham reviewed the election cycle from the Trustees Bylaws with the Board members. The Bylaws state that, "Election of officers will be held every year during the regular third quarter (July – September) meeting. If a quorum is not present, elections will be held at the next meeting at which there is a quorum."

"Candidates for office must declare their intention to run for office, or must be nominated for office, at the second quarter (April – June) meeting. If a candidate cannot attend the second quarter meeting, he/she should declare his/her intent in a letter to the Chair, who will read the letter at the meeting. Likewise, if a member wishes to nominate other members for office but cannot attend the second quarter meeting, he/she should send his/her nomination letter to the Chair."

Chair Wickersham confirmed that elections will be held during the August meeting for a term that runs from July 1, 2009 thru June 30, 2010. He said that during the May meeting the VSF

Board will need to come up with candidates; a chair and two vice chairs because the current ones cannot run again. They all will have served two consecutive terms.

Other New Business

Chair Wickersham called for Other New Business.

Mr. Hall made an announcement that there will be a free breakfast held at the Richmond Auto Show on Friday, March 13th at 9 a.m. in the Richmond Convention Center. The guest speaker for the breakfast is Marcus Luttrell who is about 35 years of age. He was the only survivor of a three-man SEAL team in Afghanistan. Villagers took him in and cared for him and got him out of Afghanistan. There should be about 200 – 300 people attending this breakfast. Mr. Hall gave a website address to access for signing up.

The Chair called for any other new business. Hearing none, the Chair called for Public Comment.

Public Comment Period

There was no public comment

Adjourn

The meeting adjourned at 1:00 p.m.

The next meeting of the Veterans Services Foundation Board of Trustees will be held on Wednesday, May 6, 2009 at 10 a.m. at the Sitter & Barfoot Veterans Care Center, Richmond.

Commissioner Burgess mentioned that the Secretary of Public Safety had planned to attend today's meeting; however, his mother was in a car accident over the weekend and he is currently tending to her.

ATTACHMENT 1

**Veterans Services Foundation Board of Trustees
Sitter & Barfoot Veterans Care Center
1601 Broad Rock Blvd, Richmond
March 4, 2009
11:00 a.m. – 2:30 p.m.**

**Development Committee Meeting
10:00 a.m. – 11:00 a.m.**

**Finance Committee Meeting
11:00 a.m. – 11:05 a.m.**

- I. Opening and Pledge of Allegiance – *Board Chair* (5minutes)
- II. Roll Call of Trustees, Quorum Determination, Introduction of Members, Staff, and Visitors, Welcome Volunteers – *Chair* (10 minutes)
- III. Approval of Agenda – *Board Chair* (5 minutes)
- IV. Review and Approval of December 3, 2008 Meeting Minutes – *Board Chair* (5 minutes)
- V. Reports:
 - a. Board of Veterans Services – *Paul Galanti* (5 minutes)
 - b. JLC - *Dan Boyer* (5 minutes)
 - c. Department of Veterans Services – *Vince Burgess* (5 minutes)
 - d. Veterans Service Fund Quarterly Report – *Mike Rogers* (5 minutes)
 - e. Foundation Manager Report – *Jack Hilgers* (10 minutes)
 - f. Executive Committee – *Frank Wickersham* (5 minutes)
Report on Actions Taken/Required
 - g. Development Committee – *Supriya Christopher* (10minutes)
Report of Development Committee Activities
 - h. Finance Committee – *Adam Harrell* (10 Minutes)
Report of Finance Committee Activities
- VII. Working Lunch
- VI. Old Business:
 - a. Adoption of Revised Bylaws – *Board Chair* (5 minutes)
 - b. Other Old Business – *Board Chair* (5 minutes)
- VII. New Business:
 - a. Approval of VSF Fund Quarterly Report – *Board Chair* (5 minutes)
 - b. Adoption of VSF-DVS MOU – *Board Chair* (10 minutes)
 - c. Appointment of Volunteers to the Development Committee – *Board Chair* (5 minutes)
 - d. Prepare for Board Elections – *Board Chair* (5 minutes)
 - c. Other New Business – *Board Chair* (5 minutes)
- VIII. Public Comment Period. (10 minutes)
- IX. Adjournment (Next Board Meeting: May 6, 2009, Sitter & Barfoot VCC)

ATTACHMENT 2

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ATTACHMENT 3

BOARD OF VETERANS SERVICES REPORT TO VETERANS SERVICES FOUNDATION March 4, 2009

The Board of Veterans Services met on January 12, 2009. At the meeting, the BVS:

- Received reports from the Joint Leadership Council of Veterans Service Organizations, the Veterans Services Foundation, and the Department of Veterans Services
- Received reports from the standing committees of the BVS.
 - The BVS Cemeteries Committee reported that carryover funds from FY08 were used to purchase a full sized backhoe for the Virginia Veterans Cemetery, Amelia.
 - However, both state cemeteries continue to experience a severe shortfall in funding for equipment replacement.
 - The Virginia Veterans Cemetery, Amelia has unmet equipment replacement needs totaling approximately: \$96,000 in FY10, \$25,000 in FY11, and \$63,000 in FY12.
 - The Albert G. Horton, Jr. Memorial Veterans Cemetery has unmet equipment replacement needs totaling approximately: \$29,000 in FY10, \$43,000 in FY11, and \$21,000 in FY12
 - The Albert G. Horton, Jr. Memorial Veterans Cemetery has two unfilled employee positions: one grounds and one administrator due to funding restraints.
 - The numbers of burials at the Horton Cemetery has increased significantly each year for the past two years and is expected to increase again this year. However, the cemetery cannot increase its staffing levels due to lack of funding.

The BVS adopted the following meeting schedule for the remainder of 2009 and the first part of 2010:

- Wednesday, April 22
- Wednesday, July 15
- Wednesday, October 28
- Monday, January 11, 2010

The April 22 BVS meeting will be held at the American Legion Building in Richmond.

Respectfully submitted,

Paul E. Galanti
BVS Chairman

ATTACHMENT 4

JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS REPORT TO VETERANS SERVICES FOUNDATION March 4, 2009

The Joint Leadership Council of Veterans Service Organizations (the JLC) met on December 18, 2008. The JLC:

- Prioritized its 2009 Legislative Objectives:
 1. Automated System for the Electronic Preparation of Veterans' Disability Claims
 2. Interstate Compact on Educational Opportunities for Military Children
 3. Burial Vaults for Virginia State Veterans Cemeteries
 4. Military Family Relief Fund
 5. Real Estate Tax Relief for 100% Disabled Veterans
 6. Homeless Veterans Study
- Adopted revisions to the JLC Constitution and By-Laws
- Received a presentation from Virginia War Memorial Executive Director Jon Hatfield on the current rules governing the placement of names on the Wall of Honor at the Virginia War Memorial
- Received a presentation from Mr. Robert Huffman, State Coordinator of the Virginia National Guard Funeral Honors Program
- Received reports from the Department of Veterans Services, the Board of Veterans Services, the Veterans Services Foundation, and the JLC Representative to the Virginia Citizen-Soldier Support Council
- Adopted the following meeting schedule for 2009:
 - Wednesday, March 25
 - Wednesday, May 20
 - Wednesday, August 12
 - Wednesday, October 14
 - Thursday, December 17

The JLC held its annual "JLC Conference at the General Assembly" on January 19, 2009.

- Elected officials who spoke during the morning were: Senator Ralph Northam, Delegate John Cosgrove, Delegate Joe Bouchard, Delegate Bill Howell (Speaker of the House), Delegate Kirk Cox, Delegate Mark Cole, Delegate Vivian Watts, Delegate Algie Howell, Delegate Mamyé BaCote, Delegate Bill Janis, Senator Frank Wagner, and Senator Walter Stosch
- Afternoon speakers were: Deputy Secretary of Public Safety Marilyn Harris (representing Governor Tim Kaine), Lieutenant Governor Bill Bolling, Attorney General Bob McDonnell

2009 General Assembly Summary:

All JLC 2009 Legislative Objectives had legislative sponsors. Four of the six objectives were acted on successfully:

1. Automated System for the Electronic Preparation of Veterans' Disability Claims (HB1732, Delegate Cox). Funding for continued development was also restored in FY09, and additional funding added in FY10.
2. Interstate Compact on Educational Opportunities for Military Children (HB1727, Delegate Cole). \$200,000 was provided to fund Virginia's participation in the compact.
3. Burial Vaults for Virginia State Veterans Cemeteries (SB1512, Senator Edwards)
4. Military Family Relief Fund (HB2414, Delegate Bouchard and HB2512, Delegate Marsden)
5. Real Estate Tax Relief for 100% Disabled Veterans (HJ648, Delegates O'Bannon and Janis; SJ275 – Senators Puller, Reynolds, and Stuart)
6. Homeless Veterans Study (HJ727, Delegate Bouchard) While this resolution did not pass, Delegate Cox has asked JLARC to complete the study)

The next JLC meeting will be held on Wednesday, March 25, 2009 at the American Legion Building in Richmond.

Respectfully submitted,

Daniel D. Boyer
JLC Chairman

ATTCHMENT 5

DEPARTMENT OF VETERANS SERVICES REPORT TO VETERANS SERVICES FOUNDATION March 4, 2009

- State Budget Reductions – Governor’s Introduced Budget (December 17, 2008)
 - All state agencies were required to submit 5, 10, and 15 percent reduction plans
 - DVS goal was to minimize cuts in direct services to veterans
 - The DVS General Fund budget was reduced by \$586,689 in FY09 and \$596,380 in FY10 (7% of DVS General Fund Budget)
 - Some of the impact to DVS services include:
 - Four (4) vacant benefit services positions will remain unfilled
 - Layoff one (1) administrative position
 - Eliminate two (2) wage positions devoted to community outreach and workforce development
 - Reduced support services for contracts, procurement, and capital projects
 - Reduced funding for TurboVet (\$50,000 vs. \$100,000)
 - Reduction of \$27,922 in the amount of community grant funds available under the Virginia Wounded Warrior Program
 - These cuts are on top of reductions of \$288,236 in FY08 and \$38,642 in FY09
- State Budget Reductions – General Assembly Approved Budget (February 28, 2009)
 - Automated system for the electronic preparation of veterans’ disability claims (aka TurboVet)
 - \$50,000 restored to FY09 budget
 - An additional \$100,000 appropriated for FY10 to continue development
 - No further cuts to DVS budget
- DVS/VSF Legislation – 2009 General Assembly
 - HB2199 (Delegate Watts) – Provides that a member of the Board of Trustees of the Veterans Services Foundation may be removed by the appointing authority for that member. Currently any member may be removed by the Governor regardless of the appointing authority.
 - HB2639 (Delegate Jones) – Exempts from the mandatory disclosure provisions of the Freedom of Information Act (i) personal information contained in the Veterans Care Center Resident Trust Funds concerning residents or patients of the Department of Veterans Services care centers and (ii) records maintained in connection with fundraising activities by the Veterans Services Foundation to the extent that such records reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on driver's license, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the record. The bill provides, however, that it shall not be construed to authorize

the withholding of records relating to the amount, date, purpose, and terms of the pledge or donation, or the identity of the donor. Nor does the exclusion provided by the bill apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the foundation for the performance of services or other work or (ii) the terms and conditions of such grants or contracts.

- Virginia Wounded Warrior Program
 - Grant requests currently being reviewed. Community funds distribution to begin ASAP
- Sitter & Barfoot Veterans Care Center (SBVCC)
 - SBVCC is now set up to receive the U.S. Department of Veterans Affairs (VA) reimbursement
 - SBVCC Addition of up to 80 beds is ranked #71 on the VA's Priority List of Pending State Home Construction Grants for FFY09
- Virginia Veterans Care Center (VVCC)
 - VVCC is in the early stages of two capital improvement projects:
 - Expansion and resurfacing of the VVCC parking lot to accommodate the increased number of visitors to the facility
 - Improvements to the facility's delivery area to provide greater turnaround space for trucks. This will speed deliveries of supplies, food, and other material
- Hampton Roads Veterans Care Center
 - New care center of up to 240 beds is ranked #72 on the VA's Priority List of Pending State Home Construction Grants for FFY09
- Benefits
 - In FY08, the VA Roanoke Regional office adjudicated 12,318 claims submitted by DVS on behalf of Virginia veterans. Over 63% of the claims were approved, and over \$28 million in retroactive payments were awarded
- Cemeteries
 - Albert G. Horton, Jr. Memorial Veterans Cemetery: 591 burials in FY08
 - Virginia Veterans Cemetery, Amelia: 213 burials in FY08
 - Virginia Veterans Cemetery, Dublin:
 - Deed transfer ceremony was held on September 22. Governor Kaine, Congressman Boucher, Senator Edwards, other state and local officials, and many members of the veterans community were in attendance.
 - Architect selected in October
 - Expected VA construction grant is \$7.8 million
- State Approving Agency for Veterans Education and Training

- As of June 30, 2008, there were 846 Virginia facilities approved to provide education and training to eligible veterans and their dependents. This is an increase of 71 facilities from last year
- In FY07, over 21,000 veterans used their G.I. Bill benefits at a post-secondary education facility in Virginia
- These benefits totaled almost \$136 million

ATTACHMENT 6



COMMONWEALTH of VIRGINIA

Department of Veterans Services

Vincent M. Burgess
Commissioner

Telephone: (804) 786-0286
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February 28, 2009

Frank G. Wickersham
Chairman, Board of Trustees
Veterans Services Foundation (VSF)

Dear Mr. Chairman:

At the Board of Trustees meeting on June 11, 2008, the Board approved budgeted expenses of \$600.00 in restricted funds for the Albert G. Horton, Jr. Memorial Veterans Cemetery, as requested by the Cemeteries Director.

During the first part of this year, the Disabled American Veterans Auxiliaries and Chapters donated \$5705.80 for an Avenue of Flags at the Horton Cemetery to be constructed by Memorial Day 2009. These donations were received by the Department today and will be deposited in the Horton Cemetery account in the Foundation.

In accordance with the wishes of the donors, request the Foundation Board at its meeting on March 4, 2009 approve an increase to the Horton Cemetery FY09 restricted budget expenses of \$5,700.00 for construction of the Avenue of Flags.

Due to the short lead-time, I am copying the Foundation Finance Committee, the Foundation Manager, and the Department Director of Finance and Administration on this request. I also am having the Department Development Coordinator, who currently holds the contributions, immediately distribute this letter via e-mail.

Sincerely yours,

Vincent M. Burgess

cc: VSF Finance Committee
VSF Manager

ATTACHMENT 7



COMMONWEALTH of VIRGINIA

**Department of Veterans Services
and
Veterans Services Foundation
Board of Trustees**

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made this 4th day of March, 2009, between the Department of Veterans Services (DVS or the Department) and the Veterans Services Foundation (VSF or the Foundation).

WHEREAS, DVS and VSF are separate government agencies of the Commonwealth under the Secretary of Public Safety (*Code of Virginia* § 2.2-221); and

WHEREAS, §2.2-2715 of the *Code of Virginia* tasks the Foundation to “(i) administer the Veterans Services Fund (the Fund); (ii) ~~the~~ provide funding for veterans services and programs in the Commonwealth through the Fund, and (iii) raise revenue from all sources including private source fundraising to support the Fund.”; and

WHEREAS, §2.2-2716.1 of the *Code of Virginia* directs VSF to solicit and collect funds for the purpose of making “expenditures from the Fund to the Department of Veterans Services to provide supplemental funding for the Department's services and programs”; and

WHEREAS, ongoing administrative support is required for the Foundation to accomplish its tasks and to ensure that all financial transactions conform with policies and procedures of central state controlling agencies; and

WHEREAS, the Secretary of Public Safety has directed DVS to provide administrative support to VSF; and

WHEREAS, the Department must have a clear understanding of the Foundation's requirements in order to provide effective administrative support; and

WHEREAS, the Foundation must have a clear understanding of the level of support that the Department can provide with available resources; and,

WHEREAS, DVS and VSF seek to work together to achieve the purposes for which the Foundation was created and foster the Foundation's capacity to become self-supporting in the long-term; now, therefore, be it

RESOLVED by VSF and DVS that they enter into this Memorandum of Understanding.

- I. THE VETERANS SERVICES FOUNDATION agrees to provide continuing support to DVS as follows:
 - a. Conduct fundraising planning and execution to seek, promote, and stimulate contributions to support DVS programs and services.
 - b. Provide Fund administration oversight to ensure internal controls are effective.
 - c. Participate with DVS in the budget process in order to provide timely information for authorized Department requests and expenditures in accordance with joint VSF-DVS policies.
 - d. In conjunction with DVS, establish and maintain joint policies relating to fundraising, administration of the Fund, transfer of supplemental funding to DVS, and other joint policies to facilitate the purposes of this MOU.
 - e. Promote DVS programs and services in all Foundation activities.
 - f. Reimburse DVS for the Auditor of Public Accounts annual audits in accordance with *Code of Virginia* § 2.2-2717.
 - g. Transfer funds to supplement funding for DVS programs and services.
 - h. Keep the Department informed of all Foundation initiatives and activities, including those involving the executive and legislative branches of state government, and coordinate with the Department those that have a mutual impact.
 - i. Request technical and other assistance from DVS in a timely manner.
 - j. Pursue operational self-sufficiency, including authority to become operationally self-sufficient.
- II. DEPARTMENT OF VETERANS SERVICES agrees to provide continuing support to VSF as follows:

- a. Provide a staff member to act as the Foundation's agent for VSF administration and act as the liaison between the Department and the Foundation.
- b. Furnish support personnel, within DVS capabilities, to advise and assist with VSF public relations and marketing programs.
- c. Provide financial management, and other accounting personnel necessary to ensure compliance with receipt, accounting, and disbursement requirements set forth by the State Department of Accounts and the State Auditor of Public Accounts, and joint VSF-DVS policies.
- d. Maintain accounting in a manner that segregates VSF from DVS activities.
- e. Provide assistance with the development of budgetary documents.
- f. Provide monthly financial and quarterly detailed statements to the Foundation for internal and external use.
- g. Provide staff to assist with agendas, logistics, recording and transcription of all VSF Board of Trustees meetings and meetings of Trustees Committees in accordance with *Code of Virginia* § 2.2-3700 et seqq. (the Virginia Freedom of Information Act).
- h. ~~Participate~~ Assist with VSF in the preparation of the Foundation's quarterly report of funding levels and services for approval by the VSF Board of Trustees before forwarding to the Commissioner of Veterans Services as required by *Code of Virginia* § 2.2-2715.A.
- i. Assist with the preparation of joint policies and procedures to support VSF fundraising, Fund administration, and accountability.
- j. Within the provisions of §2.2-2716, *Code of Virginia*, provide technical assistance regarding contracting initiatives and grants.
- k. Assist VSF with the preparation of needed legislation.
- l. Provide space for Foundation meetings and a staff member, as required.
- m. Provide funding for and process trustees' claims for travel and other actual expenses.
- n. ~~Fund~~ Provide funding for the incidental expenses of VSF Board and Committee meetings.

- o. Support administrative expenses incurred in public relations, marketing, and fundraising operations.

III. PURPOSE AND EXPECTATIONS OF THE MUTUAL ACTIVITIES

- a. Since the activities administered by DVS are the benefactors of all fundraising efforts of VSF, DVS should provide as much administrative support as possible.
- b. VSF and DVS each assign a staff member as liaison to monitor, coordinate, and expedite the terms and conditions of this Memorandum of Understanding, and with good faith to seek to resolve any disputes that may arise.
- c. VSF and DVS will ensure all fundraising activities are coordinated with the other agency.
- d. DVS understands and accepts that past and on-going in-kind services provided to VSF will not require reimbursement.
- e. VSF understands that DVS staff assistance will not be solely dedicated to VSF, but that it will be provided on an as-available and as-needed basis.
- f. VSF and DVS agree to maintain their websites in a manner that is mutually supporting.
- g. VSF and DVS agree to pursue VSF operational self-sufficiency through VSF capacity building.
- h. VSF and DVS agree to annually review this Memorandum of Understanding for its relevancy and efficiency, and revise, as necessary.

This agreement amplifies requirements contained in the *Code of Virginia*, and as such, may be changed or eliminated as or when the *Code of Virginia* so directs.

Vincent M. Burgess, Commissioner
Department of Veterans Services

Date

Frank G. Wickersham III, Chairman
Veterans Services Foundation
Board of Trustees,
as ratified by the
Board on March 4, 2009

Date

ATTACHMENT 8

VSF FUNDRAISING RESULTS FOR FY09* March 4, 2009

Income

VWWP	
Lakeview Golf Club	29,182.94
MFSC	15,271.76
VSO's	23,675.52
Board Members	2,450.00
Robinson HS DECA	1,200.00
Individual Donors	<u>6,090.00</u>
VWWP Total	77,870.22
Horton Cemetery	225.00
DAVA & DAV	5,705.80
Dublin Cemetery	
Carneal-Drew Fndtn	1,000.00
Foundation Support Fund	350.00
Foundation Endowment	150.00
Total FY09 Income to Date	85,301.02

*Does not include Care Centers

ATTACHMENT 9

VETERANS SERVICES FOUNDATION

Board of Trustees

BYLAWS

Article I – Authority and Statement of Purpose

- 1.01 Authority: The authority for the Veterans Services Foundation (*the Foundation*) is §§ 2.2-2715 – 2.2-2719 of the Code of Virginia. *The Foundation is a state agency under the Secretary of Public Safety and is separate and distinct from the Department of Veterans Services (the Department) as set forth in § 2.2-221. The relationship between the Foundation and the Department shall be detailed in a memorandum of understanding which shall be an attachment to these Bylaws.*
- 1.02 Statement of Purpose: ~~The Veterans Services Foundation (the Foundation)~~ serves as a body politic and corporate supporting the Department of ~~Veterans Services~~ in the executive branch of state government. The Foundation is governed and administered by a board of trustees (the Board). The Foundation shall (i) administer the Veterans Services fund (the Fund), (ii) provide funding for veterans services and programs in the Commonwealth through the Fund, and (iii) raise revenue from all sources including private source fundraising to support the Fund.

Article II – Membership

- 2.01 Composition and appointment of members: The board of trustees (Board) of the Foundation consists of (i) eight non-legislative citizens appointed by the Governor; (ii) five nonlegislative citizens appointed by the Speaker of the House of Delegates; and (iii) three nonlegislative citizens appointed by the Senate Committee on Rules. The Commissioner of Veterans Services and the Chairmen of the Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations, serve as ex officio voting members.
- 2.02 Terms – Vacancies: After initial appointments, members shall be appointed for a term of four years. Appointments to fill vacancies, other than by expiration of a term, shall be for the unexpired terms. All members may be reappointed. However, no member shall serve more than two consecutive four-year terms. The remainder of any term to which a member is appointed to fill a vacancy shall not constitute a term in determining the member's eligibility for reappointment. Vacancies shall be filled in the same manner as the original appointments. ~~The Governor at his~~ *appointing authority at its* pleasure may remove any member of the Board.
- 2.03 Qualifications for membership: A majority of the trustees shall be active or retired chairmen, chief executive officers, or chief financial officers for large private corporations

or nonprofit organizations and individuals who have extensive fundraising experience in the private sector. Trustees shall, insofar as possible, be veterans. Each appointing authority shall endeavor to ensure a balanced geographical representation on the Board to facilitate fundraising efforts across the state.

Article III – Officers

- 3.01 General: The Trustees shall elect from their number a Chairman (Chair) and Vice Chairmen (Chairs). The trustees may also elect a Treasurer, or, by majority vote, ask the Department of Veterans Services to perform that role.
- 3.02 Duties of the Chair: The Chair shall preside over all meetings of the Board unless absent, shall have general supervision of the affairs of the Board, and shall perform all other such executive duties as are reasonably necessary or are properly required by the Board. The Chair may appoint committees from within the Board membership as deemed necessary or appropriate to carry out the purposes of the Foundation.
- 3.03 Duties of the First Vice Chair: Upon the death, resignation, absence, or disability of the Chair, or upon the Chair's refusal to act, the Vice Chair shall perform the duties of the Chair. In the absence or disability of the Chair, the Vice Chair shall perform the duties of the Chair only so long as the Chair is absent or disabled. In all other instances, the Vice Chair shall serve for the remainder of the Chair's term or until a substitute is elected by the Board. In the event that an issue arises concerning whether or not the Vice Chair should assume or retain the duties of the Chair, the issue shall be decided by a majority vote of the Board, excluding the Vice Chair.
- 3.04 Duties of the Second Vice Chair: The Second Vice Chair shall act in the absence, for whatever reason, of the Chair and First Vice Chair under the same provisions of those set forth for the First Vice Chair.
- 3.05 Other duties as assigned: When not performing the duties of the Chair, the Vice Chairs shall perform such duties as may be assigned by the Chair.
- 3.06 Duties of the Treasurer: The Treasurer shall serve as financial officer for the Board and keep accurate, auditable records of donations received and expenditures made from the Fund. The Treasurer shall submit a quarterly report to the Board and the Commissioner of Veterans Services on the Foundation's funding levels and services.
- 3.07 Term of service: Elected officers shall serve a term of one year. While this term will nominally run from July 1 – June 30, actual terms of office may be slightly longer than one year depending on when elections are held (see paragraph 3.08). Officers shall be eligible for reelection, not to exceed two years of consecutive service.

- 3.08 Elections: Election of officers will be held every year during the regular third quarter (July – September) meeting. If a quorum is not present, elections will be held at the next meeting at which there is a quorum.
- 3.08.1 Candidates for office must declare their intention to run for office, or must be nominated for office, at the second quarter (April – June) meeting. If a candidate cannot attend the second quarter meeting, he/she should declare his/her intent in a letter to the Chair, who will read the letter at the meeting. Likewise, if a member wishes to nominate other members for office but cannot attend the second quarter meeting, he/she should send his/her nomination letter to the Chair.
- 3.08.2 Elections shall be by voice vote. Elections shall be decided by a majority of the votes cast. If a candidate fails to achieve a majority vote on the first ballot, the two candidates with the most votes will be voted on by a second ballot. Newly elected officers will immediately assume the responsibility of the position to which they were elected.

Article IV – Administrative Support

- 4.01 Administrative and other services: The Secretary of Public Safety ~~shall designate a state agency~~ *has designated the Department* to provide the Foundation with administrative and other services.
- 4.02 Executive Director: *The Board may elect a Foundation Executive Director, who will be provided by the Department. The Executive Director shall be an agent of the Board to act on the Foundation's behalf and only shall perform those duties and have such powers as designated by the Board in accordance with section 10.01 of these Bylaws. The Executive Director's duties shall be:*
- 4.02.1 *Support the efforts of the Foundation to seek, promote, and stimulate contributions to the Fund, including:*
- a. Plan and implement an effective capacity-building and development strategy consistent with the programs and mission emphasis of the Department;*
 - b. Establish and maintain productive on-going relationships with legislative and development entities at the municipal, regional, state, and national levels;*
 - c. Coordinate and sustain state legislative and funding efforts in support of the Foundation;*
 - d. Support efforts to more effectively brand and market veterans services.*
- 4.02.2 *Manage the Foundation's finance (e.g., accountability) initiatives in collaboration with the Department's Director of Finance and Administration and Department finance staff.*

4.02.3 *Oversee all Department efforts in support of the Foundation, including:*

- a. *Develop Department and Foundation policies and procedures related to mutual support of both agencies;*
- b. *Serve as the Foundation and Department daily point of contact and coordination for development activities with public and private development-related organizations and other interested parties.*

4.02.4 *Attend Board meetings as an ex officio, non-voting participant and Board Committee meetings as a non-Board advisor authorized by section 6.06 of these Bylaws.*

4.02.5 *Report activities to the Board as required, but at least at every Board meeting.*

4.02.6 *Perform other coordination and duties as necessary to support the mission and authority of the Foundation.*

4.03 Proceedings of the Board: ~~The head of the agency designated by the Secretary of Public Safety, or his or her designated representative,~~ *The Executive Director* shall serve as the Secretary to the Board. The Secretary to the Board shall keep a true record of the Board's proceedings and shall be custodian of the minutes and other records of the Board *in conjunction with Department staff involved in maintaining such records.* At the Chair's request, the Secretary shall communicate the Chair's notice of meetings to members of the Board. The Secretary shall post minutes of meetings to the Commonwealth Calendar and to the website of the Department of Veterans Services, in accordance with § 2.2-3707.1 of the Code of Virginia.

Article V – Meetings and Compensation

5.01 Meetings: The Board shall meet at least quarterly, at a time and place determined by the Trustees. Additional meetings may be called by the Chair or at the request of at least four members. Meetings shall be conducted in accordance with public meeting and Virginia Freedom of Information Act guidelines.

5.02 Quorum and Manner of Acting. A majority of the members of the Board who are serving shall constitute a quorum for the transaction of business. The act of a majority of the members present at any meeting at which a quorum is present shall be the act of the Board. In the absence of a quorum, a majority of the members present may adjourn the meeting until a quorum is had.

5.03 Compensation: Members of the Board shall be reimbursed for their actual expenses incurred while attending meetings of the trustees or performing other duties. However, such reimbursement shall not exceed the per diem rate established for members of the General Assembly pursuant to § 30-19.12 of the Code of Virginia.

Article VI – Committees

6.01 Executive Committee

6.01.1 Composition. The executive committee shall consist of the officers and committee chairs of the Board. A quorum of the executive committee shall consist of three executive committee members. All members of the Board shall be encouraged to attend executive committee meetings and board members in attendance shall be entitled to vote.

6.01.2 Duties and Authority. The executive committee shall meet upon the call of the Board Chair. The executive committee shall have the power of the Board to take such actions as are necessary to direct the affairs of the Foundation between Board meetings or in place of Board meetings as circumstances require. The full Board must be notified of all actions taken by the executive committee and all actions must be ratified by the Board at its next regular meeting, or a special meeting called for that purpose in emergency situations. The committee shall: (1) coordinate the policy and planning development and the goals/objectives of the Foundation and Board committees; (2) be responsible for relations with affiliated boards, councils and other veterans organizations, and (3) shall recommend the means whereby the Board will assess its effectiveness.

6.02 Standing Committees. In addition to the executive committee, the standing committees of the Board shall consist of a finance committee and a development committee. The Chairs, Assistant Chairs, and members of the two standing committees shall be appointed by the Board Chair, after consultation with the parties involved. These appointments shall be approved by the Board at the meeting at which the appointments are proposed by the Board Chair. Committee members shall serve for terms of one year and shall continue to serve until their successors have been duly appointed. All members subsequently may be reappointed from year to year. A quorum of each of the standing committees shall consist of a majority of Board members who are committee members. The Board Chair, Vice Chairs, and ex officio Board members shall not serve as committee Chairs or Assistant Chairs, but are deemed committee members for all purposes, including a quorum. Meeting notices shall be provided as set forth in the Virginia Freedom of Information Act guidelines. The agenda for each regular Board meeting shall include a report by each committee to the Board. Unless otherwise specifically provided by the Board, decisions or recommendations of standing committees are advisory and must be ratified and approved by the Board.

6.02.1 Finance Committee. The finance committee supports the Board's responsibilities for Veterans Services Fund administration, the budget process, accountability, and fiscal efficiency in general. The committee is responsible for making recommendations to the Board on matters pertaining to Veterans Services Fund expenditures, Foundation fiscal policies; oversight of the fiscal accounts, *contracts*, and the impact of the foregoing on the Foundation's overall fiscal

condition, mission, and purpose. The committee also constitutes and serves as the Board's Audit Committee overseeing the internal ~~audit~~ *review* function and receiving the annual report of the Auditor of Public Accounts.

- 6.02.2 Development Committee. The development committee supports the Board's responsibility for relations with affiliated Foundations/organizations and is responsible for making recommendations to the Board on matters and policies pertaining to the Foundation's seeking, promoting, and stimulating contributions and other sources of revenue for the Veterans Services Fund, and both community (including veterans and military) and public relations. When directed, it organizes fundraising programs, including capital campaigns.
- 6.03 Additional Committee Responsibilities. The executive committee and each standing committee shall periodically review Board policies and procedures in its areas of responsibility and recommend revisions as necessary. The standing committees shall have such other duties and responsibilities as are assigned to them by the Board or by the Board Chair, subject to the Board's approval. In accordance with the preceding and after consulting with their respective committees and appropriate DVS officials, committee Chairs shall present goals/objectives for the coming year at an executive committee meeting set by the Board Chair. Goals and objectives shall be initiatives consistent with the mission of each standing committee as set forth above.
- 6.04 Special Committees. Special or ad hoc committees may be created at any time either by action of the Board, or by written direction of the Board Chair with the approval of the Board. Special committees shall consist of no fewer than two Board members appointed by the Board Chair who shall appoint the special committee Chair, and fill vacancies in consultation with the special committee Chair. The Board Chair shall also have the power to change the membership of special committees at any time with the concurrence of the special committee Chair and the Board, unless it is the special committee Chair who is to be removed. In making initial or subsequent assignments of individuals to special committees, the Board Chair shall take volunteers into account. Special committees shall have a life specified by the Board at the time of constitution, shall be subject to annual reviews, and may be renewed for a specified period by action of the Board. At the time the special committee is created, its mission shall be specifically established and articulated either by action of the Board or by written direction of the Board Chair with approval of the Board. The Board resolution or the direction of the Board Chair shall specify when the special committee is to make its final report to the board.
- 6.05 Subcommittees. Committees may appoint subcommittees of not less than one Board member from within their memberships to consider such specific business as required, subject to Board approval of such subcommittee's creation.
- 6.06 Appointment of Non-Board Advisors to Committees. Non-Board members (including, but not limited to, Department of Veterans Services staff members) who are considered advisors can be appointed to Board committees or subcommittees with the Board's approval of each proposed person. Advisors have the advantage of broadening the

committee's knowledge base and experience in particular areas. The advisors who are approved for committee membership shall serve under the same conditions as Board members, except they shall serve in a non-voting capacity.

- 6.07 Ex Officio Member Participation in Committees. Ex Officio Board members may participate in committee meetings and, if in attendance are deemed voting committee members for all purposes, including a quorum.
- 6.08 Committee Reports. The committee Chair, Assistant Chair or a designated committee representative shall report task/issue progress/resolution, or lack thereof, and conclusions/recommendations, as appropriate, at each board meeting. Minority reports are encouraged in the case of split decisions or where significant differences of opinion exist.
- 6.09 Freedom of Information Act Requirements. Meeting notices shall be provided as set forth in the Virginia Freedom of Information Act guidelines and meetings shall be conducted in accordance with the Act.

Article VII – Bonds, Accounts and Records, Audits

- 7.01 Bonds: Any person designated by the Board to handle the funds of the Foundation or the Fund shall give bond, with corporate surety, in a penalty fixed by the Governor, conditioned upon the faithful discharge of his duties. Any premium on the bond shall be paid from funds available to the Foundation.
- 7.02 Accounts and Records: The accounts and records of the Foundation showing the receipt and disbursements of funds from whatever source derived shall be established by the Auditor of Public Accounts in a manner similar to other organizations.
- 7.03 Audits: The Auditor of Public Accounts or his legally authorized representative shall annually audit the accounts of the Foundation, and the cost of such audit shall be borne by the Foundation.

Article VIII – Authority of the Foundation

The Foundation has authority to:

- 8.01 Administer the Veterans Services Fund and make expenditures from the Fund to the Department of Veterans Services to provide supplemental funding for services and programs;
- 8.02 Accept, hold and administer gifts and bequests of money, securities and other property, absolutely or in trust, for the purpose for which the Foundation is created;

- 8.03 Enter into contracts and execute all instruments necessary and appropriate to carry out the Foundation's purposes;
- 8.04 Take actions as may be reasonably necessary to seek, promote and stimulate contributions for the Fund;
- 8.05 Develop other possible dedicated revenue sources for the fund; and
- 8.06 Perform any lawful acts necessary or appropriate to carry out the purposes of the Foundation.

Article IX – The Veterans Services Fund

- 9.01 The Fund: The Veterans Services Fund (the Fund) is a special nonreverting trust fund on the books of the Comptroller, and is administered by the Foundation. The Fund shall include such funds as may be appropriated by the General Assembly, revenues transferred to the Fund from other state programs established for the Fund's benefit, and designated gifts, contributions and bequests of money, securities, other property of whatsoever character.
- 9.02 Tax Exemption: Gifts and bequests of money, securities, or other property and the interest or income there from, shall be deemed gifts to the Commonwealth and shall be exempt from all state and local taxes.
- 9.03 Fund Expenditures: With one exception, expenditures from the Veterans Services Fund may only be authorized by the majority vote of Trustees present at a meeting in which there is a quorum.
- 9.04 Exception to Fund Expenditure Rule: The Commissioner of Veterans Services, after consulting the Board Chair, may approve the expenditure of those monies designated by the donor for the purchase of a specific item or items, or for a specific purpose, such expenditure not to exceed \$10,000.

Article X – Agents of the Board and the Execution of Contracts

- 10.01 Agents of the Board: By majority vote, the Board may, in accordance with applicable laws of the Commonwealth of Virginia, appoint agents to act on the Foundation's behalf. Such agents will perform only those duties and have only such powers as delegated by the Trustees.
- 10.02 Execution of Contracts and Other Documents: The Board, except as by law or by these by-laws otherwise requires, may authorize any trustee or agent, in the name of and on behalf of the Foundation, to enter into any contract or execute any deed or other instrument. Any such authority may be general or confined to specific instances.

Article XI – Miscellaneous

- 11.01 Adoption and Amendment of Bylaws: These bylaws may be adopted and amended by a two-thirds majority vote of all Board members, excluding any vacant positions. Notice regarding matters related to the bylaws shall be given to all members ten days prior to voting.
- 11.02 Effective Date of Bylaws and Amendments: These bylaws and any amendments shall become effective on ~~July 1, 2008~~ *March 4, 2009*. ~~Until then, the bylaws adopted by the Board as of March 27, 2008 shall remain in effect.~~ All former bylaws of the Foundation will hereby be repealed on ~~July 1, 2008~~ *March 4, 2009*.
- 11.03 Procedure: Except as otherwise provided by these bylaws, every attempt should be made to conduct meetings of the Board in accordance with the current edition of Robert's Rules of Order Newly Revised.

ATTACHMENT 10

Executive Committee Report March 4, 2009

The Executive Committee did not have to meet since the last VSF Board of Trustees meeting. However, I have been involved in several activities.

(Frank, you may abridge or add to the following as a result of earlier comments by Vince or Jack. I will refrain from making detailed comments on the following.)

As a result of actions taken at our last Board meeting, I asked Jack Hilgers to revise the Foundation Board of Trustees Bylaws to include: (1) the DVS – VSF relationship; (2) clarification of Board members’ “Appointing Authorities;” (3) modifying the “Administrative Support “ article to include the duties of the Foundation Manager and the job title change to Executive Director; and (4) incorporate Finance Committee changes approved by the Board. I recommend the Board approve the Bylaws changes.

During our last Board meeting, Jack Hilgers and I pointed out that the Foundation is a separate agency supporting and being supported by DVS. As has been mentioned, on December 16, 2008, the Commissioner, Steve Combs, Jack Hilgers, and I met with the Secretary of Public Safety and discussed the implications of DVS and VSF being separate agencies under the cognizance of Secretary Marshall. The bases for our discussion were the DVS – VSF Relations and VSF Self-Sufficiency papers that are part of today’s Board packet.

DVS and VSF have been and continue to be mutually agencies, but we have had no definitive agreement of the details of that support beyond that contained in the Code of Virginia. Secretary Marshall agreed that a joint memorandum of understanding between the two agencies.

Since that meeting, a team (you are considered part of that team) has been working on the DVS – VSF MOU, which has been reviewed by Don Ferguson of the Attorney General’s Office. He recommended two minor amendments. I endorse the provisions and amendments of the MOU and recommend the Board ratify the MOU as amended.

I received a request for a budget increase for the Albert G. Horton Memorial Veterans Cemetery from the Commissioner and referred it to the Finance Committee for a recommendation.

That concludes my report.

Respectfully submitted,

Frank G. Wickersham, III
Executive Committee Chair

ATTACHMENT 11

Development Committee Report March 4, 2009

The Development Committee met on February 5, 2009 at the Pocahontas Building in Richmond. The minutes of that meeting have been distributed. We held a second meeting this morning and I am pleased that many members were able to attend both meetings. Clarification of the use of e-mail should greatly facilitate committee coordination.

The Fundraising results to date have been presented. We are behind our goal of raising \$12,500 a month by \$32,000 as of the end of February. We still are expecting substantial funds from the JLC VSOs, but the committee needs to concentrate on Corporate donor giving.

The Virginia Wounded Warrior Program power-point presentation to be used in fundraising is near completion. It's a team effort involving the DVS staff and Dave Richardson hopes to have it finished shortly. We are working with Anne Atkins on getting information on the DVS website and creating our own VSF site. A fundraising brochure for the VWWP is urgently needed because the old one is out of date.

The committee has resolved many of its fundraising concerns and is working on the fundraising Implementation Plan, which provides much of the structure the committee needs. Jack Hilgers has volunteered take the lead and coordinate the components of our fundraising plan. He also will help Board members who need assistance developing their fundraising skills.

The committee reviewed the revisions to the Bylaws and recommend they be adopted as written.

The committee also reviewed the DVS – VSF MOU and recommends that it be approved. We need it to what support DVS can provide to help us.

We have three volunteers who wish to become non-Board Development Committee members. They are:

Lew Deal, who could not be here today but is heavily involved in fundraising, Dave Holt who was at the last Board meeting and has done such a great job fundraising for us, and Martin Steiner who is retiring as a Command Sergeant Major with the Virginia National Guard and has fundraising experience with the Families of the Wounded program that Paul Galanti enthusiastically supports.

The committee recommends that the Board approve their appointments.

The Development Committee appreciates the support it is receiving from the DVS staff.

Respectfully submitted.

Supriya Christopher
Development Committee Chair

ATTACHMENT 12

Finance Committee Report

The Finance Committee met on February 26, 2009 at ODU. Leo Wardrup was absent because he is recovering from back surgery. He is doing well and wishes us all the best.

The minutes of the Committee meeting in February have been distributed. Our short meeting today, as most of you know, was only to consider and approve the request for an increase in the Cemeteries Fund spending budget for this fiscal year.

The committee reviewed the proposed revisions to the Board Bylaws and strongly recommends they be adopted as written.

The Committee supports the new Veteran Services Fund Quarterly Report format and Fund information and recommends that the Board approve the Quarterly Report. Mike Rogers will fill you in on the details after I'm finished.

The Committee supports the joint revision of DVS policies that are actually VSF policies.

The Committee strongly recommends the DVS – VSF MOU be approved. It is critically needed to ensure we all continue to move forward together.

The Committee considers the request for a budget increase for the Albert G. Horton Memorial Veterans Cemetery, in accordance with the donors' wishes, appropriate and strongly recommends that the Board approve this request.

The Finance Committee is continuing to work with the DVS staff and is finding that the mutually beneficial relationship is outstanding in every respect.

Respectfully submitted

Bill Lechler
Finance Committee Acting Chair

ATTACHMENT 13

Veterans Services Fund Quarterly Report

**Veterans Services Foundation
Balance Sheet
December 31, 2008
(Unaudited)**

Assets:

Cash held by State Treasurer	\$ 492,087.06
Total Assets	\$ 492,087.06

Fund Balances:

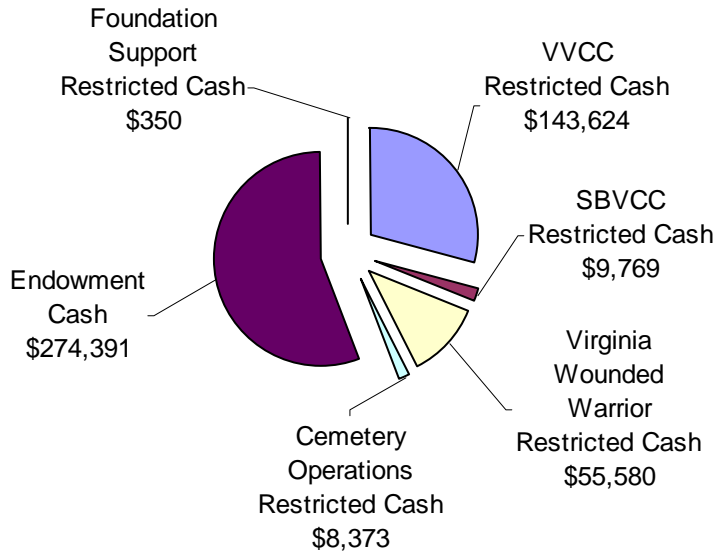
Restricted Fund Balances:	
Restricted for VVCC Activities	\$ 143,624.07
Restricted for SBVCC Activities	9,769.19
Restricted for Wounded Warrior Activities	55,579.70
Restricted for Cemetery Operations	8,373.42
Restricted for Foundation Support	350.00
Total Restricted Fund Balances	217,696.38
Endowment Fund Balance	274,390.68
Total Fund Balances	\$ 492,087.06

NOTES:

- 1 All cash is held by State Treasurer.

- 2 Restricted fund balances are donations given for a specific purpose, or are funds authorized by the Foundation for a specific expenditure purpose.
- 3 Endowment Fund Balance represents the total of donations and interest earned, but not authorized for expenditure.

**Veterans Services Foundation
Cash Balances
December 31, 2008**



Veterans Services Foundation
Statement of Income, Expenditures and Changes in Fund Balances
For the Six Months Ended December 31, 2008
(Unaudited)

INCOME:	Y-T-D Actual
Restricted gifts received for:	
Virginia Veterans Care Center	37,577.50
Sitter & Barfoot Veterans Care Center	1,800.00
Cemetery Operations	1,225.00
Virginia Wounded Warrior Program	55,579.70
Foundation Support Fund	350.00
Total Restricted Gift Income	96,532.20
Interest Earned	2,863.66
Total Increase in Endowment Fund	2,863.66
TOTAL INCOME	99,395.86
EXPENDITURES:	
VVCC Recreational Supplies	9,098.74
VVCC Miscellaneous Expenditures	65.00
SBVCC Equipment	6,968.96
SBVCC Medical & Dental Supplies	999.00
SBVCC Personal Care Supplies	180.00
SBVCC Repair & Maintenance	903.57
SBVCC Miscellaneous Expenditures	50.75
TOTAL EXPENDITURES	18,266.02

Excess of Income over Expenditures (July 1 through December 31, 2008)	81,129.84
Beginning Fund Balances	410,957.22
Ending Fund Balances	492,087.06

NOTES:

1. The purpose of restricted gifts is detailed on the Schedule of Receipts, Expenditures and Budget, by Activity.
2. Interest earned is always recorded in the Endowment Fund.

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
as of December 31, 2008
(Unaudited)

Activity	Beginning Balance July 1, 2008	Receipts	Expenditures	Ending Balance December 31, 2008	Budget	Donations Needed to Meet Budget
Virginia Veterans Care Center:						
Indigent Resident Needs	9,051.20	980.00		10,031.20	6,500.00	
Activities Fund	1,704.67	750.00	121.00	2,333.67	4,100.00	1,766.33
Operation Holiday Spirit	39,830.72	32,202.50	5,365.00	66,668.22	18,000.00	
Carnival Fund	2,698.35	400.00	815.00	2,283.35	5,400.00	3,116.65
Rehabilitation Equipment	3,125.78	1,675.00		4,800.78	9,500.00	4,699.22
Other Equipment	26,616.22		2,613.50	24,002.72	11,900.00	
East Unit	878.90	1,325.00	249.24	1,954.66		
West Unit	217.85	245.00		462.85		
DOM Resident Council Fund	830.20			830.20		
Other Donations Restricted for use at VVCC	30,256.42			30,256.42		
Total VVCC	115,210.31	37,577.50	9,163.74	143,624.07	55,400.00	9,582.20
Sitter & Barfoot Veterans Care Center:						
Indigent Resident Needs	319.59	3.15		322.74		

Activities Fund	204.74			204.74	4,500.00	4,295.26
Other Equipment	116.82	510.42		627.24	11,250.00	10,622.76
Portraits	9,707.07	76.08	2,000.00	7,783.15	8,400.00	616.85
Aquarium Project	100.89		100.89	-	4,800.00	4,800.00
Other Donations Restricted for use at SBVCC	6,622.36	1,210.35	7,001.39	831.32		
Total SBVCC	17,071.47	1,800.00	9,102.28	9,769.19	28,950.00	20,334.87

Cemetery Support Funds:

Virginia Veterans Cemetery-- Amelia	4,977.81			4,977.81	530.00	
Albert G. Horton Jr. Memorial Cemetery-- Suffolk	2,170.61	225.00		2,395.61	600.00	
SW Virginia Veterans Cemetery-- Dublin	-	1,000.00		1,000.00	-	
Total Cemetery Support Funds	7,148.42	1,225.00	-	8,373.42	1,130.00	

Virginia Wounded Warrior Program	-	55,579.70	-	55,579.70	150,000.00	94,420.30
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Foundation Support Fund		350.00		350.00		
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Endowment Funds	271,527.02	2,863.66	-	274,390.68
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Grand Total All Funds	410,957.22	99,395.86	18,266.02	492,087.06	235,480.00	124,337.37
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