

Minutes for the November 20, 2023 VAWS Regular Board Meeting

Held virtually via Teams, 3:00pm

Attendees - Present: Mary Beth Poli, Ben Galligan, Zapata Courage, Karina Dailey

Absent: Aimee Rutledge

Meeting called to order: 3:05pm

1. Minutes approved by Poli, Dailey, Galligan, and Courage.
2. Physical Address Change: need to change mailing address Otter Creek is good until the end of the year. Will need to update the bylaws and the secretary of state paperwork. Zapata Put forth the motion to change physical address to VNRC's Montpelier Address (11 Baldwin St) for VAWS from Otter Creek (past address). Motion approved by all members. This address change will cost \$100 for Bridgette to change. Bank accounts are still going to PO Box (Zapata's).
3. Karina plans to look into non-profit reporting (fiscal responsibility) for VAWS as a 501C3 and report back. Treasurer Shall according to bylaws:
 - Maintain financial records as required by the Vermont Nonprofit Corporation Act;
 - Issue payments and reimbursements of \$500.00 or less on their own signature, with approval of the President;
 - Provide written financial reports at regular Board of Directors meeting, which includes accounts receivable and payable since the previous meeting;
 - Provide a written financial report at the Annual Meeting, a copy of which shall be included in the minutes;
 - Timely file reports and returns as required by state and federal law;
 - Ensure the Corporation maintains tax-exempt status;
 - Assume the duties of the Secretary, as instructed by the President; and
 - Have the right of one vote at Board and membership meetings.
4. Secretary will also have to follow up with filing as per the info in the VAWS Bylaws below.

President. The Secretary shall also, specifically:

- File a biennial report with the Vermont Secretary of State in the first quarter of 2024, in compliance with Section 16.22 of Vermont Nonprofit Corporation Act, and between January 1 and April 1 following each succeeding two calendar years;
- Provide notice of all VAWS membership meetings to all members in good standing prior to the meetings as required by the Vermont Nonprofit Corporation Act;
- Provide timely copies of meeting minutes to the Board for review and approval;
- Submit and/or post approved minutes of all meetings on the VAWS website, if applicable, and maintain an electronic permanent archive available upon request and transferable with the position;
- Maintain a current list of the Chairs of all Committees;
- Assume the duties of the Treasurer, at the instruction of the President; and
- Have the right of one vote at Board and membership meetings.

5. Membership for 2024:

Student and retiree rates - A. Rutledge proposes \$20 student rate, B. Galligan seconded, approved unanimously. Consider a senior rate instead of a retiree rate. Must provide proof with either student ID or license. Z. Courage motions a senior membership rate of \$20 for age 60 and over, B. Galligan seconded, approved unanimously.

6. Corporate membership will remain in the name of the individual for which it was purchased for. Motion was put forward and approved unanimously.
7. Certificates of attendance were mailed and certificates of recognition for being a presenter will be planned.
8. Membership tiers are finalized - January 1 will go live. Happy New Year message planned from VAWS with reminder to renew membership, annual meeting, expanding membership, other communications events.
9. Looking for two VAWS board members at large. Request nominations, by Petition, in separate email to members and post on the website. Send petitions to the Secretary.
10. Touch base with the education committee (Levi) for annual meeting and reservation of space - The Education committee will focus on content and speakers and we will plan the venue (somewhere different than Montpelier to spread out accessibility, community education and outreach). Ask Ben about presentation space at VHB and capacity?
11. Logo contest - January? In advance of the meeting.

M. Poli motioned to adjourn the meeting at 3:54 pm by , seconded by Z. Courage, approved unanimously.

Respectfully submitted by,

Karina Dailey, VAWS Treasurer