

Meeting notes from HRSPA BOD, September 7, 2023

The meeting was called to order and an agenda was distributed. Several other handouts were given out to Board members as the meeting progressed.

1. Treasurer's report:
 - a. Bonnie Thompson distributed the budget for 2023-24. The proposed budget is ~\$5,301.00 in income and ~\$4,830.00 in expenses. The summary for the 2022-23 year was also given with an income of \$4,815.95 and expenses of \$4719.71.
 - b. Membership is down and several memberships have expired over the last few years. It was proposed that an envelope and membership form be inserted in the newsletter of those members to help "remind" them to send in their dues. It looks like that is about 150 people.
2. Bylaws and Parliamentarian:
 - a. There was a discussion about the number of meetings held per year. At some point it was changed from 3 to 2 meetings/year. It was not written in the bylaws and probably should be. We will draft a statement to add to the bylaw for the next meeting.
 - b. We also discussed alternating locations for those 2 meetings (luncheons) so that one occurs on the west end and the other on the east end.
3. Communications:
 - a. No updates noted
4. Webmaster:
 - a. Greg Metcalf will take over as webmaster. Will need to know username and password in order to access the website.
5. Membership:
 - a. Right now there are 139 members and many of those memberships will expire as we get closer to June 2024.
 - b. There is a plan to have HRSPA members at the retirement seminars to give a quick statement (video by Bill Pike?) and/or handout to make potential retirees aware of our organization, the importance of the organization and how to join.
6. Hospitality:
 - a. There was a discussion about using Paypal and/or Bill Pay as an electronic method of being able to pay for the luncheon and dues, etc. We will continue to explore this and have a solution by the spring.
7. Legislative:
 - a. Tina handed out a list of legislative priorities for this year. We also discussed making sure potential retirees are aware of these concerns.
8. Mailing:
 - a. We will meet Monday, September 25 at 10:00 in room 317 of Trinity UMC to get the newsletter mailing together. Bonnie will be purchasing the stamps.

9. Newsletter:
 - a. The last day for articles for the newsletter is Monday, September 11.
 - b. Handouts with information for those wanting to place an ad in the newsletter will be drafted. \$10.00/issue for a member and \$15.00/issue for non-members.
 - c. 270 newsletters will be printed.
 - d. Information will be included for renewing membership for those who have or will have expired memberships.
10. Philanthropy:
 - a. Food Bank: Food from spring luncheon was donated to Godwin's food bank. Will remind members to bring food/monetary donations for the fall food drive. Will try to find an East end school to receive donations.
 - b. School supply challenge: \$50.00 donated from HRSPA as well as other money or supplies donated in the fall.
 - c. Christmas Mother: \$50.00 donated from HRSPA as well as other money donated from the fall luncheon.
 - d. Trinity UMC: \$100.00 donated for use of the facility.
11. Luncheon Program:
 - a. October 26, 2023 at Deep Run Park
 - b. Speakers chosen from the Christmas Mother, CASA, FACE, and HEF. Each will speak for about 10 minutes.
 - c. Cathy Durvin will handle the raffle
 - d. Reservations are due by October 16, 2023
12. Remembrances:
 - a. There were 22 obituary acknowledgements:
 - i. 11 online notices from HRSPA, 8 cards from HRSPA and 3 had no obituary information.
 - b. Two sympathy/get well cards sent for HRSPA members
13. Scholarships:
 - a. The student scholarship will be \$1,000, timeline to be determined
 - b. The staff scholarship will be \$500, timeline to be determined
14. VRTA liaison:
 - a. Fall conference date: September 26-27, 2023
 - b. Tina Whitaker will attend
 - c. No VRTA day is scheduled
 - d. Spring article deadline date is February 23, 2024
15. Nominating committee:
 - a. Slate of officers: president, vice president, secretary, and treasurer, needed by February, 2024
 - b. Nominating committee selected: Diane Shuler (chairperson), Debbie Williams and Tina Whitaker
16. Miscellaneous:
 - a. Will run an ad in the Henrico Citizen
 - b. 7 high schools presented a HRSPA book award to a junior at their spring program

17. Dates to Remember:

- a. September 25, 2023 newsletter mailing
- b. September 26-27, 2023 VRTA fall conference
- c. October 16, 2023 reservations due for fall HRSPA luncheon
- d. October 26, 2023 fall luncheon
- e. January 11, 2024 executive BOD meeting
- f. February 15, 2024 BOD meets at Trinity,newsletter articles due for HRSPA
- g. March 25, 2024 mailing of HRSPA newsletter
- h. April 15, 2024 reservations due for spring luncheon
- i. April 25, 2024 spring luncheon
- j. April 15-17, 2024 VRTA spring conference
- k. September 30-October 2, 2024 VRTA fall conference
- l. October 24, 2024 fall HRSPA fall luncheon

Respectfully submitted,
Beth Metcalf