

# Vermont Foster Adoptive Family Association

Meeting of the Members and Board of Directors on June 12, 2018 at [REDACTED].

## Present:

Erinn [REDACTED], President from [REDACTED]  
Robyn [REDACTED], Vice President from [REDACTED]  
Anne [REDACTED], Secretary from [REDACTED]  
Bill [REDACTED], Treasurer from [REDACTED]  
Sarah [REDACTED]: Board Member: [REDACTED] District Rep  
Casie [REDACTED]: Member from [REDACTED]  
Lisa [REDACTED], Board Member at Large: [REDACTED]  
Troy [REDACTED], Board Member: [REDACTED] District Rep\_ present until 12  
Michelle [REDACTED], Board Member: [REDACTED] District Rep  
Evelyn (Evie) [REDACTED], Member from [REDACTED]  
Heather [REDACTED], Member, [REDACTED]  
Linda [REDACTED], Member, [REDACTED]  
Valarie [REDACTED], Board Member: District Rep [REDACTED]  
Lauri [REDACTED], Member, Children's Activity Fund (CAF) Administrator, [REDACTED] on phone until 12  
Cinn [REDACTED], Board Member: District Rep [REDACTED] joined via phone 1-2 pm  
Dan [REDACTED], Board Member: Past President\_ joined via phone 1:30-3:30  
Amy [REDACTED], [REDACTED] joined in person 11-12  
Carrie [REDACTED], [REDACTED] joined via phone 2:-2:30

## Meeting Notes:

Erinn updating everyone about research and organization that has been happening in the past month, particularly accessing our bank accounts and financial information. Discussed learning how paper/analog our financial documentation is. A big thanks to Bill for the work that he has done in the past. He has submitted his resignation and Erinn has posted for and sought a new treasurer. The money that VFafa has needs to be invested in interest-earning accounts and book keeping practices need to be digital, up to date, and transparent. Erinn distributed a basic list of duties that being the treasurer would involve. Two people who had previously shown interest withdrew upon understanding the duties. Linda [REDACTED] and Lauri [REDACTED] have both shown interest—Lauri not interested once we determined that it would be a conflict for her to still do the CAF. Linda described her relevant experience. Linda [REDACTED] nominated to fill the Treasurer position for the remainder of this term. Unanimously voted in.

## Executive Board:

President: Erinn [REDACTED]  
Vice President: Robyn [REDACTED]  
Secretary: Anne [REDACTED]  
Treasurer: Linda [REDACTED]

A ballot vote was taken and four new Members at Large were elected. The whole slate of Members At Large will be reviewed next year, May 2019.

## Members at Large:

Pat [REDACTED]	New: Michelle [REDACTED]
Jim [REDACTED]	New: Heather [REDACTED]
Sue [REDACTED]	New: Evelyn [REDACTED]
Lisa [REDACTED]	New: Casie [REDACTED]

**District representatives: (bold gave updates)**

~**Barre:** Troy [REDACTED] **Update:** (Erinn gave update) Showed Facebook page on the big screen as examples. Talked about some of the upcoming summer events and how they are sharing resources.

~**Bennington:** Valarie [REDACTED] **Update:** Bennington FPA only has a Pres/VP/Sec. Working to recruit for the group, organize FP closet, Facebook page is up and being somewhat used. Looking into doing a foster child art auction. Showed VFAPA card she produced that is being included in the placement packets in her district.

~**Brattleboro:** Brenda [REDACTED] (Erinn to check in with her)

~**Burlington:** Erinn has some names – needs to check with them..

~**Hartford:** Sarah [REDACTED] **Update:** Sarah has a list of foster parents in her district so she will be doing outreach. She is working with the RC to plan gatherings. She may also visit trainings. Working on the FB page.

~**Middlebury:** Martha [REDACTED] (may switch to Robin [REDACTED], Erinn to follow up)

~**Morrisville:** Erinn has a name – needs to check with them

~**Newport:**

~**Rutland:** Cinn [REDACTED] **Update:** She is working on their newsletter. They have a Facebook page and a group that meets regularly but having challenges gaining new members. Thinking of some fund raisers as their kitty is running low. Also considering a change of venue for their gatherings.

~**St. Albans:** Lauri [REDACTED] – had signed off phone **Update**( Erinn and Evie gave update): reported that the face book page is up and running and folks are starting to be added. Did a community request for toys for kids in hospital but no one came.

~**St. Johnsbury:** Michelle [REDACTED] **Update:** A group meets regularly. She is working on creating a Facebook page.

~**Springfield:** Kelly [REDACTED] **Update** (Heather gave update): 45 people went to the Montshire Museum for free(!), the group has elected officers. Regular group meeting for various events. Listing Session planned with Central office staff tonight in Springfield – Erinn will also attend.

**Amy** [REDACTED] came to talk with us about a document from The Youth Advocates & Young Adult Consultants of Forward Youth Advisory Board. Discussion included placement stability, training foster parents, communication between the various agencies involved in the lives of children in custody, worker caseloads, etc. Amy offered to speak at length to anyone who would like to reach out to her directly to continue discussing challenges.

**Are we interested in making a top 5??? We need a group willing to work on this between now and July 10<sup>th</sup> when we meet again. Topics we discussed:**

- Early Placement /Changes in Placement (How decisions made and communicated)
- Recruitment
- Retention and Training of Foster Parents
- Placement Stability
- Educational Stability
- Respect for a FP's time
- Educational Supports
- Respite
- Accountability for all of these things (not just dreaming up—what's actually going to happen)
- Communication
- Supports for children with special needs (physical/social/mental health/etc.)

**Email:**

**Executive Board** members have vfafa email addresses that give access to a calendar that transition with the position [vfafaposition@gmail.com](mailto:vfafaposition@gmail.com). They also have a distribution email that will email to all Executive Board members [ExecutiveBoard@vfafa.net](mailto:ExecutiveBoard@vfafa.net)

Members at Large members will not get special email addresses but will be able to be emailed from a distribution email [REDACTED]

- **District Reps** will get [vfafadistrict@gmail.com](mailto:vfafadistrict@gmail.com) emails (Valarie is going to work on this). Then she will make cards for each district (VFafa will pay for them) to hand out to foster/adoptive families in their respective districts. They also have a distribution group email [REDACTED]
- **Children’s Activity Fund (CAF)** will use email [CAF@vfafa.net](mailto:CAF@vfafa.net)
- **Conference** will use email [Conference@vfafa.net](mailto:Conference@vfafa.net)
- **Scholarship** will use email [Scholarship@vfafa.net](mailto:Scholarship@vfafa.net)
- **Newsletter** will use email [newsletter@vfafa.net](mailto:newsletter@vfafa.net)
- **Fundraising** will use email [fundraising@vfafa.net](mailto:fundraising@vfafa.net)

**Website:** VFafa.net Lots of plans for the website. Remember that there are some things that we cannot post publicly (time/location of gatherings) due to safety issues. District reps can help people make those connections.

**Newsletter:** Four newsletters a year, 3 districts report in to each newsletter. Lisa [REDACTED] is going to do this. Robyn to help Lisa turn her form into a PDF. SEND HER CONTENT and IDEAS!

**State contract 2018-2019:** Erinn shared the terms of the new contract and the specifications of work to be performed.

Term: [REDACTED].

Award: [REDACTED]

Specifications of work to be performed:

1. [REDACTED]

**ShareFile:** [REDACTED]/year. This is where we are storing our documents.

**Accounting:** Our last statement indicated: [REDACTED] in funds that are not making appropriate interest. We have an additional billable [REDACTED] due from the state (Linda will bill). [REDACTED] pending to us from the UVM CWTP for registrations, post hotel-costs.

**Conference:** Pam as a state employee was contributing a lot to planning of the conference. VFafa has been paying My-Lahn [redacted] and Jesi [redacted] to do work for the conference (but only Jesi is covered in the contract with the state). The money that pays for the hotel comes through CWTP with the balance for registration. The State, separate from our grant with them sends money to CWTP specific for hotel and registrations for the conference to get federal matching dollars and is tax exempt – this year was [redacted] that turned into [redacted] after the federal match. This year’s total expenses [redacted] and income [redacted]. VFafa covers the delta. Essentially this conference is almost entirely state-funded. It’s important for us to be talking about the conference with more language than just “VFafa Conference.”

- Jesi sent a conference contract for [redacted] for 2018-2019
- Motion made to increase contract by [redacted] (by Lisa) and seconded by Sarah. Discussed. Motion failed.

**Scholarship Fund:** Carrie: DCF Financial Manager (coordinates foster care payments) called in by phone to talk about the golf tournament.

- Golf tournament raises money for this fund [redacted]
- Always in September. [redacted]
- Has been [redacted] for the last two years (but couldn’t use the clubhouse)

Carrie: No secure golf course available right now. We are behind in planning already. There used to be a bunch of state emplo [redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]

[redacted] VFafa account is earmarked for the scholarship fund.  
VSAC also has some residual funds from when they were managing the scholarship for pending disbursements. We need to look at the financials.

**CAF:** \$100/year can go to foster or adopted child for an activity. Conference’s silent auction and 50/50 raffle support CAF. We also have a YouCaring account that raised around [redacted] this year. The application for the CAF is on the VFafa website. [redacted] came in from the conference this year. We had [redacted] pending requests as the account was out of funds. There was confusion with the deposits and what came in from the conference for the CAF so while we sorted that out so in May Erinn authorized [redacted] to pay for pending requests. Since that release another [redacted] in pending requests have accrued, per Lauri, CAF coordinator.

- Erinn makes a motion to put the balance of the conference deposits into the CAF.
- Robyn amends to transfer an even [redacted] into the CAF. Erinn strikes motion.

Robyn makes a motion to put [redacted] from the operating fund into the CAF. Valarie seconds. Discussion: The [redacted] is added to what’s in there now and any future deposits would be money specifically raised for this purpose. Motion passes.

IRS – Erinn removed [redacted] from the IRS data and changed address. Discussed levy from 2016 – has been resolved and confirmation of that is in the mail. Also we failed to file 990 in 2010 for 2009 tax year. IRS said they are not currently looking for this return.

**Protocols/Procedures/Governing Documents:** We need to start writing up protocols for operation.

Various folks can work on these. Robyn offered to be the point person to collect these documents. Review to occur by executive board.

- Monthly Meeting Location ..... in progress & on Share file – Erinn

**Protocols/Procedures/Governing Documents: continued:**

- Monthly Meeting Notes ..... in progress & on Share file - Erinn
- ShareFile .....
- Investments .....
- Bank Accounts .....
- Debit Cards .....
- Accountant .....
- Conference .....
- Golf Tournament .....
- Scholarship .....
- Children’s Activity Fund .....
- Bylaws .....
- Position Responsibilities .....
- Change of officers/ reps .....
- Newsletter .....
- District Cards .....
- Website .....
- IRS .....
- Insurance .....
- Budget .....
- Secretary of State .....
- PO Box/Address .....
- VFAPA Facebook .....
- District FP Social Media ..... Have from workgroup – Erinn to upload
- District Public Social Media .....
- Zoom web conferencing .....
- Mileage Reimbursement .....
- Conference Website .....
- Membership Due .....
- Donations (\$) .....
- Donations (In-Kind) .....
- Emails/MailChimp .....
- Fundraising .....
- Independent Contractors .....
- State Contract/Grant .....
- Photography/Releases ..... Robyn & Valarie to draft a general release
- Board Meeting (Frequency/Location) .....
- Quarterly Meetings .....
- Family Support Fund .....
- Dun & Bradstreet .....
- SAM.gov .....

**National Foster Parent Association:** Lisa is currently the contact person for Vermont. Valarie and Heather are going to talk about who is going to be the new contact person.

██████████: at park above the lake in Burlington in ██████████ nonprofit rate. Lisa motion to put table at ██████████ Robyn seconds. Discussion: There may be other groups who want to share

the cost such as DCF or Lund. DCF getting targeted at tables so reducing number of events they are doing. Motion passed.

End 3pm