



It is the mission of Vera House, Inc. to prevent, respond to and partner to end domestic and sexual violence and other forms of abuse.

VH BOARD OF DIRECTORS MEETING MINUTES

**Location: CNY Community Foundation
May 21, 2024 Time: 5:41pm**

Attendance: Sandra Russell, Dawn Penson (President), Kamesha Graves, Emilija Postolovska, Susan Petrosillo, Stefanie Savory, Nelisha Barron, (virtual), Kyle Metzler (virtual), Monica Coles (virtual), Daquetta Jones (CEO) and Dana Zanders (CFO).

Excused: Sapna Kollali

1. Minutes Discussion:

April Edits:

Attendance spelled Susan's name to Petrosillo; Excused: needs to include Dana as CFO; and Approval March Min 1.d, accepting not acceptance

Financial edits to state/modify:

2022 Audit: The Audit was paused.

Budget: There was no budget to review.

C. ii.: At this time, it was unknown if there was an updated contractual agreement between Capital CFO and the agency.

CEO Support Expectations: Add: as a Board we did convey that time is of the essence and we felt that it was unfair of Ms. Jones to not provide the expectations to her.

March minutes were discussed to be modified. The minutes for March stated that Ms. Jones stated nothing in response to a question about help needed; Ms. Jones requested that she has been asking support from the Board and Trustees for a capital campaign for months and to help with resources.

Motion to accept minutes with all amendments for April and March: Sandi motioned, Susan second. Monica abstains (April). All approve, **motion carried, minutes approved with edits.**

2. DEIA Board Activity

3. Board President's Report

Dawn nominated Kamesha for role as 2nd VP. Susan made motion, Stefanie second, all in favor, motion carries. **Kamesha is 2nd VP.**

Approved annual documents: instead of fillable PDF, will get docusign format and it will automatically send to Stefanie and Dawn. **Please sign documents.**

Schedule Future Board Meetings: Discussion. Dawn motion: Meeting monthly with alternating months being stabilization planning exclusively. Include Board of Trustees in stabilization-focused meetings. Do not deviate from the plan. Stabilization meetings via zoom as opposed to in person. Sandi second motion. All in favor, **motion carried, meeting schedule modified.**

Lifecycles training: to be **scheduled via email**; include trustees with dates.

3. **2024 Proposed Vera House Budget** presented by Dana; discussion.

Susan makes motion to approve budget with VH Foundation line modified to reflect \$250,000 as typical annual amount provided. Seconded by Kamesha, all in favor, **motion carried; budget approved with edits.**

4. **Executive Leadership Report:** Discussion.

5. **Proposal to Amend by-laws re: Personnel Committee**

Modified language proposed provided previously via email. Modified language read aloud. Kamesha motion to approve description of personnel committee, Susan second, all in favor, **motion carried, proposed language for personnel committee is accepted.**

Susan made Motion to accept removal reference to “personnel committee” from Audit, Finance, Personnel committee section of by-laws. Sandi seconded; all in favor, **motion carried, by-laws amended. Edited by-laws (including format and language) will be sent via email.**

7. **Proposal of Executive Team Report Template.** Brief discussion: Stefanie will resend the template to revisit and next full board meeting (July). Stefanie will connect with Daquetta about this.

8. **Proposal of Contingency Plan; to be discussed in June as an element of stabilization.** Stefanie and Daquetta will discuss the idea before the June meeting.

9. **Committee Reports** discussion:

Personnel committee: goal: suggest adding hire for all the priority open positions.

Board Development: Board Development Committee nominated Captain Malinowski; term through 12/31/24. Discussion.

Stefanie motions support of Board Development Committee nominated Captain Malinowski; term through 12/31/24. Kamesha seconded, all in favor, **motion carried- Welcome Captain Malinowski.**

Stefanie will resend Board Matrix shared document to the board to complete.

Program Committee: informative meeting. Working on getting back to Syracuse University.

Motion to adjourn at 7:34 by Kamesha; Sandi seconded; all in favor, **motion carried; meeting adjourned.**

**Respectfully Submitted,
Stefanie Savory
Secretary, Board of Directors
July 8, 2024**