**SAARA OF VIRGINIA**

**Annual Meeting of the Board of Directors**

**September 16, 2017**

In Attendance: Alethea Lambert (President), Michelle Brooks, Jim May (Treasurer), Laura Minnick, Larry Almarode, Alonza George, Mark Blackwell

Absent: N/A

Others Present: Paige Bullen (Executive Director)

Marjorie Yates (Manager, Recovery Supports and Training)

Quorum Present: Yes

1. **Alethea called the meeting to order at 10:25 am**
2. **Review and Acceptance of Minutes from 8/12/17 Meeting**

The minutes were reviewed and it was suggested that the information on Jeff Tuck’s financial review from the prior meeting be added. Jim also suggested rewording on the opening sentence of the minutes to amend the tone. Jim made a motion to table the vote until October when there are updated minutes to approve to ensure that we have in the minutes that the financials are formally approved to be in compliance with the audit. It was seconded and the vote was passed.

**Action:** Jim and Marjorie to follow up on this item by him listening to the recording.

1. **Affiliate and Organizational Reports**

Alethea shared that SAARA of the Peninsula has been busy with the success of the Suit Drive. They will be cleaning out the storage unit to save rental costs. Monthly Tuesday meetings are continuing and her Vice President is stepping up to help due to a conflict with her school class schedule. The VP is also overseeing Recovery Month events, including a comedy night in collaboration with Newport News Probation & Parole at the Downing Girls Cultural Arts Center. SAARA of the Peninsula members were also featured on September 5 on the front page of the newspaper.

**Action:** Alethea is going to email Paige the article so it can be shared on SAARA’s facebook and webpage.

**SAARA of Central VA Affiliate**

Laura shared that there is an advocacy training scheduled for the next SAARA of Central VA meeting on October 10 led by Becky Bowers-Lanier. She also shared that RBHA has their Fall Into Wellness fair on October 22 as well as a Recovery Month event that RBHA is putting on with Friends 4 Recovery and SAARA.

**Winners Circle**

Alonza shared that they’re serving about 100 families a week and have an increased presence in southside and northside districts. They are also sending a truck to Florida with supplies, including cleaning supplies. He’s visited several correctional centers doing recruitment and is planning to attend a re-entry fair in Petersburg on the 20th. They’re getting ready to buy 2 more houses, for a grand total of 3 houses, and one will be designated for women.

**Friends 4 Recovery**

Larry shared that they are averaging 20 people per day at Friends 4 Recovery and they’ve started additional class offerings such as mindfulness, WRAP, and SMART Recovery. They’re becoming a peer contractor with the Chesterfield CSB. They have increased Hispanic outreach and peers are growing, including a group of Hispanic parents with autistic children. Next month they will be holding a Halloween event. They also started their first PRS training this week.

**SAARA – NOVA Affiliate**

Mark shared that they the recovery month event on September 27 is a health fair with OUD providers and brief presentations scheduled from 4-7pm

This led to a brief discussion of the NOVA affiliate and the main barrier is finding the time. Contact in Northern Virginia Shawn and Nick were mentioned as interested parties. The success of the rave that SAARA hosted was discussed and Marjorie and Paige shared they plan to hold it again in Spring 2018, hopefully with Nick’s help. It was agreed by all to keep the location in Richmond rather than moving it to NOVA due to the success of the first event. Marjorie also suggested including a recent contact, a young man who does recovery rap, in the rave lineup.

**SAARA-Bay Counties Affiliate**

Jim shared that there were 5 people from the Bay counties in attendance at the SAARA of Central Virginia meeting and he anticipate that they will form the core of the affiliate that we hope to start there. They stated that the goal for their next year is to resinstate an annual recovery month walk. Jim suggested inviting one of them to the next board meeting to solidify their commitment.

**Action:** Alethea will reach out to Barry Travis to extend the invitation to our October board meeting.

1. **Financials**

Jeff Tuck with Commonwealth Bookkeeping Service Inc. joined the meeting to review the P&L statements for August and for July-August as a whole. He explained that although there was a deficit for August of $17,000 that’s normal due to the cycle of quarterly payments and some months are a surplus and others a deficit. He stated that all of the expenses were normal and there was nothing out of the ordinary. It was confirmed that payments to Anthem for health insurance have started. Larry mentioned that they send invoices 30 days prior to ensure timely payment. Jeff also reminded us that SAARA has not been invoiced for rent for July or August. Jeff also mentioned that he and Paige are working with CheckRight, the payroll vendor, for an import to streamline wage payment recording in Quickbooks. Jim asked of Jeff that he be sure to update the budget so any surplus of money is recorded in the correct account so we have correct financials to share with RBHA and the DBHDS reflecting which charges come out of which funding. Jeff and Paige have a meeting scheduled to update the ledger accounts for better clarification of expenditures. Jim added that as soon as everything is cleaned up in Quickbooks we should make scheduling the external audit a priority. REVIVE training costs were discussed and Jim shared that he’d asked John Beaver to honor his commitments, which are scheduled through late October, and after that for the time being we will just offer REVIVE trainings at SAARA, due to the expenses associated with offering them and the lack of reimbursement moving forward from DBHDS for those trainings. Others added that statewide there are people offering the trainings for free and although there is value added by SAARA offering it it’s not going to leave a large unmet need. The contract with RBHA and the suggestion for outlining a contract with deliverables was brought up by Larry.

**Action:** Jim to follow up with Paige on rent invoices for July and August. Paige to follow up with Jeff Tuck on Check Right import, ledger account cleaning and ensure balances are in the correct accounts.

1. **Advocacy Updates and Center Updates**

Paige reviewed the Executive Director report highlighting the following items.

* Administrative updates included one on one board meetings with most of the board members and meeting with vendors to get copies of contracts for the board to review. Paige has reviewed SAARA historical documents, policies and procedures and has been holding weekly team meetings.
* Paige is creating job descriptions for each employee to keep on file with annual evaluations to ensure audit compliance. She will send them to the board for review. It was decided that Alethea and Larry would comprise the board Personnel Committee and would review the job descriptions. She is also in the process of updating the Personnel Manual and will send this to the Personnel Committee for review as well.
* Paige paid bills and filled out forms to ensure SAARA is up to date with the tax firm filing the IRS, the State Corporation Commission, and the VDACS.
* Paige is in the process of updating the Fiscal Policies & Procedures for audit compliance. Discussion followed about a board Finance Committee reviewing these. It was decided that the Finance committee would be Jim, Mark and Alethea and that reviews would be done by email.
* There are no updates on the database of membership. Paige will do some research and come to the board with recommendations.
* Affiliate building was discussed the focus areas the Bay Counties, Lynchburg, Charlottesville, Nova, Roanoke, and SWVA. Paige will develop a formal affiliate building plan. Several board members suggested contacts and those names are in the action items listed below. Paige requested affiliate information for the website from Alethea and Laura.
* Communications: Website updates are in progress. Paige is shopping around for quotes for a new website and graphic design vendor and will update the board. Once an Office Manager is hired they will be responsible for updating website and social media content. A newsletter will go out this Fall, and SAARA’s staff is in the process of a Constant Contact email import to update the list it is sent out to. Laura has a list of emails as well that would be good to add.
* Paige shared what events she has attended and plans to attend, including a VCUHS event, McShin Recovery Fest, Henrico County Drug Court event, Roads 2 Recovery dinner in Lyncburg, VCU Continuing Education opioid event, The Opioid Entanglement panel at the VA Hospital Research & Education Foundation, the US Dept. of Health & Human Services Center for Faith based and Neighborhood Partnership Opioid Panel at Robinson Theater, RBHA Voices United in Recovery, SAFE Taskforce annual meeting, Fairfax Recovery Wellness Fair, NAMI Walk, RBHA Fall into Wellness and the JHW Foundation, Inc. Oyster Roast. The Oyster Roast and NAMI walk were discussed and all were in agreement it was a good use of SAARA funds to be a sponsor or display a table at those two events.
* Paige shared that Randy Sherrod is scheduled to do a follow up audit on March 1-2 and they have a meeting scheduled to discuss in September.
* Paige suggested a board development retreat and shared a quote from the Spark Mill. Larry shared that he had experience with the woman who founded Spark Mill. Several other board members made suggestions and Paige is going to get additional quotes for the board to review. Paige also shared that the board is invited to attend Becky Bowers Lanier’s training at SAARA of Central Virginia’s meeting the evening of October 10.
* Paige shared that she will be creating an Advocacy Plan for board review and discussed relevant events she has attended and/or plans to attend, including the VATARP Directors Retreat, VSIAS planning committee, the Metro Richmond Behavioral Health Collaborative, Hill Day, VACSB meting, NCADD April conference, Facing Addiction, the Region IV RBHA Meeting, and the VA-SBIRT policy steering committee meeting.
* Marjorie shared that SAARA will receive a $64,000 grant from RBHA for the OPT-R program. She will be attending a training in Rhode Island later in September. She is waiting for more details from RBHA on the breakdown of the funds. The funds will be through April 2018 and will fund 1.5 positions.
* Marjorie shared that she is holding a new VCB Exam Review at SAARA on October 8 and plans to offer it to other organizations for a fee, as a source of revenue for SAARA as there are no comparable services offered that she is aware of.

**Action:** Paige to send job descriptions and new Personnel Policies Manual to Personnel Committee and Fiscal Policy to Finance Committee. Paige to do some research on databases and send recommendations/options.

Laura to connect Leeann and Frank Brant in VA Beach to Paige.

Jim to connect Paige with Roanoke CSB people and Vince Dabney.

Larry to connect Paige with Robin Hubert.

Mark or Jim to connect Paige to Sandy O’Dell and Steve Radliff.

Alethea and Laura to send Paige photos and brief write up on each affiliate chapter’s meetings and activities.

Laura to send Paige email list to add for newsletter mailings.

Paige to sign up SAARA for the JHW Foundation Oyster Roast & NAMI Walk

Paige to get quotes on additional board retreat facilitators.

1. **DBHDS Review**

Paige shared that she met with Susan Pauley and has submitted a revised budget totaling $223,532, inclusive of a new Office Manager salary. The timeline to hear back on funding is early October. Paige and Susan have a follow up call scheduled to discuss the contract deliverables.

1. **Vendor Contract Review**

The board reviewed Jeff Tuck’s contract (Commonwealth Bookkeeping Service, Inc.) and Jim suggested adding language that within 30 days of a board meeting he will complete the requests of the board and that he will bring financials to formally review to the board meetings in a format so that they can be approved by account. With those changes made it was voted upon to approve the contract.

**Action Item:** Paige to follow up with Jeff Tuck and approve contract once updated.

1. **Old Business**

Jim suggested that it is a board responsibility to be looking statewide for new board members. Paige requested that board members fill out the board matrix in their binders and return to her so it’s clearer what areas lack experience and representation on the board so that everyone can be mindful of that when recruiting new board members.

**Action:** Paige to send out board matrix and board members to return to her.

1. **New Business**

Marjorie’s title was discussed at Manager, Recovery Supports and Training

Larry suggested that a review of the bylaws was in order as some of the items in there are not best practices. Jim suggested that the bylaws be discussed as part of the board retreat.

Dates for upcoming meetings were discussed and it was decided that the next meeting will be Saturday, October 28, there will be no November meeting, and the last meeting of 2017 will be a board retreat and meeting on Saturday, December 2.

1. **Adjournment**

Alethea adjourned the meeting at 1:30pm.

**Next Board Meeting:**  Saturday, October 28, 2017

**Minutes respectfully submitted by Paige Bullen, Executive Director of SAARA of Virginia**

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