



**Virginia Beach Retired Employees Association
Minutes of the Board of Directors
September 16, 2020 at 11:30 AM
Gus and George's Spaghetti and Steakhouse**

Email: vbrea.webmaster@gmail.com

Website: vbrea.org

Board of Directors Present:

President – Pete Leavitt
Vice President – Phillip White
Secretary – Kathy Smith
Treasurer – Donna Brehm (absent)
Members – Rose Dawley, Twila Leavitt, Nancy Moore
Webmasters – Cathy & Stan Morse

Welcome:

Following lunch, Pete Leavitt called the meeting to order and welcomed everyone.

Report of Board Members:

President – Pete Leavitt

- Pete presented the following proposed changes to our ByLaws:

Item #1

Current:

4.11 Webmaster

The Webmaster is responsible for designing the organization's website that supports the needs of the board and membership while maintaining system and content functionality. The Webmaster is appointed by the Board of Directors and is a non-voting member of the Board.

Proposed Change:

4.11 Webmaster

The Webmaster is responsible for designing the organization's website that supports the needs of the board and membership while maintaining system and content functionality. The Webmaster is appointed by the Board of Directors and may be a **voting** member of the Board.

Intent: To allow the webmaster to be a full member of the Board. The way it is worded it sounds like they cannot be a full member of the Board.

Decision: After discussion, item will stand as is and not be changed.

Questions regarding items discussed in these minutes should be sent via email to vbrea.webmaster@gmail.com.

Item #2

Current:

5.5 Treasurer

The Treasurer shall have the custody of the Association funds, shall keep full and accurate records of receipts and disbursements in books belonging to the Association, and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such FDIC-insured depositories as may be designated by the Board of Directors. The Treasurer shall make a financial report at each meeting of the Board of Directors. Funds shall be disbursed by means of checks which must be signed by the Treasurer or President.

Proposed Change:

5.5 Treasurer

The Treasurer shall have the custody of the Association funds, shall keep full and accurate records of receipts and disbursements in books belonging to the Association, and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such FDIC-insured depositories as may be designated by the Board of Directors. The Treasurer shall make a financial report at each meeting of the Board of Directors. ~~Funds shall be disbursed by means of checks which must be signed by the Treasurer or President.~~ [Add]

Approved funds shall be disbursed by means of checks or VBREA debit card by the Treasurer or the President in accordance with the VBREA associated financial accounts.

Decision: Twila moved and Phillip seconded that the aforementioned proposed ByLaws change be posted on the VBREA website, an email blast be sent to all members requesting for their comments and the Board will vote on the change at October's meeting.

Vice President – Phillip White

- Rose announced that she will not be seeking reelection to the Board or as chair of Benefits Committee for 2021.
- Phillip will solicit for two volunteers to serve with him on the Nominating Committee. The Nominating Committee will be seeking volunteers for five (5) Board of Directors' positions.
- Phillip will send a request to Twila to send an email blast advising the above.

Secretary – Kathy Smith

- Nancy moved and Twila seconded that the Minutes of August 19, 2020 be approved. Motion carried.
- Board minutes will be approved via email to the Board and posted on VBREA website prior to the next meeting.

Treasurer – Donna Brehm (absent)

- Twila moved and Phillip seconded that the Treasurer's Report of September 16, 2020 be approved. Motion carried.
- Report attached to these minutes.

Report of Committees:

Benefits/Wellness – Rose Dawley

- Open enrollment is October 7-23, 2020. It will be passive enrollment.
- HSA contributions will increase for 2021.
- “Benefits and You” page on VBREA website has been updated

Communications – Twila Leavitt

- Committee did not meet in September.
- Committee to resume their meetings in October.

Involvement Committee – Nancy Moore

- Committee did not meet in September.
- A general membership meeting will be held at Gus and George’s Spaghetti and Steakhouse in October and November. Per the Governor’s Executive Order regarding social distancing, a maximum of 40 people will be allowed. After the Committee meets in October, Twila will be asked to send an email blast to all members requiring RSVP; there will be no walk-ins.
- Due to COVID-19, 50/50 raffle and giveaways will be suspended until further notice.

Finance Committee – Donna Brehm (absent)

- No activity.

Membership Committee – Donna Brehm (absent)

- Twila moved and Phillip seconded that due to the impacts of COVID-19 on our general membership meetings during the previous months, the Board will waive dues for 2021 for all members in good standing through December 2020. Motion carried.

Webmaster – Cathy & Stan Morse

- Pete to prepare a new message for “Our President” page
- “Welcome New Retirees” list will be added to the website
- Report attached to these minutes.

Unfinished Business:

None

New Business:

Cathy advised that she spoke with an individual who is working with the City on plans to form a committee for a permanent memorial for the mass shooting victims. Pete had already advised the City Manager’s office that VBREA would like to have representation on this committee. Cathy will email Pete her name in case Pete does not receive information on the planned committee.

Next Board meeting will be held October 14, 2020 at Gus and George’s Spaghetti and Steakhouse at 11:00 a.m. followed by general membership meeting at 12:00 noon.

There being no further business, the meeting of the Board of Directors was adjourned at 1:45 p.m. Due to COVID-19 restrictions, the general membership meeting was not held.

Respectfully submitted,
Kathy Smith

Kathy Smith
 Board Secretary
 Virginia Beach Retired Employees Association (VBREA)

Minutes Approved Electronically

VBREA TREASURER'S REPORT - SEPTEMBER 16, 2020				
REPORT PERIOD:	August 1-31			
WELLS FARGO CHECKING: STARTING BALANCE:				\$1,077.14
CREDITS				
DEBITS				
RECONCILED CHECKING BALANCE WITH AUGUST 31 STATEMENT				\$1,077.14
ACTUAL CHECKING BALANCE AS OF SEPTEMBER 16, 2020				\$1,077.14
WELLS FARGO SAVINGS: STARTING BALANCE:				\$5,087.84
CREDITS	INTEREST:	\$0.04		
DEBITS				
RECONCILED SAVINGS BALANCE WITH AUGUST 31 STATEMENT				\$5,087.88
ACTUAL SAVINGS BALANCE AS OF SEPTEMBER 16, 2020				\$5,087.88
VA BEACH CREDIT UNION CHECKING	STARTING BALANCE:			\$3,391.44
DEPOSITS	\$12.00			12.00
DIVIDENDS	\$0.14			0.14
DEBITS	0	\$0.00		
RECONCILED CHECKING BALANCE WITH AUGUST 31 STATEMENT				\$3,403.58
Deposit- 1 new and 1 renewal			\$27.00	
ACTUAL VBCU CHECKING BALANCE AS OF SEPTEMBER 16, 2020				\$3,430.58
VBCU SAVINGS BALANCE ON AUGUST 31, 2020				\$9.00

Questions regarding items discussed in these minutes should be sent via email to vbrea.webmaster@gmail.com.

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**Virginia Beach Retired Employees Association
Board of Directors Meeting: September 16, 2020
11:30 a.m. - Gus & George's Restaurant**

Our site is: www.vbrea.org

Our email is: vbrea.webmaster@gmail.com

Webmaster Dashboard Unique Visitors Report August 17, 2020 – September 15, 2020

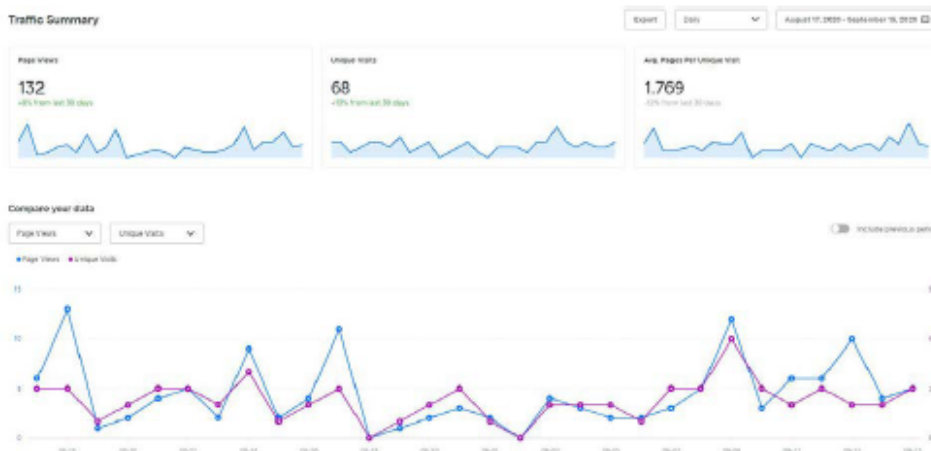
Unique Visitors: Every computer has its unique code so individual computer visits are only once during a week from a Monday through a Sunday no matter how many times that individual computer visits.

Aug 17 – Aug 31	Unique Visitors	Page Views	Sep 1 – Sep 15	Unique Visitors	Page Views
17	3	6	1	1	2
18	3	13	2	0	0
19	1	1	3	2	4
20	2	2	4	2	3
21	3	4	5	2	2
22	3	5	6	1	2
23	2	2	7	3	3
24	4	9	8	3	5
25	1	2	9	6	12
26	2	4	10	3	3
27	3	11	11	2	6
28	0	0	12	3	6
29	1	1	13	2	10
30	2	2	14	2	4
31	3	3	15	3	5

Table above reflects the past 30 days. Activity on the website has been up most of this reporting period. We believe this to be a combination of new retirees, members looking for meeting information, and the fact that Open Enrollment is coming up very soon. Updates to the website in the last month: updated front page that this year's picnic has been cancelled; updated BENEFITS & YOU page with Open Enrollment dates and information including the Virtual Benefits Fair to be held; added to BENEFITS & YOU page the announcement of the City's new partnership with Via Benefits for Medicare Marketplace services; posted minutes from July and August.

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Webmaster Views Report
August 17, 2020 through September 15, 2020



Top Pages Reviewed: The figures indicate which pages had more "interest" for viewers.

Page Name	Views past 30 days	Vs Previous 30 days
/	23	+57.5%
/about-us.html	3	+50.0%
/benefits-and-you.html	6	+150.0%
/calendar.html	13	+100.0%
/in-gratitude.html	1	+33.33%
/index.html	1	+0.00
/local-commerce.html	3	+33.33%
/membership.html	4	+80.0%
/our-president.html	3	+42.86%
/stay-connected.html	3	+17.65%
/vbrea-events.html	6	+42.86%

According to Weebly analytics, unique visits to the website are slightly up by 13% over the last 30 days than from the previous 30 days. There were 132 page views, which is also up 9% from the prior 30 days. Unique visits viewed an average of 1.769 pages, which is a decrease of 12%. You will see in the chart above that there was a continued increase in views to all most pages of our website from the previous 30 days. We'd like this to continue by insuring we have timely information and frequent updates.

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