



**Virginia Beach Retired Employees Association  
Minutes of the Board of Directors  
February 17, 2021 at 11:30 AM  
Gus and George's Spaghetti and Steakhouse**

Email: [vbrea.webmaster@gmail.com](mailto:vbrea.webmaster@gmail.com)

Website: [vbrea.org](http://vbrea.org)

**Board of Directors Present:**

President – Pete Leavitt  
Vice President – Phillip White  
Secretary – Kathy Smith  
Treasurer – Donna Brehm  
Members – Rose Jones-Reason, Twila Leavitt, Nancy Moore  
Webmasters – Cathy and Stan Morse

**Welcome:**

Pete Leavitt called the meeting to order and welcomed everyone.

**Report of Board Members:**

President – Pete Leavitt

- Next pre-retirement seminar will be March 18, 2021.

Vice President – Phillip White

- No activity

Secretary – Kathy Smith

- January 20, 2021 minutes were previously approved by the Board via email and posted on VBREA website.

Treasurer – Donna Brehm

- Treasurer report was disseminated. Due to the Credit Union's website being down, the dividend for the accounts were unable to be updated on the report.
- Donna stated the letters of request for debit cards for Pete and Donna have been provided to the Credit Union.
- Nancy moved and Phillip seconded that the Treasurer's Report be accepted with possible update to dividend figures. Motion carried.
- Report attached to these minutes.

**Report of Committees:**

Benefits/Wellness – Rose Jones-Reason

- Rose stated a former co-worker has transferred to the Benefits Office so she will ask her to forward to her information received related to retirees.

Communications – Twila Leavitt

- Twila announced 49 letters were mailed to January 1st retirees.
- Rose stated she would like to attend committee meetings with the thought of possibly joining the committee.

*Questions regarding items discussed in these minutes should be sent via email to [vbrea.webmaster@gmail.com](mailto:vbrea.webmaster@gmail.com).*

## Involvement Committee – Nancy Moore

- There are no committee meetings until COVID-19 Pandemic restrictions open up. Hopefully, we can have the picnic during the summer.

## Finance Committee – Donna Brehm

- No activity.

## Membership Committee – Donna Brehm

- Due to the membership database being on a Windows 7 old computer, she is unable to upgrade the database. Twila moved and Nancy seconded that Donna be authorized to purchase a new laptop for the purpose of housing the database not to exceed \$500. Motion carried.

## Webmaster – Cathy &amp; Stan Morse

- Website traffic has increased.
- “About Us” page will list committee leaders only.
- Request for committee volunteers will be added to the “Home” page.
- Cathy will try to make the website more mobile phone friendly.
- Cathy will research other web products.
- Cathy found someone in Finance who can validate the list we receive from Sam on those who have applied for retirement to a City termination report so we can publish on our web site a list of confirmed new retirees. Since Twila uses this list to send our correspondence, it was suggested she be the one to work with the Finance person to validate the list to minimize efforts. Cathy will make sure this is okay with her contact then pass the information on to Twila.
- Report attached to these minutes.

**Unfinished Business:****New Business:**

Nancy moved and Twila seconded authorizing Donna to close the Wells Fargo accounts and to move the funds from the Wells Fargo account to the Credit Union money market (\$5,000) and the remainder funds into the Credit Union checking account. Motion carried.

Next Board meeting will be held March 17, 2021 at Gus and George’s Spaghetti and Steakhouse at 11:30 a.m. Due to the Pandemic, there will be no general membership luncheon and meeting in March.

There being no further business, the meeting of the Board of Directors was adjourned at 12:40 p.m. followed by lunch.

Respectfully submitted,

*Kathy Smith*

Kathy Smith

Board Secretary

Virginia Beach Retired Employees Association (VBREA)

Reports Attached

## VBREA TREASURER'S REPORT - February 17, 2021

REPORT PERIOD: January 1-31, 2021

<b>WELLS FARGO CHECKING: STARTING BALANCE:</b>	<b>\$196.19</b>
CREDITS      TRANSFER FROM WF SAVINGS	\$3,000.00
DEBITS	

**RECONCILED CHECKING BALANCE WITH JANUARY 31 STATEMENT** **\$3,196.19**

**WELLS FARGO SAVINGS: STARTING BALANCE:** **\$5,088.05**

CREDITS      INTEREST:	\$0.04	0.04
DEBITS      TRANSFER TO CHECKING		\$3,000.00
<b>RECONCILED SAVINGS BALANCE WITH JANUARY 31 STATEMENT</b>		<b>\$2,088.09</b>

**VA BEACH CREDIT UNION CHECKING      STARTING BALANCE:** **\$3,599.16**

DEPOSITS		\$0.00
DIVIDENDS	\$0.15	\$0.15
DEBITS	0	

**RECONCILED CHECKING BALANCE WITH JANUARY 31 STATEMENT** **\$3,599.31**

**VBCU SAVINGS BALANCE ON JANUARY 31, 2021      (NO CHANGE)** **\$9.00**

**TOTAL ASSETS OF VBREA TO DATE** **\$8,892.59**

**Website Report – Cathy & Stan Morse  
Virginia Beach Retired Employees Association  
Board of Directors Meeting: February 17, 2021  
11:30 a.m. - Gus & George’s Restaurant**

Our site is: [www.vbrea.org](http://www.vbrea.org)

Our email is: [vbrea.webmaster@gmail.com](mailto:vbrea.webmaster@gmail.com)

**Webmaster Dashboard Unique Visitors Report January 18, 2021 – February 16, 2021**

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.

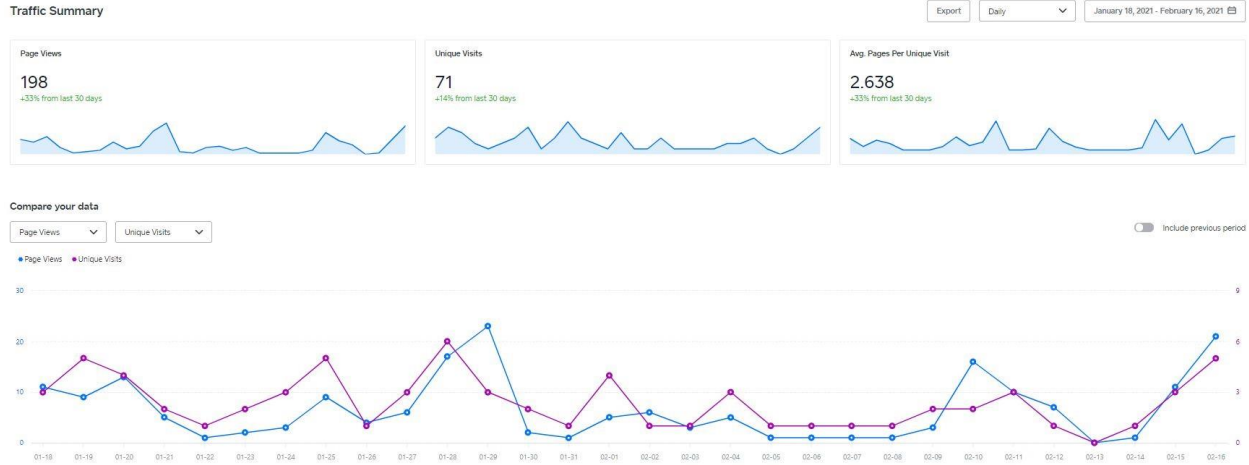
Jan 18 – Feb 1	Unique Visitors	Page Views	Feb 2 – Feb 16	Unique Visitors	Page Views
18	3	11	2	1	6
19	5	9	3	1	3
20	4	13	4	3	5
21	2	5	5	1	1
22	1	1	6	1	1
23	2	2	7	1	1
24	3	3	8	1	1
25	5	9	9	1	2
26	1	4	10	1	16
27	3	6	11	3	10
28	6	17	12	1	7
29	3	23	13	0	0
30	2	2	14	1	1
31	1	1	15	3	11
Feb 1	4	5	16	5	21

Table above reflects the past 30 days. Activity on the website continues to be up this reporting period. Updates to the website in the last month: On front page, added information for City of Virginia Beach’s Covid-19 Vaccine Registration Portal for Phase 1b residents; Changed New Year’s banners to Valentine’s Day banners then to Shamrocks on all pages; Added the 2020 VBREA Annual Meeting to the VBREA Events page noting this year’s annual donations and a copy of the thank you card received from the VB Farmers Market for our donation to their Children’s Museum; posted January minutes on Stay Connected page; added the VB Farmers Market 2021 calendar and a link to their website on the Local Commerce page. Have not yet added the page we discussed at previous Board meetings to post a list of new CVB retirees. We were able to find someone in the Finance Department who can verify the list we receive from Sam of those employees who have filed paperwork to retire against the City’s actual

*Questions regarding items discussed in these minutes should be sent via email to [vbrea.webmaster@gmail.com](mailto:vbrea.webmaster@gmail.com).*

termination list. We will email the list we plan to post on the website for her to verify before we actually publish the list. We hope to have this page published by the end of February.

## Webmaster Views Report January 18, 2021 through February 16, 2021



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

Page Name	Views past 30 days	Vs Previous 30 days
/	31	+46.27%
/about-us.html	11	+110.00%
/benefits-and-you.html	6	+75.00%
/calendar.html	7	+50.00%
/in-gratitude.html	2	+28.57%
/index.html	0	0.00%
/local-commerce.html	5	+125.00%
/membership.html	10	+50.00%
/our-president.html	6	+35.29%
/services-opportunities.html	2	+40.00%
/stay-connected.html	2	+12.5%
/vbrea-events.html	7	+116.67%

Questions regarding items discussed in these minutes should be sent via email to [vbrea.webmaster@gmail.com](mailto:vbrea.webmaster@gmail.com).

According to Weebly analytics, there were 187 page views, up 28% over the last 30 days than from the previous 30 days. Unique visits were up to 68, 9% more than the previous 30 days. Unique visits viewed an average of 2.516 pages, which is an increase 28%. There was a slight increase in unique visits indicates a few more “new” visits to our site. There were significant increases in page views to all of our pages which indicates new and previous visitors spending more time on the site. We would like this to continue by insuring we have timely information and frequent updates.