



**Virginia Beach Retired Employees Association
Minutes of the Board of Directors
April 21, 2021 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 (absent)
Vice President – Phillip White (Acting President)
Secretary – Kathy Smith
Treasurer – Donna Brehm
Members – Rose Jones-Reason, Twila Leavitt (absent), Nancy Moore
Webmasters – Cathy and Stan Morse

Welcome:

Phillip White called the meeting to order, welcomed everyone and opened the meeting with a prayer for Pete and Twila Leavitt.

Report of Board Members:

President – Pete Leavitt (absent)

- No report

Vice President – Phillip White

- No activity

Secretary – Kathy Smith

- Minutes were approved electronically and posted on the VBREA website.

Treasurer – Donna Brehm

- Treasurer report was disseminated.
- The funds in Wells Fargo were transferred to the Beach Municipal Federal Credit Union and subsequently closed.
- \$5,000.00 from Wells Fargo was used to open a Money Market account at the Credit Union with the remainder funds added to the Credit Union checking account.
- Nancy Moore moved, and Kathy Smith seconded that the Treasurer's report be accepted. Motion carried.
- Report attached to these minutes.

Report of Committees:

Benefits/Wellness – Rose Jones-Reason

- She plans to meet with a member of the Benefits office to ensure that VBREA is notified of changes to Retirees' benefits.

Communications – Twila Leavitt (absent)

- Phillip reported for Twila that the committee continues to look for people to prepare the quarterly newsletter and to setup and support a Facebook page. (Retired Virginia Beach Employees Group page is a former member's personal page and not associated with VBREA.)
- Donna and Cathy will look into importing members' emails into vbrea@gmail.com contacts list. It was discussed and decided that VBREA business emails should be sent and received to the association's email.

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

Involvement Committee – Nancy Moore

- There was no committee meeting due to COVID-19 Pandemic restrictions. However, the committee will resume their meetings on May 1st.
- She will contact the Farmer's Market regarding the use of this location or Great Neck Park for a summer picnic.

Finance Committee – Donna Brehm

- No activity.

Membership Committee – Donna Brehm

- Three new applications for membership have been received so far in April.

Webmaster – Cathy & Stan Morse

- Cathy announced the website is now mobile phone friendly. She will reduce the website's font size for ease of reading.
- Report attached to these minutes.

Unfinished Business:

- Donna announced she purchased a new Dell laptop to update and maintain the membership database on a supported operating system. The laptop will be retained by the Chair of Membership Committee. The Board is recommending an amendment to the VBREA Bylaws, Article 6 – Committees, Section 6.9 – Membership as detailed below to reflect the membership database to be maintained on the new laptop:
 - Current text of Section 6.9:
The Membership Committee Chair shall be responsible for maintaining the membership data base and keeping financial records of dues. The chair will provide information about the membership to the President, Secretary and Communications Chair as needed to support their respective needs. The chair will provide the Treasurer with membership and dues data needed for the Treasurer's report and participate in the annual financial audit. The Membership Committee chair shall be a member of the Board of Directors.
 - Proposed text for Section 6.9:
The Membership Committee Chair shall be responsible for maintaining the membership database and keeping financial records of dues on the dedicated VBREA laptop computer. The laptop computer will have the most current application of MemberTies membership/dues software unless a different software program has been approved by the Board of Directors. The VBREA laptop will remain the property of VBREA and will be transferred to a new Membership Chairperson as soon as possible after any election indicating a change in that position. The computer and all membership files will be used to support the annual financial audit in conjunction with the Treasurer's records. Any additions/upgrades or changes to this computer will be approved by the Board of Directors unless they constitute routine annual upgrades of the MemberTies license, virus protection and similar upgrades of approved programs/software. These changes will be recorded in the Board of Directors meeting minutes for documentation. The Membership Chair will provide information about the membership to the President, Secretary and Communications Chair as needed to support their respective needs. The Membership Chair will provide the Treasurer with membership and dues data needed for the Treasurer's report and participate in the annual financial audit. The Membership Committee Chair shall be a member of the Board of Directors.

New Business:

Next Board meeting will be held May 19, 2021 at Gus and George's Spaghetti and Steakhouse at 11:30 a.m. Due to the Pandemic, the Board will review the Governor's Executive Order to see if we can resume the membership luncheon and meeting in June.

There being no further business, the meeting of the Board of Directors was adjourned at 12:35 p.m. followed by lunch.

Respectfully submitted,

Kathy Smith

Board Secretary

Virginia Beach Retired Employees Association (VBREA)

Minutes Approved by the Board via Email

Reports Attached

VBREA TREASURER'S REPORT - APRIL 21, 2021

REPORT PERIOD: March 1-31, 2021

WELLS FARGO CHECKING: STARTING BALANCE: \$3,141.19

CREDITS

DEBITS

MARCH 12

CASHIER'S CHECK TO CLOSE ACCOUNT

\$3,141.19

RECONCILED CHECKING BALANCE AS OF MARCH 31

\$0.00

WELLS FARGO SAVINGS: STARTING BALANCE:

\$2,088.10

CREDITS

INTEREST:

\$0.01

0.01

DEBITS

MARCH 12

CASHIER'S CHECK TO CLOSE ACCOUNT

\$2,088.11

RECONCILED SAVINGS BALANCE AS OF MARCH 31

\$0.00

VA BEACH CREDIT UNION CHECKING

STARTING BALANCE:

\$3,359.99

DEPOSITS

ONE NEW MEMBER

\$12.00

\$12.00

DIVIDENDS

\$0.14

\$0.14

DEBITS

0

RECONCILED CHECKING BALANCE WITH MARCH 31 STATEMENT

\$3,372.13

VA. BEACH CREDIT UNION SAVINGS

STARTING BALANCE

\$9.00

DEPOSITS

TRANSFER FROM WELLS FARGO

\$5,229.30

\$5,229.30

INTEREST

\$0.43

\$0.43

RECONCILED VBCU SAVINGS BALANCE ON MARCH 31, 2021

\$5,238.73

TOTAL ASSETS OF VBREA TO DATE

\$8,610.86

Website Report – Cathy & Stan Morse
Virginia Beach Retired Employees Association
Board of Directors Meeting: April 21, 2021
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 March 22, 2021 – April 20, 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.

Mar 22 – Apr 5	Unique Visitors		Page Views	Apr 6 – Apr 20	Unique Visitors	Page Views
22	2		10	6	3	3
23	3		17	7	3	3
24	4		5	8	3	18
25	1		1	9	2	2
26	2		3	10	0	0
27	0		0	11	1	1
28	1		1	12	4	5
29	4		6	13	2	11
30	1		1	14	2	14
31	2		7	15	1	1
Apr 1	1		1	16	3	13
2	1		1	17	7	32
3	0		0	18	3	10
4	0		0	19	5	41
5	0		0	20	4	45

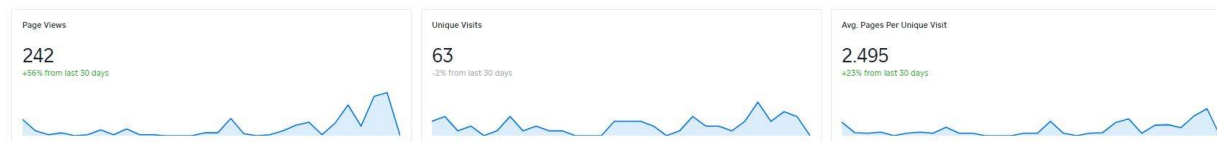
Table above reflects the past 30 days. Activity on the website is up this reporting period. Updates to the website in the last month: Changed all shamrock graphics to spring flowers; Added the updated Bylaws to the ABOUT US page; Added upcoming webinars with registration links, 2nd quarter Retiree and BeWell newsletters, and the upcoming name change of the company that manages deferred comp from ICMA-RC to MissionSquare Retirement to the BENEFITS & YOU page; added March Board Meeting minutes to the STAY CONNECTED page. Largest change made was making the entire site more mobile friendly and cleaning up a bit. We also took the font size of the entire site down by one size. May even take it down one more font size. Now that the site is mobile friendly, we will look at updating and refreshing some of the pages.

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

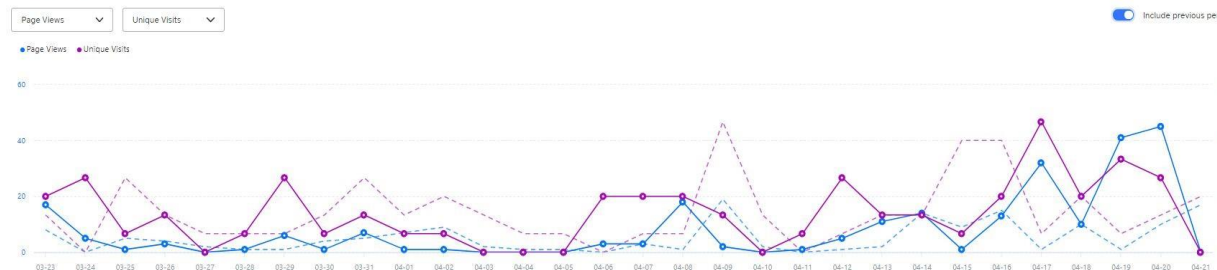
Webmaster Views Report March 22, 2021 – April 20, 2021

Traffic Summary

Export Daily March 23, 2021 - April 21, 2021



Compare your data



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

Page Name	Views past 30 days	Vs Previous 30 days
/	49	+90.74%
/about-us.html	13	+130.00%
/benefits-and-you.html	20	+222.22%
/calendar.html	17	+188.89%
/in-gratitude.html	13	+260.00%
/index.html	0	0.00%
/local-commerce.html	6	+150.00%
/membership.html	19	+211.11%
/new-retirees.html	15	+300.00%
/our-president.html	10	+66.67%
/services-opportunities.html	10	+142.86%
/stay-connected.html	16	+200.00%
/vbrea-events.html	10	+100.00%

According to Weebly analytics, there were 65 unique visits, which is up 3% over the last 30 days than from the previous 30 days. Page visits were up to 252, 75% more than the previous 30 days. Unique visits viewed an average of 2.662 pages, which is an increase of 37%. The dotted lines on the graphic above show the previous 30 days to show the comparison. Activity on each page has increased as well, as shown on the second chart above, which indicates those that are visiting are spending more time looking through the pages of our site. Hopefully if restrictions begin to ease, we will continue to see an increase in site visits of members checking to if we can announce future meetings and events. This month is the start of a new quarter, so we would like to include an updated President’s message and any updates to new retirees.

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