



**Virginia Beach Retired Employees Association
Minutes of the Board of Directors
July 21, 2021, at 11:00 AM**

Gus & George's Spaghetti & Steakhouse Restaurant

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
Members – Twila Leavitt (absent), Nancy Moore, Rose Jones-Reason
Webmasters – Cathy and Stan Morse

Welcome:

President Pete Leavitt called the meeting to order and welcomed everyone.

Report of Board Members:

President – Pete Leavitt

- He announced that Twila Leavitt continues to greatly improve from her surgery.

Vice President – Phillip White

- Board officers (President, Vice Present, Secretary and Treasurer) are up for re-election this year. He will work with the Webmaster to send an email to all members seeking members to serve on the nomination committee and for members who are interested in submitting their names for any one of these positions. The proposed slate of officers shall be in place no later than September's Board Meeting.

Secretary – Kathy Smith

- Minutes of June 16, 2021 were approved electronically and posted on the VBREA website.

Treasurer – Donna Brehm

- Nancy Moore moved and Cathy Morse seconded to accept the Treasurer report. Motion carried.
- Report attached to these minutes.

Report of Committees:

Benefits/Wellness – Rose Jones-Reason

- No report.

Communications – Phillip White, acting chair

- Eighty-three letters were mailed to prospective members. These letters are hand-signed by our President. He asked if the President's signature should be automated. Pete stated that the large volume represented multiple months; normal volume is around 20 letters per month. Pete stated he has no issue with continuing hand-signing the letters.
- There was discussion regarding sending cards (i.e., get well, sympathy, etc.) from VBREA. Should cards be sent to any retiree or to just VBREA members? The consensus of the Board was that one of the privileges of being a member of VBREA includes receiving cards from VBREA. When should cards be sent? Cards should be sent to VBREA members and their family members identified in the city's funeral leave policy.
- Report attached to these minutes.

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

Finance –Donna Brehm

- The annual audit was conducted on July 9, 2021. Those participating include Donna Vaughan, Rose Jones-Reason, Pete Leavitt, and Donna Brehm.
- Nancy Moore moved and Kathy Smith seconded that the treasurer no longer retains petty cash and that the current petty cash be deposited in our credit union account. Motion carried.
- Report attached to these minutes.

Involvement Committee – Nancy Moore

- The Involvement Committee met on June 8, 2021.
- She reported the June Members' picnic was a success with 66 people present.
- It was suggested that the committee revisit possible day trips.
- The committee will discuss options for the annual membership meeting in November and the December luncheon.
- There will be no meeting in August and the September general membership meeting will be at Gus and George's Spaghetti and Steak House with Karen Fortier as our speaker.
- Nancy will ask the membership if they have any topics they might be interested in her to address.
- Report attached to these minutes.

Membership Committee – Donna Brehm

- Donna reported the addition of 3 new members in June.
- Cathy Morse suggested that the dues notice invoices include a note asking members to update their information, if appropriate, when they pay their dues.
- The 2022 dues notices will be mailed to members in October.

Webmaster – Cathy & Stan Morse

- A new page "CVB PT POSITIONS SPOTLIGHT" has been added to our website.
- Emails from committees to members will be forwarded to the webmaster by the chair who will send the emails.
- Report attached to these minutes.

Unfinished Business:

- The Bylaws have been modified with approved amendment (Section 6.9 Membership). Once all Board members have signed the signature page, the document will be posted on the VBREA website.
- All members of the Board should review the Duties and Responsibilities Guidelines document for modification at a future meeting.

New Business:

- Stan Morse brought up that state retirees receive up to \$3,500/year (amount dependent on years of service) toward their health insurance premiums (funds received in VRS paycheck). However, the city did not approve this for city retirees. He will investigate this matter and ascertain what the city retirees and the VBREA can do to ask the city to participate in this program.

The next Board meeting will be held on September 15, 2021, at Gus and George's Spaghetti and Steak House.

There being no further business, the meeting of the Board of Directors was adjourned at 12:15 p.m. followed by the general membership luncheon and meeting.

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 - JULY 21, 2021

REPORT PERIOD: JUNE 1-30, 2021

VA BEACH CREDIT UNION CHECKING		STARTING BALANCE:	\$1,384.27
CREDITS	DIVIDENDS	\$0.04	\$0.04
	Cash-Picnic guests(100) and new member(12)	\$112.00	\$112.00
	Picnic Guest fees-4	\$40.00	\$40.00
	Checks-2 new members	\$24.00	\$24.00
DEBITS	Check 1001-Pollard's	776.91	\$776.91
	Check 1002-Irene Snyder-picnic	18.44	\$18.44
	Check 1003- Nancy Moore-Picnic	14.57	\$14.57
	Check 1007-Donation to Farmer's Market	100.00	\$100.00
	Debit-USPS-stamps	55.00	\$55.00
RECONCILED CHECKING BALANCE WITH JUNE 30 STATEMENT			\$595.39
VA. BEACH CREDIT UNION SAVINGS		STARTING BALANCE	\$2,275.40
CREDITS	INTEREST	0.28	\$0.28
DEBITS		0	
RECONCILED CHECKING BALANCE WITH JUNE 30 STATEMENT			\$2,275.68
VA. BEACH CREDIT UNION MONEY MARKET ACCT.		STARTING BALANCE	\$5,001.45
CREDITS	INTEREST	0.82	\$0.82
DEBITS		0	
RECONCILED CHECKING BALANCE WITH JUNE 30 STATEMENT			\$5,002.27
TOTAL ASSETS OF VBREA AS OF JUNE 30, 2021			\$7,873.34

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VBREA COMMUNICATIONS COMMITTEE MINUTES

- The Communications Committee met July 13, 2021, at 9 A.M. at Brick House Diner, 941 Providence Road, VB.
- Those present, were Phillip White, Acting Chairman; Mary Cardwell and a guest, Rose Jones-Reason.
- Phillip welcomed everyone to our working breakfast.
- Phillip and Bettye, his wife, sent out 83 retirement letters with the application and return envelope. Pete signed all the letters before they were mailed. Phillip will ask if we can just use a special font instead of having Pete to sign all the letters personally since it is a standard letter.
- In our supplies, we have 53 First Class stamps, a ream of computer paper and a box of envelopes that Peter purchased for the committee.
- Phillip purchased a set of Avery labels for the retirement letter packets.
- We need someone to send cards. Rusty Bedard has agreed to do for us if she gets the names and addresses of the deceased members.
- Phillip stated he wanted to set up Facebook page for VBREA. We need to continue to ask the membership for volunteers in this venture.
- The committee is looking for people with special computer and communication skills to assist with making this a viable committee.
- As a reminder, the general meeting will be at Gus & Georges at noon on July 21.
- There will be no meeting in August.
- The next Committee meeting will be September 14 at 9 A.M. at Brick House Diner.
- The meeting adjourned at 10:07 A.M.

**Involvement Committee
Meeting Minutes
Tuesday, July 6, 2021
Agriculture Department Conference Room
Virginia Beach, VA**

Present were, Ilene Snyder, Nancy Moore, Pat Hamm, Rose Dawley, Pete Leavitt, and Louise Pesnicak. Absent were Joelle Talbot, Roberta Snyder and Jean Marshall, Sue Shipp Sullivan.

The picnic held in June at the Farmers Market was a huge success. 66 members attended and everyone seemed to have a good time and said the food from Pollard's was great. The only thing we ran short of was plates, so a note was made to make sure we bring extras to the next picnic. Also, it was decided that next year we offer a free lunch to the office staff at the Market.

Dates for the rest of 2021 lunches and possible speaker are as follows:

July 21 at Gus and George's Restaurant. There will be no speaker.

August is vacation month and there will be no lunch.

September 15 – Gus and George's. Possible speaker for this lunch or October is Atty. Karen Fortier. Pat will get in touch with Karen and find out which date is best for her.

October 20 – Gus and George's or possibly at Golden Corral on Independence Blvd. The committee will visit the site of Golden Corral and see if the restaurant would be a good location for our group.

November 17 – Annual general meeting, place to be determined. It was suggested the new City Manager as a possible speaker for the annual meeting.

December 15 - Annual Christmas lunch, place to be determined.

Other suggestions as possible venues for future lunches were the Cinema Draft House in Kemps River Shopping Center, Dockside on Vista Circle and Tautog's Restaurant on 24th St. These will be discussed at future meetings as well as possible speakers.

The meeting adjourned at 11:15 AM. Next meeting will be Tuesday, September 7, 2021 at 10:00 am in the Agriculture Building Conference room.

Webmaster Report – Cathy & Stan Morse
Virginia Beach Retired Employees Association
Board of Directors Meeting: July 21, 2021
11:00 a.m. - Gus & George’s Restaurant

Our site is: www.vbrea.org

Our email is: vbrea.webmaster@gmail.com

Webmaster Dashboard Unique Visitors Report June 21 – July 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.

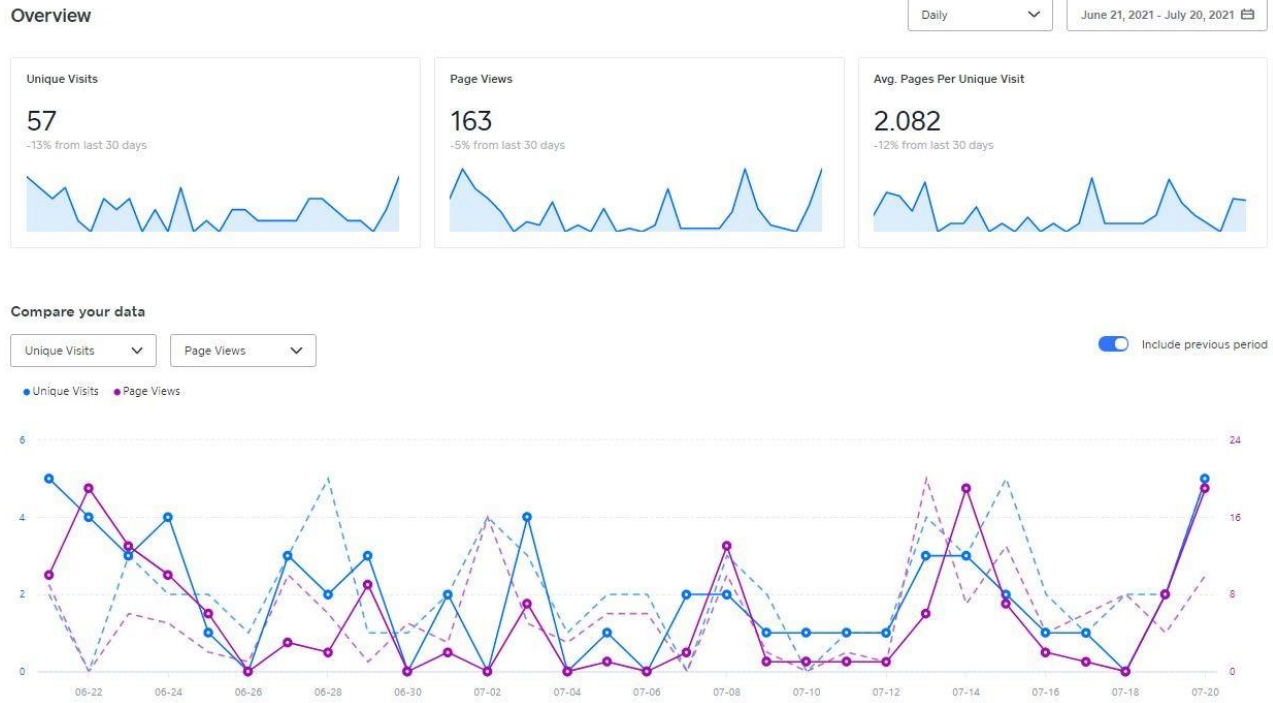
Jun 21 – Jul 5	Unique Visitors	Page Views	Jul 6 – Jul 20	Unique Visitors	Page Views
Jun 21	5	10	Jul 6	0	0
22	4	19	7	2	2
23	3	13	8	2	13
24	4	10	9	1	1
25	1	6	10	1	1
26	0	0	11	1	1
27	3	3	12	1	1
28	2	2	13	3	6
29	3	9	14	3	19
30	0	0	15	2	7
Jul 1	2	2	16	1	2
2	0	0	17	1	1
3	4	7	18	0	0
4	0	0	19	2	8
5	1	1	20	0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

Table above reflects the past 30 days. Activity on the website is trending down this reporting period. We believe it trended upwards the two previous months before because members were constantly checking for updates for our first meeting of 2021. That was evident by the huge success of our first meeting and annual picnic in June. Now that summer is in full swing, we believe members are vacationing and not checking as much. Updates to the website in the last month include: Changed graphics on all pages from 4th of July to summer; on the HOME page, removed the picnic flyer; on the OUR PRESIDENT page changed reference to the picnic from upcoming to check out the pictures on the Events page and added the 2021 Open Enrollment Dates for health insurance; on the BENEFITS & YOU page updated upcoming webinars, added 3rd Quarter Retiree and BeWell newsletters; added a new page titled CVB PT POSITIONS SPOTLIGHT which spotlights a couple of CVB part-time positions and has a link to the CVB Employment

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Opportunities page for a complete listing; on the STAY CONNECTED page added June 2021 Board Meeting Minutes and removed June 2019 Board Meeting Minutes; added the 3rd Quarter Agriculture Newsletter to the LOCAL COMMERCE page.

Webmaster Views Report June 21 – July 20, 2021



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

Page Name	Views past 30 days	Vs Previous 30 days
/	37	+52.86%
/about-us.html	8	+61.54%
/benefits-and-you.html	4	+50.00%
/calendar.html	8	+40.00%
/cvb-pt-positions-spotlight.html	5	n/a – new page
/in-gratitude.html	2	+25.00%
/local-commerce.html	3	+300.00%
/membership.html	7	+31.82%
/new-retirees.html	16	+84.21%
/our-president.html	4	+33.33%
/services-opportunities.html	2	+100.00%

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/stay-connected.html	8	+114.29%
/vbrea-events.html	3	+27.27%

According to Weebly analytics, there were 52 unique visits, which is down 23% over the last 30 days than from the previous 30 days. There were 153 page views, 16% less than the previous 30 days. Unique visits viewed an average of 2.016 pages, which is a decrease of 16%. The dotted lines on the graphic above show the previous 30 days to show the comparison. There were peaks at the end and beginning of the months, which could have been potential new members checking our site to see what we are about. There was also a peak towards the middle of the month, which could indicate members checking the calendar for our next meeting date and site. Although site activity is down, activity on all our pages has increased, as shown on the second chart above, which indicates those that are visiting are spending more time looking through all the pages of our site.



Virginia Beach Retired Employees Association (VBREA)
 2405 Courthouse Drive, Box B-68
 Virginia Beach, VA 23456
 Email: vbrea.webmaster@outlook.com

ANNUAL AUDIT REPORT

We have served as auditors of the financial status of the Virginia Beach Retired Employees Association (VBREA). The audit was conducted on July 9, 2021.

We have completed the following audit checks/reviews for the above account for the 12 months spanning July 1, 2020 to June 30, 2021.

- Collection and deposit of annual member dues, by a spot check of fifteen random member transactions in the database. It should be noted that, by vote of the Board of Directors, the annual dues for 2021 were suspended due to COVID-19 and suspension of most general functions of the organization from March 2020 to June of 2021. Members joining after July 1 are only charged \$6.00.
- Reconciliation of monthly checking and savings accounts.
- Reconciliation of at least fifteen invoices by confirming the process from invoice to ledger entry to cancelled check to bank statement.
- Reconciliation of the "50/50" petty cash account.
- All Wells Fargo accounts were closed during the year to move assets to the VB Municipal Credit Union to increase dues yield and consolidate accounts. A Money Market account was opened at the VBMCU to increase interest earned on excess funds. Three accounts exist now at the VBMCU-Checking, Savings and a Money Market account. Two debit cards were issued to Peter Leavitt and Donna Brehm to address organizational purchases.

Signature of Audit Team Members:

Donna M. Vaughan
Rose Jones-Reason
Pete Leavitt
Donna Brehm

Audit Team:
 Donna M. Vaughan
 Rose Jones-Reason
 Pete Leavitt
 Donna Brehm