



Virginia Beach Retired Employees Association

Minutes of the Board of Directors

July 19, 2023, at 10:00 a.m.

Agriculture Building Conference Room, Municipal Center

Email: vbrea.webmaster@gmail.com

Website: vbrea.org

Board of Directors:

President – Pete Leavitt

Vice President – Phillip White

Secretary – Vacant

Treasurer – Donna Brehm

Members – Twila Leavitt, Nancy Moore (absent), Margaret Sullivan-Rucka (absent)

Webmasters – Cathy Morse, Stan Morse

Welcome:

The President welcomed all present.

Reports of Board Members:

President – Pete Leavitt

- Pete mentioned there should be a Pre-Retirement seminar coming up, he will check on the date.
- Pete thanked Nancy and her Involvement Committee for a great job on the annual picnic.

Vice President – Phillip White

- No Report

Secretary – Vacant

- Nancy had taken the minutes at the June meeting and they were approved via email.

Treasurer – Donna Brehm

- Cathy moved, and Phillip seconded to approve the Treasurer Report. Motion Carried.
- Report attached to these minutes.

Reports of Committees:

Benefits/Wellness – Chair Vacant

- No report

Communications – Twila Leavitt

- Two cards were sent out to members, one get well card and one thinking of you card.
- 8 letters to new retirees were sent.
- There was a slight decrease in Website views.
- Communications Committee and Website report attached to these minutes.

Involvement Committee – Nancy Moore (not present but provided report)

- Over 30 members attended the VBREA Annual Picnic in June at the Virginia Beach Farmers Market. As this was a good location with very easy parking, the committee decided future picnics would be held at this location.
- The Involvement Committee met at A.J. Gators on Holland Road for their July meeting to see if it would work as a meeting location. They have scheduled this venue for the October General Membership meeting.

- The Involvement Committee is looking into group ticket prices and the play schedule for the Virginia Beach Little Theater for some time in the fall or in 2024.
- Other meeting dates were presented.
- The committee is working on the questions for the survey. Will be presented to the Board at the September meeting.
- Report attached to these minutes.

Finance – Donna Brehm

- Donna presented the updated and final Income and Expense Report for FY 22/23. Report attached to these minutes.
- The Annual Audit was completed on 7/14/2023 and their report is attached to these minutes.
- Donna reminded everyone that since we are not a registered or incorporated organization, this audit is not required but we perform one to show fiscal responsibility. She maintains a copy of the current and previous year's audits.

Nominating Committee – Phillip White

- The committee is dormant until September 2023 when they will prepare for the yearly elections in November.

Membership Committee – Donna Brehm

- Not much activity. 1 new member.

Unfinished Business:

- Secretary position is still vacant. The Vice President position will be vacant January 1, 2024, if there are no nominees at the upcoming election in November 2023. Pete will bring this up at the General Membership meeting again to see if we can spark some interest.
- Donna will be scheduling a meeting next week for her and Stan to meet with Monica Kopin, Co-Director with City of Virginia Beach Human Resources Department regarding the VRS Health Care Credit.

New Business:

- Phillip suggested since the Board does not meet in August that maybe we should also not meet in July. During discussions it was decided that since we always have many topics on the September agenda, not meeting for two months consecutively could potentially keep agenda items from needed action so the Board will continue to meet in July and keep just August as the vacation month.

There being no further business, the meeting was adjourned at 10:56 a.m. followed by the General Membership Meeting and lunch at El Taco Loco.

Respectfully submitted by,

Cathy Morse

Reports Attached

VBREA TREASURER'S REPORT - JUNE 21, 2023

REPORT PERIOD: May 1-31, 2023

| | | | | |
|--|-------------------------------|----------|--------------------------|-------------------|
| VA BEACH CREDIT UNION CHECKING | | | STARTING BALANCE: | \$1,965.20 |
| CREDITS | | | | |
| | Monthly Interest | | \$0.07 | \$0.07 |
| DEBITS | | | | |
| | Stamps | \$63.00 | | \$63.00 |
| | Gus and George's-Guest Meal | \$17.82 | | \$17.82 |
| | Project Lifesaver Check #1023 | \$250.00 | | \$250.00 |
| RECONCILED BALANCE WITH MAY 31 STATEMENT | | | | \$1,634.38 |
| VA. BEACH CREDIT UNION SAVINGS | | | STARTING BALANCE | \$1,781.48 |
| CREDITS | | | | |
| | Monthly Interest | | \$0.23 | \$0.23 |
| DEBITS | | | | |
| | | | \$0.00 | |
| RECONCILED BALANCE WITH MAY 31 STATEMENT | | | | \$1,781.71 |
| VA. BEACH CREDIT UNION MONEY MARKET ACCT. | | | STARTING BALANCE | \$5,030.61 |
| CREDITS | | | | |
| | Monthly Interest | | \$2.56 | \$2.56 |
| DEBITS | | | | |
| | | | \$0.00 | |
| RECONCILED BALANCE WITH MAY 31 STATEMENT | | | | \$5,033.17 |
| TOTAL ASSETS AS OF MAY 31, 2023 | | | | \$8,449.26 |

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

VBREA COMMUNICATIONS COMMITTEE
July 12, 2023

The Communications Committee met July 12, 2023 at 9:30 a.m. at Brick House Diner, 941 Providence Square.

Those present were Twila Leavitt, Chairman; Phillip White, Cathy Morse and Mary Cardwell. Pete Leavitt was a guest.

Twila welcomed everyone.

Membership and Retirement Letters:
Phillip sent 8 retirement letters for June.

Greeting Cards:
Rusty sent one get well and one thinking of you card.

Member information and Website:
Cathy stated overall activity was down. Cathy made many updates to the website. She sent two email blasts to the membership.

Old Business:

Facebook page for VBREA: Still seeking a volunteer to manage it.

New members for the Communications Committee: Still seeking new members.

Maggie's status: No report.

New Business:

Next meeting will be September 13, 2023 at 9:30 a.m. at Brick House Diner.

The meeting adjourned at 10:45 a.m.

Respectfully submitted,

Twila Leavitt, Chairman

Mary Cardwell, Secretary

**Webmaster Report – Cathy & Stan Morse
Virginia Beach Retired Employees Association
Communications Committee Meeting – July 12, 2023
9:30 a.m. – Brick House Diner**

Our site is: www.vbrea.org

Our email is: vbrea.webmaster@gmail.com

**Webmaster Dashboard Unique Visitors Report
June 11, 2023 – July 10, 2023**

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 11 – Jun 25 | Unique Visitors | Page Views |
|-----------------|-----------------|------------|
| 11 | 4 | 6 |
| 12 | 3 | 3 |
| 13 | 6 | 12 |
| 14 | 2 | 2 |
| 15 | 2 | 3 |
| 16 | 0 | 0 |
| 17 | 3 | 5 |
| 18 | 3 | 6 |
| 19 | 3 | 6 |
| 20 | 3 | 4 |
| 21 | 7 | 19 |
| 22 | 2 | 7 |
| 23 | 4 | 7 |
| 24 | 3 | 6 |
| 25 | 1 | 1 |

| Jun 26 – Jul 10 | Unique Visitors | Page Views |
|-----------------|-----------------|------------|
| 26 | 6 | 12 |
| 27 | 6 | 9 |
| 28 | 0 | 0 |
| 29 | 4 | 9 |
| 30 | 4 | 12 |
| Jul 1 | 2 | 3 |
| 2 | 2 | 4 |
| 3 | 7 | 17 |
| 4 | 4 | 19 |
| 5 | 6 | 20 |
| 6 | 11 | 16 |
| 7 | 5 | 11 |
| 8 | 6 | 15 |
| 9 | 1 | 2 |
| 10 | 8 | 22 |

The table above reflects the past 30 days. Overall activity on our website is down for this reporting period. Updates to the website include: Replaced spring graphics with summer/beach graphics on the top of each page; On the HOME page placed information on the VRS COLA effective July 1 and VRS Direct Deposit Schedule for the rest of 2023, replaced June Picnic/General Membership meeting info with the information on the July General Membership Meeting; on the ABOUT-US page, added the newest Board member, Margaret Sullivan-Rucka; on the OUR PRESIDENT page, updated the President’s message; on the CALENDAR page updated upcoming meetings; added June 2023 retirees to NEW RETIREES page; added May 2023 and June 2023 Board Meeting Minutes to the STAY-CONNECTED page; updated job listings on CVB-PT-POSITIONS-SPOTLIGHT page.

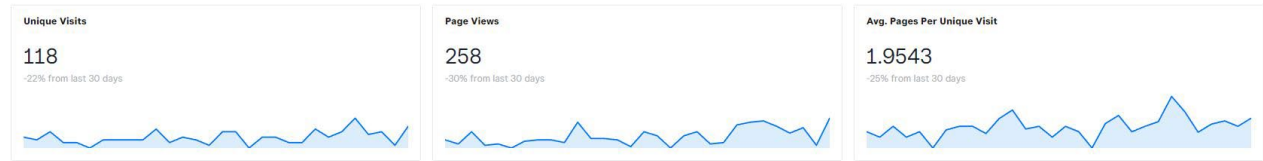
*Questions regarding items discussed in these minutes should be sent via email to
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Webmaster Views Report

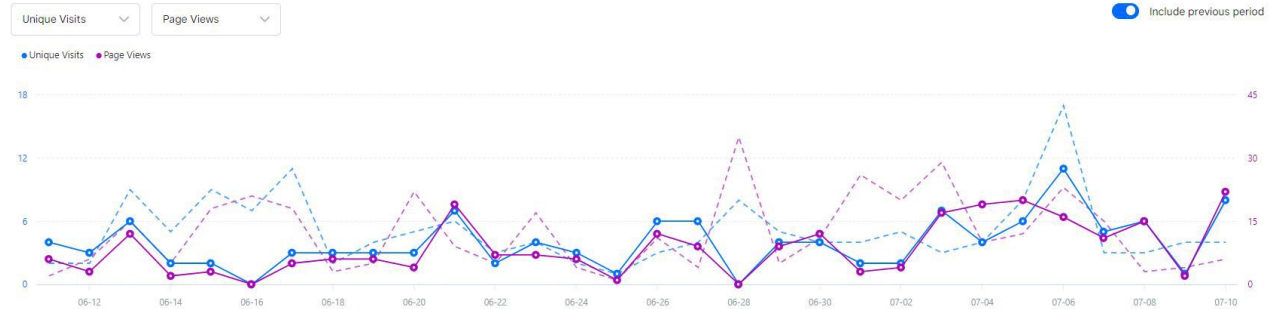
June 11, 2023 – July 10, 2023

Overview

Daily June 11, 2023 - July 10, 2023



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 |
|----------------------------------|--------------------|---------------------|
| / | 32 | +32.0% |
| /about-us.html | 4 | +40.0% |
| /benefits-and-you.html | 11 | +68.75% |
| /calendar.html | 6 | +42.86% |
| /cvb-pt-positions-spotlight.html | 3 | +37.5% |
| /in-gratitude.html | 1 | +33.33% |
| /local-commerce.html | 2 | +200.0% |
| /membership.html | 5 | +20.0% |
| /new-retirees.html | 44 | +65.67% |
| /our-president.html | 4 | +30.77% |
| /services-opportunities.html | 7 | +77.78% |
| /stay-connected.html | 2 | +28.57% |
| /vbrea-events.html | 9 | +112.5% |

The dotted lines on the first graphic above show the previous 30 days for comparison. According to Weebly analytics, there were 118 unique visits, which is down 22% over the last 30 days than from the previous 30 days. There were 258 page views, which is down 30% from the previous 30 days. Unique visits viewed an average of 1.9543 pages, which is a decrease of 25%. A spike occurred on June 21, 2023. We are speculating this was due to members checking the website to ensure the Annual Picnic was still being held as there were some heavy downpours that day. There were some additional spikes at the beginning of July that we speculate could be from new retirees checking out our website. On the second graphic above, it shows that even though visits are down, visitors are spending more time perusing the pages of our site as all pages show increased activity. Since the last report in June, two email blasts were sent to the membership. The first one was sent July 5, 2023, advising members of the July General Membership Meeting date and location. The second was sent out July 11, 2023, reminding members to RSVP for the July General Membership Meeting so a head count can be provided to the restaurant to ensure they have enough staff.

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Involvement Committee
Meeting Minutes
July 5, 2023, 11:30 am
A.J. Gators,
3908 Holland Road
Virginia Beach, VA

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

This restaurant proved to be suitable for a future monthly lunch/meeting. It is a good location with very easy parking and the food was good. We will make arrangements to have our October meeting at this restaurant.

Over 50 members attended the VBREA Annual Picnic in June held at the VB Farmers Market. Everyone was very pleased with the food and a good time was had by all. It was decided at this meeting that we will continue to hold the annual picnic at the Farmers Market. It is a good location and easy parking.

Location and dates for monthly meetings/lunches in 2023 are as follows:

July 19 – Taco Loco Restaurant – no speaker scheduled at this time.

August – VACATION – no meeting this month

Sept. 20 – Golden Corral – speaker will be Kaitlyn Hodges from the VB Library Special Services.

Oct. 15 – A J Gator's Restaurant on Holland Road. Members will be required to make reservations for this lunch so we can give the restaurant an approximate count of people attending.

Nov. 15 – Annual Meeting. Location has not been decided yet but we are going to get in touch with the Central Library to make definite reservations. The charge for a room there is \$30.00 per hour but we will look into possibly getting the room free of charge or reduced rate. If not, may still go there since the organization also gives a donation to church or other location where we have had the annual meeting. If not the Central Library we will look into returning to Haygood Methodist Church. Possible speaker mentioned is VB Chief of Police, Paul Neudigate.

Dec. 13 – Christmas lunch at VB National Golf Course.

We will look into the group ticket price and play schedule at the Virginia Beach Little Theater for some time in the fall or in 2024. We are still getting information on schedule and cost for possible one day trip to Riverside Dinner Theater in Fredericksburg or other dinner theaters for some time next year.

Committee received good questions to be used on the survey we are working on to send to all members. Nancy will have the survey questions to send out by October with the yearly dues reminder.

Meeting adjourned at 12:45. Next meeting will be Sept. 5 at the Agricultural Bldg. conference room at 10:00 AM

| VBREA ANNUAL RECORD OF INCOME AND EXPENSES FOR 2022/2023 FISCAL YEAR | | | | | | | | | | | | | |
|--|---------|---------|-----------|----------|------------|------------|---------|----------|---------|------------|---------|------------|--------------|
| | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | TOTAL TODATE |
| INCOME | | | | | | | | | | | | | |
| DUPLICATE AND RENEWAL | | \$30.00 | \$34.00 | \$72.00 | \$2,070.00 | \$884.00 | \$48.00 | \$48.00 | \$60.00 | \$1,200.00 | \$0.00 | \$0.00 | \$1,380.00 |
| 9090 BARRIS | \$23.00 | | \$29.00 | \$17.00 | \$20.00 | \$99.00 | \$97.00 | \$81.00 | \$74.00 | \$80.00 | \$29.00 | \$59.00 | \$400.00 |
| REGISTRATION HOLIDAY LUNCHEON-MEMBERS AND GUESTS | \$10.00 | | | | | \$90.00 | | | | | | \$180.00 | \$360.00 |
| REGISTRATION SPINA INCARCERATION | | | | | | | | | | | | | \$240.00 |
| INTEREST FOR ALL ACCOUNTS | \$1.34 | \$1.97 | \$1.51 | \$1.94 | \$1.94 | \$2.04 | \$2.86 | \$2.38 | \$2.87 | \$2.78 | \$2.26 | \$2.78 | \$28.85 |
| TOTAL INCOMETODATE | | | | | | | | | | | | | \$4,398.85 |
| EXPENSES | | | | | | | | | | | | | |
| HOLIDAY LUNCHEON-ALL EXPENSES | | | | | | \$874.00 | | \$28.69 | | | | | \$902.69 |
| ANNUAL MEETING-ALL EXPENSES | | | | | \$166.52 | | | | | | | | \$166.52 |
| SPENDING-CAL EXPENSES | | | | | | | | | | | | \$1,017.78 | \$1,017.78 |
| SUPPLIES FOR NEW MEMBER MAILINGS | | | \$24.00 | | | | | \$68.00 | | | \$68.00 | | \$97.00 |
| SUPPLIES FOR ANNUAL DUES AND MARCH REMINDER | | | \$30.09 | \$180.00 | | | | | | | | | \$289.09 |
| WEBSITE AND MEMBERSHIP ANNUAL FEES | | | \$19.95 | | \$144.00 | | | | | | | | \$289.95 |
| ANNUAL GIFTS TO COMMITTEES-TOTAL FOR ALL COMMITTEES | | | | | | \$1,000.00 | | | | | | | \$1,000.00 |
| PORTABLE MICROPHONE FOR MEETINGS | | | | | | | | | | \$64.61 | | | \$64.61 |
| GUEST SINE AGEN MEALS | | | | | | | | | | | \$17.82 | | \$17.82 |
| TOTAL EXPENSES TODATE | | | | | | | | | | | | | \$4,270.43 |
| NET (Income-Expenses) | | | | | | | | | | | | | \$128.42 |

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


2023 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 14, 2023.


We have completed the following audit checks/reviews for all financial accounts associated with VBREA for the 12 months spanning July 1, 2022 to June 30, 2023.

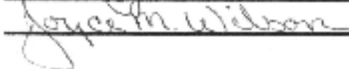
- Collection and deposit of annual member dues, by a spot check of fifteen random member transactions in the database. Members joining after July 1 are only charged \$6.00.
- Reconciliation of monthly checking and savings accounts held with the Virginia Beach Municipal Credit Union.
- Reconciliation of at least fifteen invoices by confirming the process from invoice to ledger entry to cancelled check to bank statement.

Signatures of Audit Team Members:









Printed name and address of auditors:

Donna Brehm, VBREA Treasurer, 1737 Pleasant Ridge Road, Virginia Beach, VA. 23457

Peter Leavitt, VBREA President, 1505 Sloane Ct., Virginia Beach, VA 23456

Sherri Waghalter, General Member, 1102 Marshview Ct., Va. Beach, VA 23451

Joyce Wilson, General Member, 3900 Dawley Road, Va. Beach, VA 23457