



VETERANS TRUST FUND OF SOUTH CAROLINA

Veterans' Trust Fund of South Carolina Board Meeting Minutes

September 10, 2014

1. **Call to Order:** The Board Meeting of the SC Veterans' Trust Fund (VTF) was called to order at 1:00PM, by Mr. Bernie Chapman, Chair.

2. **Attendance:**
 - a. Present: Howard Metcalf, Bernie Chapman, Valerie Brunson, Gloria Evans, Jimmy Lee Wallace, Dale Ellenburg, James White, Calvin Lewis, James Brown, Ronald Taylor, Jim Lechner.
 - b. Absent: Robin Helms, Bevin Studstill.

3. **Old Business:**
 - a. Secretary's Report. Ms. DiChiara provided Board members' contact information.
 - b. Revision of VTF of South Carolina Bylaws. There has been, and will continue to be, much business conducted between meetings via email, as was the case with the revision of the Bylaws.
 - i. Several suggestions were submitted to the Executive Committee; these were melded together, incorporating state law and information from other States' Veterans' Trust Fund documents, and were presented to the Board.
 - ii. Additional feedback and ideas were encouraged.
 - iii. Specific areas identified to be addressed:
 1. Attendance requirements: It was proposed that Section 3.14 Attendance should come before 3.11 Removal of Members of the Board – this was agreed to by the Board. Mr. Metcalf said Attendance did not address excused absences and/or conference calls; need to address excused vs. flat-out missed. It will be up to the Executive Committee to determine if an absence is excused. Mr. Ellenburg reminded the Board participating members were making important decisions for veterans; therefore, attendance is very important.
 2. Formation of Committees (Article IV)
Committees being formed, need to define how they see their mission and start working on appropriate policies/procedures ("SOPs"). Five committees have been proposed:

- a. Executive: This committee was formed in the first meeting of the VTF. This committee will also be responsible for updates and/or revisions to the Bylaws. Said changes will be presented to the Board for vote.
 - b. Public Relations (Marketing)

Jim Lechner, Chair	Valerie Brunson
Ronnie Taylor	Gloria Evans
Bevin Studstill	
 - c. Funding/Resourcing

Dale Ellenburg, Chair	Calvin Lewis
Bernie Chapman	Robin Helms
 - d. Grant Distribution and Management: Will be responsible for drafting policies and procedures associated with accepting, vetting, and presenting recommendations to the Board those requests for resources from the VTF.

Ronnie Taylor, Chair	James White
James Brown	Jim Lechner
Jimmy Lee Wallace	
 - e. Ad hoc: These committees will be temporary in nature and will be appointed by the Chair to address specific issues, challenges, and/or opportunities.
3. Other Old Business:
- a. 1.02 Definition of Veteran: The Board discussed whether or not this section should be included in the Bylaws. It was decided by the Board to delete this section as the VTF does not award grants to individuals. Mr. Chapman suggested that the Grant Management Committee consider establishing criteria that an organization clearly indicates on their application the veteran population to benefit from the request.
 - b. Policies and Procedures Manual (PPM): Mr. Lewis proposed creating a PPM which delineates the implementation guidelines (e.g. Committee "SOPs") to support the mission and intent of the SC Law and our Bylaws. He said that he will provide to the Board examples of such documents from other sources for us to consider as a guide for us as we develop our policies and procedures.
 - c. Section 1.04 – Purposes. Mr. White suggested the Board define the term "private" and asked if the Board could award a grant to an organization that was private. It was noted that this term appears in the law and Mr. Wallace pointed out there are some veterans organizations that are private. It was decided to leave this section as is, however, it was suggested that consideration of all organizations requesting resources from the VTF would be initially vetted by the Grant Distribution and Management Committee, for the appropriateness of the organization's intended purpose of the request.
4. Mr. Wallace moved to accept the Bylaws as drafted with changes. Mr. Metcalf seconded and it was passed unanimously by the Board.

- c. Other Old Business: A motion was made by Mr. Metcalf to approve the Minutes of 29 July 2014. This was seconded by Ms. Evans and approved by all present.

4. New Business:

- a. Secretary's Report: Ms. Di Chiara reported working on the draft of the Bylaws and compiling a spreadsheet of expenditures since inception of the VTF.
- b. Treasurer's Report was included in packet provided to each member and is attached. Mr. Brown provided a little financial history to the Board: Although requested at the time of the initiation of the VTF, there were no seed funds appropriated by the General Assembly. At that time, it was agreed that the VTF would be allowed to collect donations through SC Income Tax "check-off" donation opportunities – it was one of five organizations at that time. It was anticipated the VTF would have reached its goal of one million dollars in five years, but that did not happen. Presently the VTF is only half way there after nineteen years.
- c. Executive Committee Report by Mr. Chapman
Three grant requests have been received. Mr. Chapman updated the Board explaining the Executive Committee decided to delay making a determination on two of the grants until a Grant Distribution and Management Committee was established. A letter was sent to these applicants, the USA Cares and the Solicitor's Office, acknowledging receipt of their application and that their request was pending.
 - i. USA Cares, Emergency Assistance program - \$10,000 to provide assistance to "an additional 50 veterans." Decision delayed.
 - ii. Veterans Treatment Court Program in Richland and Kershaw Counties - \$30,000: Supplemental Drug and alcohol Testing (\$26,000); Orientation manual (\$1,000); Community Outreach (\$3,000). Decision delayed.
 - iii. South Carolina POW Commission for POW Medals from the State of SC - \$240 to provide medals for SC POWs. As this was time sensitive and fell within the guidelines established under the Bylaws of 2001, the Executive Committee approved the request upon receipt of a written application, as it complies with existing VTF of SC Bylaws, is consistent with SC Law, and of the requested amount.
- d. Mr. Chapman asked the board to consider for further discussion, the larger mission of the VTF as SC as outlined in the Law, "...to access the needs of veterans, establish priorities, and develop goals and objectives for the VTF." In addition to our needed attention to establishing our basic operating requirements, we will also need to consider our long term goals and objectives.
- e. Mr. Metcalf asked that the Board consider starting each meeting with a prayer. Mr. Chapman stated that he will contact Board members individually to obtain their thoughts on this.
- f. Future meetings of the VTF will begin with a Pledge of Allegiance.
- g. It was presented and agreed upon that Board meetings will not normally extend beyond two hours.

5. Taskings and "Due Outs":

- a. Committees need to start working on their policies and procedures (SOPS). Chair of each committee will provide the Board with a status report via email by October 12
- b. Secretary will put together and provide Committee Member contact lists.
- c. Mr. Chapman will send an email to all asking their thoughts on beginning a meeting with prayer.
- d. Secretary will contact Dept. of Revenue to see if the fees charged for tax check-off are negotiable.

6. Identification of Next Meeting:

- a. It was confirmed that meetings would be on Wednesdays after lunch at 1:00 pm.
- b. Date, time, and place of the next meeting to be determined at a later date.

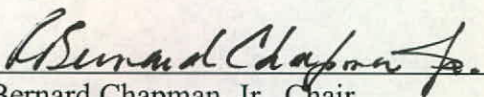
11. Adjournment – the meeting adjourned at 2:25 PM, 10 September 2014

Attachments:

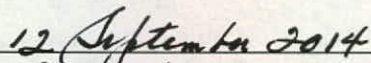
Financial Report



TerryLynn Di Chiara, Secretary



R. Bernard Chapman, Jr., Chair
Veterans Trust Fund of South Carolina



Date of Approval