



## **MINUTES OF THE SEPTEMBER 16, 2025 MEETING OF THE ST. JOSEPH'S VILLA BOARD OF TRUSTEES**

A meeting of the St. Joseph's Villa Board of Trustees was held on Tuesday, September 16, 2025 from 4:30 pm until 5:30 pm in the Administration Building Board Room pursuant to notice given in accordance with the By-Laws.

Mr. Chris Layne served as chair and Ms. Caitlin Sneed served as secretary.

### **ATTENDANCE:**

#### **Board Members Present:**

|               |                    |                |
|---------------|--------------------|----------------|
| Kathleen Duke | Don Alexander      | Lee Ann Gudorp |
| Lauren Waller | Allison El Koubi   | Jon Leon       |
| Linda Warren  | Christopher Layne  | Mark Nichols   |
| Karen Wilson  | Courtney Friedlein |                |

#### **Villa Staff Present by Invitation:**

|                |               |                  |
|----------------|---------------|------------------|
| Jenny Friar    | Caitlin Sneed | Drew Melson      |
| Suzanne Hinton | Cindy Faison  | Elizabeth Foster |

### **OPENING REMARKS**

Mr. Layne welcomed everyone to the meeting at 4:30pm and introduced Courtney Friedlein as a new member.

### **CONSENT AGENDA**

Mr. Layne introduced the Consent Agenda, including minutes from the May 27, 2025 meeting.

#### **Motion:**

**Upon a motion duly made and seconded, the Consent Agenda, including minutes from the May 27, 2025 meeting was unanimously accepted.**

Mr. Layne presented the nomination of Don Alexander as the Board of Trustees Chair-Elect.

#### **Motion:**

**Upon a motion duly made and seconded, the appointment of Don Alexander as the Board of Trustees Chair-Elect was approved.**

### **FINANCE COMMITTEE REPORT**

Mr. Layne introduced Mr. Nichols to give the Finance Committee Report. June closed the year approximately \$1,375,000 ahead of budget. The Villa had a larger than normal contingency built in to the June 2025 budget due to concerns and unknowns at that time related to Flagler funding and campus capital needs. Even without that contingency, the Villa is preliminarily reporting \$37,000 ahead of budget. Numerous capital needs across campus are being evaluated

and prioritized as we monitor the cash flow. A budget surplus does not necessarily equate to cash as there are receivables to be collected and liabilities still to be paid for the fiscal year. Complete closing of the month of June in preparation for the audit takes priority and delays the normal July and August reporting cycles; however July was closed last week and reported \$32 thousand ahead of budget for the one month period. The audit for the Foundation began September 15<sup>th</sup> and the audit for the Villa will begin September 22<sup>nd</sup>.

### **ADVANCEMENT COMMITTEE REPORT**

Ms. Foster began the Advancement Committee Report with FY25 having raised \$7.7 Million. So far in FY26, we have raised almost \$600,000 in private funds with \$100,000 of that is unrestricted. The fundraising goal for FY26 has been increased by \$400,000. One strategy to achieve this is to reach out to donors who give through their IRAs and offer them NAP credits. We distributed nearly \$150,000 in NAP credits in FY25, and placed a particular emphasis on encouraging increased gifts from IRAs. We received \$102,000 credits to give out in FY26. We currently have 60 Archway Society members and in December we'll host our Annual Archway Society Holiday Luncheon and we hope to feature a conversation from experts at Brown Advisory on estate planning. The Innsbrook Classic had another record year, raising more than \$130,000. We were joined by 228 golfers (57 teams) at the Federal Club. In FY25, John Richardson-Lauve conducted 91 hours of training in front of nearly 1,500 people. His efforts brought in nearly \$60,000. In FY25, 507 volunteers contributed nearly 4,000 hours of service to the Villa, representing \$120,000. We've wrapped up "Back to School" for FY25 and were able to provide all teachers, students, and classrooms with the supplies they need for the upcoming year. SouthState Bank, Capital One, and Altria were huge supporters of this by hosting collection drives like SouthState's Stuff the Bus event. Season of Hope served 400 clients in FY25, and nearly 500 items were donated from our Amazon Wishlist. We were also able to distribute more than 200 holiday meals to families. This year, we've already been working with Capital One to revamp the Season of Hope program. Their pro-bono team has created a new tool to help us identify what needs our clients have in order to make the program as meaningful as possible for the families we serve.

### **PUBLIC RELATIONS UPDATE**

Mr. Melson presented the Public Relations Report, beginning with in FY25, we launched a new Villa website with updated content and improved navigation, which has already reported an increase in traffic by 12%. We have plans to integrate portals for staff and clients. We partnered with Henrico County's PR team to secure media coverage celebrating the first anniversary of our Crisis Receiving Center. We engaged with policymakers through campus visits and Villa Lobby Day at the Virginia General Assembly. Some upcoming advocacy events are a virtual meeting with Rep. Abigail Spanberger's health policy advisor; National Alliance to End Homelessness Virtual Capitol Hill Day; Autism Advocacy Coalition Planning Retreat; and hosting Delegate Mike Cherry for a campus tour. The Sarah Dooley Center for Autism has been rebranded as the Villa Education Center (VEC). Rebranding efforts included building a new web page, updating print marketing materials, installing new interior and exterior signage, and a video announcement featuring VEC students and staff. An architectural photo shoot of the Housing Success Center is scheduled for October 16, ahead of the grand opening. Images will

be used for public relations, marketing materials, awards submissions, and fundraising for future projects.

### **COO & CEO UPDATE:**

Ms. Friar presented both the COO update, as well as the CEO update. All Flagler HUD grants have now been made official with signatures for this year. This was a huge relief for Flagler operations. The one grant we are not receiving from HUD is what would be the operating cost of the Petersburg Flagler location. We were extremely lucky to be awarded a supplemental grant from DHC to cover that funding. We chose The Villa Education Center (VEC) as the new name for the merged schools. Since the merger did not occur, we decided to use it to rename Sarah Dooley. This change was official on July 1, 2025. We offered the Director of Education position to Dr. Melissa Naumann, who will begin on September 22. She will replace Adam Dreyfus (SDCA) and Diana Morris (Dooley) as the education leader for both schools. On August 14, we had our annual staff awards celebration. We started with a breakfast buffet and an awesome staff raffle, which was followed by years of service and special recognition awards. Approximately 20 staff received years of service awards ranging from 5 to 35 years. Other staff were recognized for outstanding work individually and in teams in areas such as leadership, dedication, teaching, and counseling. We have finalized the Strategic Plan and are wrapping up the Operational Business Plan that goes with it, as well as the Risk Management Plan. Our COA (Council on Accreditation) Self-Study has been submitted. The next phase is to prepare for the site visit scheduled for October 27-29, 2025, where they will be on campus interviewing staff, clients, board members, and other stakeholders. We are now working with Scott Insurance. They replace Managed Benefits as our health insurance broker. Other than the delayed elevator parts, the Housing Success Center is expected to be completed by October 1<sup>st</sup> and on budget. The ribbon cutting event will be held on November 14<sup>th</sup>. Ms. Friar expressed gratitude to Mr. Alexander and his team at Capital One for their pro-bono help in redeveloping Season of Hope and making it more efficient and exciting for families. One of our big capital projects coming up is the restoration of the stained-glass windows in the chapel, which could not have been financially possible without Ms. Duke's parting gift as Board Chair. The Giving Wall has reached out to rent office space on campus which would be a great revenue opportunity. Ms. Friar finished up her report with a preview of the next board meeting, which will host the president of United Way (Richmond), Ms. Barbara Sipe, as she will introduce board members to the brand-new A.L.I.C.E. Simulator.

### **Adjournment:**

Mr. Layne adjourned the meeting at 5:01pm with the request of board members to sign their Board Agreement and the reminder of the date for the next Trustees meeting.

### **Next Meeting:**

The next scheduled meeting of the Board of Trustees will be held on Tuesday, November 18, 2025 from 4:30 to 5:30 pm.