

Mission: The Wellness Wagon partners with mobile community support services to eliminate barriers to wellness by providing free and reduced priced acupuncture and other coordinated social services in underserved communities in the Commonwealth of Virginia. We are a 501c3 non-profit organization.

Date: 08/2/2023

Location: The Haven

Attendees:

Sharon Kennedy - President - over the phone

Alex Watkins - Secretary

Arin Brenner - Member Emeritus

Tracy Lauder - Member

Katie Clifton - Executive Director

Donna Davis - Vice President

Kim White - Treasurer

Amazetta Anderson - Member

Orders of Business

- New Board Member : Welcome Amazetta
 - Community advocate & acupuncture fan - addressing food scarcity via urban farming
 - Has done it all!

Unfinished Business

- Board Development : By-Laws
 - Language updated through Article 6 - Take a pause until we have a lawyer review the rest
- Possible grant writers
 - Blue Blaze Consulting (local) \$50/hour
 - Zim Consulting (Denver)
 - Tracy has a lead on an 'accelerator' program that would assist WW getting its own grants
 - Being mindful that some grants want numbers on board participation and contribution so we should start organizing and tracking.
 - Contributions can be in-kind services, organizing a fundraiser, or donation.
- Business Insurance - we have a updated quote and documents
 - \$12018 / year
 - Kim's sister can review
- Donations - Paypal.me
 - Pending ! Will be added to the website.
- How to track donations and sending donation letters out
 - Quickbooks may have an upgrade/widit to do this automatically

New Business

- Treasurer Report [Kim]:
 - Balance : \$3144.08
 - Bank visit w Nicole to add Kim to the account
 - Sharon to be added as well
- Exec Director Report [Katie] :
 - New Hire - Bus Manager
 - Would be a side hustle level of work
 - [People's Organization of Community Acupuncture Conference](#)
 - Katie's summary - stay tuned.
 - Movie night at Sharon's - either Unimagined Bridges or Dope is Death
 - Bonding time!
 - Sun 8/20 @ 6pm
 - 5 Pt Needle trainer training - \$75
 - Training Peer Recovery Specialists (PRS) and Community Health Workers (CHW) to provide the 5 needle NADA protocol
 - Could be a potential source of income for offering this training over 3 day workshops.
 - D'uh.
 - Sweet Donkey
 - Cut. It.
 - Looking for New Stops
 - McCrae Senior Living
 - Mobility concerns
 - Bus Upgrades
 - 'Free' in Salem across from the GoodWill
 - Black Dog - could they help with the upgrade?
- SubCommittee Report Outs
 - Marketing & Outreach - Finish up report from last month
 - Bios and set parameters
 - Form from Google Drive - Board bios emailed out
 - Website:
 - Has been started, using SquareSpace!
 - Idea for future subcommittees: Fundraising & Finance, Programs & Develop

Upcoming Events - *Please come to one!* *Paid

- 8/5 Envision Center Community Cookout 11-1
- 8/7 CHIP Back to School event 10-1*
 - We are collecting back to school donations
- 8/9 Roanoke Rescue Mission 10-12
- 8/12 Eureka Park Grades Over Guns 11-3
 - Donna added: NW Faith Partnership - SummerFest in McCadden Park.
- 8/23 Roanoke Rescue Mission 10-12*
- Yoga Jam 8/31-9/4*
 - 60/40 split with WW getting 40%
- 9/14 Appalachian Save a Life Day

- 9/16 SW Pride 12-6 (Vinton War Memorial)
- 9/23 Jamestown Place Community Cookout 11-1
- 9/27 Roanoke Rescue Mission 10-12

Action Items

- Everyone - fill out Bio / GoogleDoc from Tracy
- Everyone - please come to an event, listed above!
- Alex
 - will bring contact sign up to the next meeting & share back out.
 - connect Katie to Emma to find a Bus Manager.
- Tracy
 - sharing branding guide to share w Board
 - connect Katie to 'accelerator' program contact
- Kim
 - see if there's an integration w Quickbooks to automatically send donation thank you letters.
 - \$74 option and \$120 option to be worked out!
- Katie
 - send quote from insurance to Kim for review
 - send bank information to Sharon to get onto the account
 - Think about what you want the subgroups to be doing and how.
 - Do they need to report notes back to you?
 - Would you like to attend those meetings?
 - Do you want to give us some homework or we come up with our own to-do list?
Could Mike be delegated to this?

Wrap Up

Date, time & location of next meeting: Sept 6th @ 5:30pm at ETS Recruiting

Proposed Agenda:

- Mission Process
- SubCommittees Report Outs
 - Sign Up
 - Set schedule for Board Meetings + Subcommittee meetings
- *photos!*

Time of adjournment: 6:45pm

Parking Lot

- Oct - Subcommittee sign up
- We will need to identify how the Director role moves from Katie.
- Advisory Board

- Made up of participants, community members, etc to guide the activities of the WW
- Appraisal on Bus to Donate (Write-off to Queenpin) - will be done by The Noke Van Company
- Friends of the Wellness Wagon
 - Database of people who are willing to support or volunteer
- Photographs (Fall)