



Mission: The Wellness Wagon's mission is to partner 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 and around the Roanoke Valley.

Date: 09/6/2023

Location: ETS

Attendees:

Sharon Kennedy - President
Arin Brenner - Member Emeritus
Tracy Lauder - Member - Late because of work conflict
Katie Clifton - Executive Director
Donna Davis - Vice President
Kim White - Treasurer
Alex Watkins - Secretary - Absent
Amazetta Anderson - Absent

Unfinished Business



- Board Development : By-Laws
 - Language updated through Article 6 - Take a pause until we have a lawyer- We have someone who is interested in joining the board she is going to reach out to Katie
 - Business Insurance - Done! Haven't paid it yet, but we needed it for some events coming up
- Donations - These have to be under Katie's name
 - Paypal.me
 - Venmo
 - Pending ! Will be added to the website.
- How to track donations and sending donation letters out
 - Quickbooks may have an upgrade/widgit to do this automatically
 - Katie will check on paypal and venmo
 - Send Kim spreadsheet of donors
 - Ad is out for the bus manager - waiting....

Action Items from last meeting

- Everyone - fill out Bio / GoogleDoc from Tracy -
 - Sharon, Kim, Donna have sent theirs in

- They each need to send a headshot
- Alex
 - Mike is going to create a board contact list and email 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!
 - \$120 option is too much - drops down to \$54
- Katie
 - Think about what you want the subgroups to be doing and how.
 - Community Outreach - Donna
 - Fundraising - Sharon
 - Volunteers and staff trainings (temporary) -
 - Marketing - Sharon, Katie, Mike, Tracy
 - Do they need to report notes back to you? Yes
 - Would you like to attend those meetings? Yes
 - Do you want to give us some homework or we come up with our own to-do list? - Not sure

New Business

- Treasurer Report [Kim]:
 - Balance : \$3400.42 (9/5)
- Executive Director Report [Katie]
 - Floyd Yoga Jam
 - Gross \$1780, Net \$1675
 - Wellness Wagon Receives: \$670
 - Additional \$60 in WW specific Donations
 - Over 45 treatments given
 - Community Coalitions of Virginia (CCoVA) Summit - 10/23 9 - 4 Hotel Roanoke
 - Do any board members want to attend? \$250 per person
 - Will Alex be there? Will Goodwill have a rep there?
 - Grant writer - reached out to two, no one has gotten back to me
 - 4 Pillars  Wellness Wagon - What We Do
 - [People's Organization of Community Acupuncture Conference](#)
 -  POCA Fest Summary
 - Movie night at Sharon's - Dope is Death - Sunday, Oct 1st 4:00 pm
- SubCommittee Report Outs
 - Marketing & Outreach - Finish up report from month
 - Bios

- Form from Google Drive - Board bios emailed out
 - Website:
 - Has been started, using SquareSpace!
 - This month's meeting: [8/28/23 Marketing Recap Summary](#)
 - Idea for future subcommittees: Fundraising & Finance, Programs & Develop
- Board Member Participation this month:
 - Sharon attended a Wellness Rodeo at The Rescue Mission
 - Sharon and Tracy attended a marketing meeting
 - Kim is doing the books
 - Kim donated school for CHIP back to school event

Upcoming Events - Please come to one! *Paid

- 9/8 Roanoke College* 5pm-8:00pm
- 9/13 Roanoke Rescue Mission 10-12
- 9/14 Appalachian Save a Life Day - <https://soarwv.org/appalachian-save-a-life-day-free-narcan-naloxone-sep-14th-2023/>
- 9/16 SW Pride 12-6 (Vinton War Memorial)
- 9/18 Humble Hustle's Not Your Average Market (Booth Only) 5pm-8:00pm 601 11th St NW
- 9/23 Jamestown Place Community Cookout 11-1
- 9/27 Roanoke Rescue Mission 10-12 *
- 9/30 Star City Strongman (Elmwood Park 9am to 6pm)

Action Items

- Donna going to Humble Hustle event & ask Donna Stucker about a grant write
- Kim and Katie will firm up the donation tracking system
- Katie is going to get Sharon and Kim online access to the bank
- Katie will try to send out videos/resources for folks to watch
- Katie is going to set up LinkedIn
- Katie will firm up Dope is Death

Wrap Up

Time of adjournment: 7:00 pm

Date and time of next meeting: 10/4/2023 - 5:30 pm

Parking Lot

- Oct - Subcommittee sign up
- Podcast
- 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 - will be done by The Noke Van Company - owner financing instead of donation

- Friends of the Wellness Wagon
 - Database of people who are willing to support or volunteer
- Photographs (Fall)