Minutes of the Spring VOTF Board of Trustees Meeting

February 27, 2026

Meeting was held virtually. Attendees included BOT members Brad Pritts, Margaret Roylance, Mary Pat Fox, Donna Doucette, Ann Carroll and Pat Gomez. Larry Mulligan was also in attendance. Margaret said the Synod Prayer to open the meeting. The minutes of the annual Board meeting of October 31, 2025 were approved.

1. ***Current Financial Activities*** – Ann Carroll
2. ***Nomination and Election of Larry Mulligan as of Board of Trustee Member***

   Larry was nominated to fill an open seat on the Board for a term that will expire on June 15, 2026. If elected he would begin to serve from the date of the meeting until June 15 when he will commence a full 3 year term until June 15, 2029. The Board unanimously elected Larry as a member.

3. ***Roadmap Review***

   Progress continues in establishing a virtual office, maintaining processes for handling donations and establishing a new mailing address. Re-establishing website utility (to include a functioning Finance Portal) is of primary importance. Processes for key decision making must ensure that there will be more than one person capable of making such decisions. Specific areas needing better definition include

   - Ongoing website maintenance and content updates
   - Communication skills, aka PR (newsletters, press releases)
   - Development / donor acquisition / appeals
   - Donation processing
   - Vendor payments, bank reconciliations, budget prep, ongoing accounting, IRS forms filing, etc.
   - Document our new processes (how to) in Procedural Manuals
   - Create & maintain a list (name, email, password) of vendors, access to vendor sites, banks and investment firms, etc.

4. ***Working Group and Partnership Updates***

   a. Margaret Roylance reported that the VOTF Financial Transparency Report and a cover letter would be distributed to bishops and diocesan personnel shortly. Printex mail house will be utilized.
   b. Pat Gomez provided an update on the 2026 Protection of Children Report and plans for distribution to bishops via Printex mail house after the Financial Transparency Report is sent out.
   c. Donna Doucette is a member of Leadership Team of the AUSCP and reported on the January 2026 meeting of the AUSCP Board.

5. Development/Strategic Plan

Plans for the upcoming spring/summer 2026 newsletter and appeal were discussed. Topics included contents, design, timing, team responsibilities and proposed contractors.

Future Programs: Synod related activities and reviews

Initial plans are underway for a Synodality review of diocesan websites based on the approach used for our Financial Transparency and Protection of Children Reviews.

Closing prayer was the *Glory Be* led by Mary Pat Fox