

**West Virginia First Foundation  
Board of Directors  
Minutes of May 16, 2024 Meeting**

| <b>Member Attendees:</b>   | <b>Other Attendees:</b>  |
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| <ol style="list-style-type: none"> <li>1. Steven Corder (Region 1)</li> <li>2. Tim Czaja (Region 2)</li> <li>3. Mayor Tom Joyce (Region 3)</li> <li>4. Jon Dower (Region 4)</li> <li>5. Dr. Tony Kelly (Region 6)</li> <li>6. Matt Harvey (Appointee)</li> <li>7. Jeff Sandy (Appointee)</li> <li>8. Dora Stutler (Appointee)</li> <li>9. Alys Smith (Appointee)</li> <li>10. Greg Duckworth (Appointee)</li> <li>11. Dr. Matthew Christiansen (Region 5)</li> </ol> | <ol style="list-style-type: none"> <li>1. Lewis Gianola PLLC, John Bsharah</li> <li>2. Members of the Press/Guests</li> <li>3. Jonathan Board-WVFF Executive Director</li> </ol> |

***I. CALL TO ORDER / OPENING REMARKS***

Meeting called to order by Chairperson Matt Harvey at 2:00 p.m.

***II. ESTABLISH A QUORUM***

Quorum was established with 9 members present at the time by Secretary Dora Stutler. Tony Kelly and Tom Joyce joined the meeting at a later time.

***III. APPROVAL OF MINUTES***

Greg Duckworth made a motion to approve the minutes from the April 4, 2024 meeting and a second was made by Matt Christiansen. The minutes were approved by unanimous consent.

***IV. APPROVAL OF BILLS***

Jeff Sandy requested approval and made a motion to pay the invoice for Lewis Gianola PLLC for legal services of \$25,100.00. A second to the motion was made by Steven Corder. Motion carried.

***V. FINANCIAL UPDATE***

Jeff Sandy provided a financial update as of April 30, 2024, with a total balance of \$222,344,005.14. Interest earned since November 2023 has been \$4,844,005.14 with April 2024 interest being \$927,030.35. Expenses to date, excluding motion just approved, is \$198,074.36. Motion was made by Jeff Sandy to approve the financial update and publish on the WVFF website and a second was followed by Alys Smith. Motion carried.

## ***VI. INTRODUCTION OF REGION 4 BOARD MEMBER***

Matt Harvey introduced Jon Dower as the newly elected Region 4 Board Member. Jon gave information on his background and stated that he wants to give back and be of service. Jon is the executive director of the recovery non-profit West Virginia Sober Living Solutions and holds a master's degree in clinical rehabilitation and mental health counseling from WVU. He holds addiction-related certifications, including alcohol and drug counselor, clinical supervisor, substance abuse professional, and intervention professional. He is an adjunct professor at WVU and serves on Governor Jim Justice's Task Force on Substance Misuse and Prevention as chair of the recovery subcommittee.

Chair Harvey requested that Mr. Dower be set up on emails and requested that Jon be on the Expert Panel Committee to work with Matt Christiansen.

## ***VII. EXECUTIVE DIRECTOR REPORT***

Executive Director Board thanked Chair Harvey for taking the lead for the WVFF up until his appointment. This is his second week on the job. The Executive Director shared with the members his vision for the next 30, 60, 90 days and an example of an organizational chart. A plan was presented for a day-long workshop to look at next steps for the foundation and best practices moving forward. There are still several elements of the startup and standup of the foundation that require some time to work on together as a board. The workshop will be focusing on the mission, vision, and goal alignment as well as establishing roles and responsibilities. Board is looking at an early date in June possibly the 4<sup>th</sup> or 5<sup>th</sup> at the Bridgeport Conference Center. There was a discussion on office space for the Foundation, which has not yet been determined. Executive Director Board's message was that "we are coming to you" and "we want to do this right." He also noted that the board would meet the goal that money would begin being distributed this year.

## ***VIII. OLD BUSINESS***

No old business

## ***IX. NEW BUSINESS***

Foundation one-day workshop was set for June 4, 2024 at Bridgeport Conference Center.

## ***X. ADJOURNMENT***

Motion to adjourn was made by Matt Christiansen and seconded by Jon Dower. The motion passed with unanimous consent.

**Next meeting of the Board of Directors is scheduled for June 4, 2024.**

