

VETERANS ACCESSION HOUSE
198 W 9th Street
Pittsburg, CA 94565

Veterans Accession House Annual Review & Announcements for 2018

Fourth Quarter October - December accomplishments; presented in order of most recent achievements.

1. Established Facebook and LinkedIn account
2. Received letters of support from Diane Ferguson LMC, Jeff Jewell Concord Vet Center, Congressman Mark DeSaulnier's and East County Supervisor Federal Glover.
3. Participated in East County Stand Down, Alameda County Fairground
4. Changes made to VAH candidate housing screening criteria.
5. Addition of a program access contract: Refusal to submit to drug test and or positive test results, discretionary grounds for discharge.
6. Researched cost for Stat Swab" test kits.
7. Policy practice established to document house rule violations.
8. Identified suitable form for use to release of information for medical care, employment and school status.
9. Creation of form authorizing automatic deduction of rental cost.
10. Installation of key pad door lock systems on each bedroom door.
11. Regular participation with the County Council of Homeless in preparation for application for County wide Grant on impacting homelessness.
12. Awarded Grant Ad from Google funding the management of promotional advertising supporting VAH webpage. Cause Inspired Media awarded Operational Management to direct web-traffic to VAH webpage based on key word searches.

Third Quarter July – September Accomplishments:

13. Established relations with Nathan Johnson, Contra Costa County from the Contra Costa County Veterans Service Office; Trinidad Ledesma, Contra Costa County Junior College Veterans Service Office; Diane Ferguson, Los Medanos College Veteran's Council; Rosa Armendariz, Diablo Valley College Student Veteran Resource Center; Reed Walker HUD-VASH Martinez office.

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14. Board attended Strategic Planning meeting and created a working draft of a VAH business plan.
15. Preparation for repairs. County Water District Officer water access & work permit paid to separation water meters.
16. Mailers sent out to identified veteran organizations to promote VAH.
17. Purchased Banner with VAH emblem and information scrolled across it.
18. Expanded access criteria for VAH candidates to mirror commonly accepted practices within the transitional housing services industry.
20. Resident contribution set at a maximum amount to be set at \$600.00 to be
21. competitive with renting a single room in the community, with a percentage to be placed into a designated saving account to be used toward first and last month's deposits toward future independent living in keeping with the VAH Transitional Housing statement.
22. Admission of three Homeless Students and working Veterans to the 9th Street house.
23. Brochure changes to omit language suggesting Veterans Affairs support, and replaced with DAV, AL and VFW logos over "Helping those who served first!"
24. Change in business card change with roofed logo representing a house.
25. Site visit by Alex Alexander, Shelter Inc. Outreach Specialist.
26. All bedrooms are move-in ready.
27. New computers and printers setup in the office and washroom.
28. Web address established (www.vahouse.org).
29. PayPal information (donate@vahouse.org) added to website and brochures.
30. Creation of email account with individual assigned mail addresses for board members.

Second Quarter April -June Accomplishments:

31. Final VAH Logo voted on with a kneeling soldier and one standing student in their place was unanimous approval as the logo design.
32. Web Homepage, email address supported by google, flyers and business cards created and or launched.

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33. Jason Phegley, Sales & Marketing Manager for VOCO Design, was contracted for, and provided mockups for the design of VAH's new Home Page, organizational flyers and business cards.
34. Funding Promotion: Data Universal Numbering System (DUNS), Business Credit File established at a nonprofit rate of \$250.00 annual fee.
35. Accountant Dawn Hunter contracted to process VAH's 2017 Tax filing required by the State Attorney General, Registry of Charitable Trusts.
36. VAH granted State recognition equal to our present Federal 501 (c) (3) status.
37. CPA SimbatasheNdemera, Chief Financial Officer for Regroup for Vets, has been contracted to perform all financial auditing regarding reconciliation and management of grant funding.
38. Facilitator Mike Petrie presented Strategic Planner short course. Strategic planner helped identify need to promote the organization, develop funding sources, and a need to recruit students to form a newly conceived sub-action-committee, intended to support the interest of the organization's goals and objectives, and to advise the board.
39. VAH Board member profile including members' pictures to be posted on the webpage.
40. Request for donations letter drawn soliciting donations from community organizations.
41. Linking accounts: For ease of making donations, PayPal has been linked to the VAH Wells Fargo account on the VAH Webpage donate@vahouse.org.
42. Request for support: A letter was draft and submitted to the Board requesting Intern support from CSUEB.
43. Trademark application: Leonard informed the Board that an application to Trademarking the phrase "Helping Those Who Served First" as used on VAH letter heads, has been submitted to the organization attorney's office for action.

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First Quarter January – March accomplishments

44. Trade marker awards awarded to VAH for Of the Troops, For the Troops.
45. VAH designation of Internal Revenue Code (IRC) section 501 (c) (3) Non-Profit.
46. Articles of Incorporation adopted by board.
47. VAH Purpose Statement changes made and approved
48. Logo Changes to include Motto “Of the Troops, For the Troops!”
49. Property lease renewal of 198 W 9th Street and expansion to include 947 Cutter Street.
50. Local Grant Writers Rachel Dacus willing to develop grant language suitable for industry and private sector.
51. Applied for Federal Taxpayer Identification Number (TIN), Data Universal Numbering System (DUNS) and System for Award Management (SAMS) to access federal grant awards.

Proposed agenda for Board meeting January 2019

1. Phegley, VOCO Design & Marketing contracted to update pamphlets, business cards, and redesign organization webpage.
2. Revisit business plan to support expanded role of the organization.
3. Design a release of liability form against program.
4. Project Open House for VAH possible date.
5. Develop resident handbook for VAH.
6. Request support for aiding installation of aircondition system, water line separation and tear out and replacement of front entry steps.
7. Develop entry and exit surveys for residents to identify needs and measure achievements.
8. Property lease at 947 Cutter Street/ VAH. Will hold unit for a veteran family holding a HUD-VASH voucher.
9. Recruit student body members to form a newly conceived sub-action committee, to advise and support the interest of the organization’s objectives.

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10. Homeless Veterans Reintegration Program supporting local Reserve and National Guard.
11. Crowd sharing development of GoFundMe account.
12. Renew SAM account for Federal Awards.
13. Renew registration of Site Ground for web publication on internet.
14. Scheduled meeting with SieraWulbern-Brown from senator Steven Glazer office to gain support for a letter of recommendation for upcoming GPD grant.
15. Scheduled meeting with Joelle Morra, John K. Kennedy University Veterans Service officer.
16. Apply for GPD grant with NOFA in February 2019.
17. Recruitment of new board members.
18. Apply for County Council on Homelessness grant with NOFA July 2019.
19. Create a client filing system including all critical forms and tracking records.

Effective January 1st 2019 the auxiliary board appointments for Secretary and Treasurer set February 2018 will expire. This action includes the positions of Treasurer held by James McMurry and Secretary held by Nubia Ramirez. New appointment for these positions will be considered at the next Board meeting. Leonard Ramirez will continue to serve as the principle agent and CEO for Veterans Accession House.

Next Meeting: January 19, 2019 at 11:00 at 198 W 9th Street, Pittsburg Ca 94565.

Respectfully Submitted,

Nubia Ramirez
Secretary, VAH Board of Directors
December 30, 2018