**BIAV Staff Board Report**

**FY20 Q3**

PROGRAMS (60%):

* Secured contract for 2020 Making Headway Conference and Caregiver Forum
* Conducted training
  + Assisted Living Facility – Brain Injury 101 and addressing behavior issues.
  + ACBIS for SAI
  + Magistrates
  + Chesterfield
* Attended Stroke Task Force Meeting
* Completed the toolkits and website page for March’s Concussion Awareness Campaign; launched and completed campaign
* Designed event promotion guides + board social media ambassador guide
* Finished 2019’s Mission Report
* Planned and hosted second young professionals networking happy hour
* Launched digital camper and counselor applications and on-boarded OTD DEC student
* Intensified member recruitment and retention campaign with targeted outreach, secured 16 additional members
* Started resource indexing project
* Conducted 2 BI Support groups; March meeting cancelled d/t COVID
* Planned 3 Advisory Committee meetings; held first one, began launch of first sub-committee
* Finished Volunteer Plan
* Conducted Awareness Day
* Finalized all speakers and schedule for Heading Forward Conference, reception planning.
* Webinars
  + Presenter Summer Zell – Behavior Strategies for the Caregiver
  + Future webinar planning Development of alternative plan to provide webinars on new topics – changes in services, Resilience, BI 101 and De-Escalation.
* Participated in Greater Richmond Trauma-Informed Community Network meetings
* Completed and launched new community Research tool for website.
* Met with Capitol One for I& R project and completed consumer journey map
* Provided 219 I&R contacts
* Attended workshop at Anthem about Aunt Bertha (an online community resource for human service providers); submitted BIAV program information for inclusion on the list
* Contacted other I&R programs to identify their challenges, how they provide services and if they have new ways of providing I&R Services.
* Developed plan to offer a virtual professional training in lieu of HF conference.
* Developed COVID-19 resources for families and webpage with resources.
* DMAS and DBHDS calls to stay informed on COVID related updates for services.
* Attended REACT Grant team meetings
* On boarded student intern from U of R on I & R Cases Project
* Attended EMS expo
* Crafted new financial assistance initiative strategy
* Conducted 2 social media live events
* Crafted communications for and began volunteer recruitment for supply delivery
* Soft launch of members-only peer community, resulting in 27 connected members
* Created a Smart Phone Apps tip sheet, what to do while at home tip sheet, COVID-19 resources sheet
* Created and sent all COVID-19 related email communications and social media posts
* Launched young professionals members online community page

OPERATIONS (15%):

* Secured services of new broker to address non-renewal of Markel insurances – prepared detailed document on Camp for risk assessment
* Finalized plans with project manager for new office layout; managed office move
* Developed new sexual abuse policy
* Managed repository within Salesforce to integrate new online resource directory with database
* Managed staff to deal with working from home during pandemic including phones
* Addressed various budgetary emergencies resulting from pandemic including processing refunds for events and preparing draft budgets
* Created business continuity documentation for staff roles to include information on back up staff, cross training, and how-to’s
* Identified technology platforms to use for streaming

DEVELOPMENT (25%):

* Finalized/published content for Matching Gift and Partner/Sponsor section of BIAV website
* Met with Eric Clay at The Community Foundation to discuss Sheltering Arms Foundation grant
* Submitted Virginia Sargeant Reynolds Grant (BI/Domestic Violence)
* Developed event sponsorship strategy and began sponsor recruitment for professionals conf
* Submitted HF sponsorship package to Sheltering Arms Institute
* Created job description for and hired Development Intern for summer placement
* Secured Sheltering Arms Institute Legacy sponsorship, and Tysinger Automotive Family Legacy sponsorship (Tysinger is through Dr. Greg O’Shanick’s outreach)
* Ordered and put together Legacy Dinner invitations and invite list, sent save-the-date cards
* Finished and went live with Legacy website page
* Made calls to potential Business Member Calls
* Submitted Truist Foundation grant application for Caregiver Forum support
* Worked with Mission Partners to coordinate their updated benefits based on Legacy/HF/Camp cancellation (i.e., conducted calls, sent emails, updated tasks in Planner, etc.)
* Created golf 2020 website page