

## Veterans Event Planning Committee Meeting 09 November 2023

### Present

1. Anthony Barns, Military & Veterans Affairs Director, The office of Congresswoman Jennifer Wexton, 10th District, Virginia
2. Jeff Say, Manager of Community Engagement, UVA Health Culpeper Medical Center
3. Scott Bennett, Board Member, representing Madison County, Encompass Community Supports, formerly known as Rappahannock-Rapidan Community Services
4. Tom Pratt, Board Member, representing Orange County, Encompass Community Supports, formerly known as Rappahannock-Rapidan Community Services
5. Steven A. Jones, Sr., Retired Marine Combat Veteran with 20+ Years of Service, former Virginia Department of Corrections Veterans Coordinator
6. Elliott Madl, Region 1 SMVF Navigator, Region Ten Community Service Board,
7. MacKenzie Heidelberg, District Coordinator, The office of Congresswoman Abigail Spanberger, 7th District, Virginia,
8. Jim LaGrafte, Executive Director, Encompass Community Supports, formerly known as Rappahannock-Rapidan Community Services
9. Tammy Keaton, Executive Assistant, Encompass Community Supports, formerly known as Rappahannock-Rapidan Community Services

Invited: Angela Jameson, Community Engagement and Partnerships Coordinator, Suicide Prevention Program, Central Virginia VA Healthcare System, Massaponax CBOC, VISN6

### Minutes

The meeting began at 10:30 AM.

#### **Budget.**

Jim shared that he has received available funds for the event of up to sixteen thousand dollars. [Jim will proceed with filling in the paperwork and getting it submitted.](#)

#### **Postcard Invitation.**

Jim also shared a draft of the double-sided postcard-sized invitation the Encompass Community Supports Communications Team designed. Steven asked to have a copy for an event he will be attending tomorrow, as he would like to print them and hand them out. Tammy Keaton will send it to him in a PDF version. [Jim will proceed in having a number of them printed out for the group, these can be handed out at various locations/events in our communities to get the word out.](#)

#### **Event Registration.**

The other thing Encompass Community Supports offered was a way for people to register for the event. A webpage was created for the event and the draft was shown to the group. All of the information used to populate the webpage was taken from conversation this group has had. [Tammy Keaton asked the group to review the information and let her know if anything should be updated/changed.](#)

Speakers. Jim asked about the status of the proposed keynote speakers and if they have been contacted.

**Ron Johnson or National Level, Department of Veterans Affairs:** Tom Pratt asked for clarification on what we would be asking him to speak about. The group recalled that it would be a facilitated Questions and Answers session where he would be supplied with preselected questions ahead of time so he could prepare his responses. Tom said he will put in for the request and asked for a summary of the event. [Tammy Keaton will send Tom the minutes which include the discussion about the event.](#) Tom will submit the request for speaking engagement and keep the group posted.

**Keynote Brigadier General John Rose:** Anthony advised that he has submitted the request to the Vietnam War Commemoration Department of DOD. They are a sponsoring agency of it so it's coming through their office. The Vietnam Pinning resources have confirmed their participation but are still trying to confirm if General Rose will be the speaker or if someone else in similar rank and he should have an answer by the 14<sup>th</sup>. [Anthony will keep us posted on the speaker.](#)

\*\* They offered to also coordinate with the *Virginia National Guard Brass Quartet* Band to perform songs before and after the ceremony. The group unanimously thought that would be very nice to include, if possible. [Anthony will proceed with coordinating it as well.](#)

**Venue.** The Germanna Daniel Technology Center has been reserved.

**Exhibits/Exhibitors:**

Tom asked how organizations could sign up for a space and who would be the point of contact. He knows of a couple who would like to be considered. Jim suggested that we set up a mechanism for this. Tammy Keaton proposed that we will need to [visit Germanna to get an assessment of the space in order to plan how many exhibitor tables.](#)

**Even Coordinator:** Tammy Keaton asked if anyone on the call is able to begin taking on the role of the lead event coordinator. Tom offered to do it if no one else could. Jim shared that as long as we can keep this group engaged, Encompass Community Supports can provide support. He mentioned that Angela, who couldn't be here today, is great at moving things forward and we will run this by her to get her thoughts. We also have the gentleman from Loudon talking to the larger group next week, and we will run these updates by them.

**Next Steps.** [The two main items right now are confirmations on the two main speakers. Jim will also submit the form for the event funding.](#)

**Next Meeting.** This group will report back to the larger group at the next meeting scheduled on Thursday, November 16.

**Adjournment.** The meeting was adjourned at 10:59 a.m.

[\\*Please note that anyone may join this group if they want to be part of the event planning efforts, please contact \[tkeaton@ecsva.org\]\(mailto:tkeaton@ecsva.org\) if you'd like to be added to the invite.](#)