



CONSERVANCY

NATURE & COMMUNITY IN HARMONY

AGENDA ITEM #6.c

MEMORANDUM

TO: Board of Trustees cc: Patrick Gloyd, Executive Director
FROM: Jeannie Winslow, Director of Administration
DATE: September 10, 2021
RE: Quilts of Valor Charter Organization Proposal

Please find attached a draft agreement for establishing a Quilts of Valor/Daughters of Veterans charter within the Burke Centre Conservancy. In summary, this is a group of Burke Centre residents and others from the Northern Virginia area.

Quilts of Valor Foundation formed to cover Service Members and Veterans touched by war with comforting and healing Quilts of Valor. Since the organization was founded over 278,000 (+) Quilts of Valor have been awarded. The intent of the local group is to focus on making and awarding quilts to residents of Fairfax County and the surrounding counties of Alexander and Arlington. The group would like to meet in a Burke community center for "sew days" where members will sew quilts, and on occasion, conduct award presentations for the nominees. The Conservancy shall in no way be liable the charter group's programs, the actions of the DOVE – QOVF volunteers, or the actions of any individuals making, awarding, or receiving quilts.

At this time, the Board is asked to review the document and let us know if there are any questions. The draft charter agreement will be published in the October **Conservator**, which will be used for requesting community input.

Attachment

DRAFT

2021 CHARTER AGREEMENT FOR QUILTS OF VALOR – DAUGHTERS OF VETERANS (DOV)

I. GENERAL

A group of Burke Centre residents and others from the Northern Virginia area members of Quilts of Valor Foundation (QOVF) a non-profit corporation and operated under section 501(c)(3) of the US Internal Revenue Code. The QOVF is a national foundation organized in 2003 by then a blue star mother Catherine Roberts. The local group/chapter is Daughters of Veterans (DOVE) that operates under the policy and procedures of the national organization. The national organization has over 10,000 members and the local group has 10 plus members. <https://www.qovf.org/>

It is the mission of the organization to cover Service Members and Veterans touched by war with comforting and healing Quilts of Valor. Since the organization was founded over 278,000 (+) Quilts of Valor have been awarded. The intent of the local group is to focus on making and awarding quilts to residents of Fairfax County and the surrounding counties of Alexander and Arlington.

The intent of DOVE to meet in a Burke community center at a time that meets the Conservancy schedule for “sew days” where members will sew quilt and on occasion conduct award presentations at a community center for the nominees. The Conservancy shall in no way be liable for DOVE - QOVF programs, the actions of the DOVE – QOVF volunteers, or the actions of any individuals making, awarding, or receiving quilts. Additionally Quilts of Valor Foundation provides commercial general liability insurance for all sanction events that a local group/chapter may host. (Please see attached the Certificate of Insurance.)

II. SPECIFIC RESPONSIBILITIES

A. **Quilts of Valor - DOVE will:**

1. Adhere to the established policy precepts for Burke Centre Conservancy charter organizations as attached.
2. Provide community service by volunteering for a minimum of 10 hours, with additional hours added based on 2 hours for each facility use, at the Burke Centre Earth Day and/or the Fall Festival. Volunteer assignments during the festival will be made by the Festival Volunteer Coordinator; community service contributions suggested in lieu of the participation in the Festival or Earth Day must be approved by the Board of Trustees, or it's agent, prior to April 1st of each year.
3. Pay a fee of \$30 each time community center keys are not returned to the Conservancy office within 48 hours following each usage, or in the event after hours staff assistance is required in obtaining keys. Any assessed fees must be paid in full prior to the next scheduled facility use.
4. Maintain the integrity and cleanliness of Burke Centre community buildings, grounds, or any other facilities to the highest degree possible as outlined in the rental/use agreement, and report any problems found at a Conservancy facility or open space to the staff immediately.

B. **In return for the community service provided by Quilts of Valor - DOVE, the Board of Trustees agrees that the Burke Centre Conservancy will:**

1. Publish Quilts of Valor - DOVE key contact information, articles, and event notices in the *Conservator* and through additional communication vehicles (the *BC BUZZ*) as needed.
2. Assist residents in contacting Quilts of Valor - DOVE about its programs; and

3. If needed, provide use of Burke Centre community centers DOVE-related business during non-prime rental times (Monday through Friday), no more than twice monthly. Additional requests (Monday through Friday) will be subject to space availability, all requests for space must be made by the designated point of contact. Reservations for Saturday, Sunday, or for special events will be made at the discretion of the Conservancy Community Services - Activities Department Staff and subject to the current rental rates/fees charged to residents. Applicable charges will include sanitation and security fees.

III. MEMBERSHIP & MEETINGS

DOVE services and programs participation will be at least 50% Burke Centre residents. One main Point of Contact. to conduct business with the Burke Centre Conservancy. The Point of Contact must be a Burke Centre resident/owner, in good standing, and will assume responsibility for all facilities used and any keys checked out.

IV. REPORTS

DOVE will provide an annual report to the Board of Trustees each year, 15 days prior to the charter expiration date. The report will include:

- A list of officers, with names and addresses
- A financial accounting of the contributions received, and distributions made for the Quilts of Valor - DOVE program
- List of Conservancy participants in the DOVE program with names and addresses
- The community service contribution provided
- Annual community center usage requested dates for the upcoming year

V. CHARTER REVIEW

The Charter will be subject to annual review by the Board of Trustees and may be nullified by action of the Board of Trustees if the requirements outlined have not been met.

VI. AMENDMENT

QOVF may recommend to the Board of Trustees amendments to this Charter. The Board of Trustees may amend this Charter by a majority vote.

Burke Centre Conservancy, Board of Trustees

Date Approved

President, Burke QOVF

Date Approved

Point of Contact, Burke QOVF

Date Approved

BURKE CENTRE SEAL

Charter Expiration Date