

**STEPVA, INC**  
**2021 ANNUAL REPORT**

Welcome to January 2022! In preparing this document, it has opened my eyes just how much we have individually and collectively stretched this year. I reminded myself often that it is still a PANDEMIC, and we produced a live musical. Yes, that was just part of 2021. Sit back and relax as you digest the spectrum of STEP VA's connectiveness within our community. This could not happen without you!

**BOARD**

Thank you all for returning to our serve on STEP VA's Board again this year. I feel that we have a dynamic team of professionals to continue to steer our organization in a solid direction. We may not always know all the answers, but together this board pools its strengths to create magic.

Thank you to Carol Turner for her board service, leadership, time, talents and giving to STEP VA. Join me in wishing her well with E3kids.

**2022 BOARD MEMBERS:**

Corey Holmes, Board Chairman  
Carol Yeh, Secretary

Thank you for your leadership/networking  
Thank you for your organization and editing/writing skills

Carolyn McKinney, Treasurer

Thank you for your well-rounded skills and passion

Members at Large:

Brigid O'Leary, Media Relations  
Keri Walker, Fundraising/Development

Thank you for your perspective, writing/editing skills  
Thank you for your passion, leadership, and networking

As I continue to learn and grow, I recognize that board giving is a non-profit industry standard. We currently have a 67% board giving rate going into 2022. As we work through our recommended bylaws update/Strategic Plan, I recommend we adopt some language to address a non-specified giving amount to bring our percentage up to 100 in 2022.

**Board Needs:**

- Form a Nominating Committee to make recommendations to the board regarding needed positions, review term limits, and propose language to amend our bylaws regarding board positions.
- Full board to recommend and adopt an executive director evaluation tool with timeline for completion in 2022.
- Full board to create short and long- term goals for current executive director with timeline for completion in 2022.

**Organizational Updates:**

- Full UVA Nonprofit Law Review report provided in its entirety.

- Task breakdown per category with estimated timeline for completion will be provided to the board by end of January
- Carolyn will assist with this process.
- Megan King, CPA will be advising us regarding fiscal management needs in 2022.

## STEP VA EVENTS:

Below is a table summarizing our events for the year. I am thankful for leadership from our board members to promote growth, expansion, and additional support of our staff/teachers.

### 2021 EVENTS:

EVENT	DATE	PURPOSE	ATTENDANCE	EST. COST	INCOME	BUDGETED FOR 2022	CHAIR for 2022
Open Mic Summer	June 28	Social	Approx. 90			yes	Pend.
Fred Nats Night	Aug. 10	Marketing/ Social for all including families	58 part. 2 volunteers 11 board 10 staff 15 other	\$3443.88 in kind	Designated funds	yes	Jan
Endless Poss. Dance	Sept. 21	Social/ Networking	Approx. 70	\$200 in kind \$150.21 food		Yes	Pend.
Via Colori	Sept. 25	Community Outreach	10 participated	0	0	n/a	? Brenda E.
Reclaim Arcade	Oct. 10	Social/ Networking	63 registered 39 attended 62%	\$400 facility \$39.78 snacks	0	Yes/plans to split cost with other orgs.	Jan
Football Game/FCS	Oct. 21	Marketing/ Community Outreach	Approx. 6 families	0	0	n/a	Jan
YMCA Trunk or Treat	Oct. 30	Community Outreach	Approx. 20 families served	\$30 reg fee/in kind Carol/Brigid to update	0		Pend.
Open Mic Night	Nov. 10	Marketing /Social	11 children, 27 adults	0	\$50 Donation	N/A	Jan
Christmas Parade	Dec. 04	Fun/ Marketing		\$100.33 + Brigid to update	0	Yes	Brigid
Holiday Open House	Dec. 06	Fun/ Marketing	54 guests, 2 board members and 2 staff	\$59.39	0	Yes	Sarah

<b>Adult Connect Dinner</b>	<b>De. 14</b>	<b>Social; public social skills practice</b>	<b>12 participants; 19 parents, siblings, guests</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>Jan</b>
<b>Operation Santa Claus</b>	<b>Dec. 15</b>	<b>Social</b>			<b>\$50 Donation \$51 sales</b>		<b>Pend.</b>

**EVENT NEEDS:**

- Confirm participation in above listed events for 2022
- Determine Chairman for each confirmed event
- Identify those events in need of sponsorship/fundraising

**PROGRAMS:**

This area of STEP VA has grown dramatically with the addition of Sarah Garner, Program Coordinator in July of this year. She is young, talented, passionate, and flexible. Even with her own personal journey this year, Sarah has remained committed and driven to facilitate appropriate, affordable, and skills-focused programming this year. Her report follows:

**Program Coordinator Report**

This year we had a great year BACK in person for programs, while continuing virtual options for our participants as well. On the program coordinator (PC) side, we saw great turn out for our classes/connect groups, with the biggest turnout being our Thursday programming. As this position was new, Jan and Sarah have been working to solidify a better system for keeping track of sign-ups, invoices, and confirmation emails as well as taking data from our program offerings and planning for the future semester.

We worked in 2 in-person spaces for our programs and continued to offer Zoom virtual programs as well with the goal to move towards 3 spaces for our Spring programs (we want our own space someday though!). PC continued to work with and check in on teachers a few times a semester, and support as needed during class sessions. She attended classes as a resource and extra hand and filled in as a substitute as needed for connect groups and SASS class. She checked in with their schedules to create a calendar of classes for the Spring and created a survey for teachers to give anonymous feedback on their experience. PC worked closely with the artistic team and interns for the “Lion King Experience, KIDS” coming up in the Spring, and created all documents needed for families (registration, parent handbook, committee sheet, audition sign ups, and info sheet).

She reached out and communicated closely with families via email and tried to ease the load off the ED in that area of STEP VA. PC met weekly with the ED for team meetings and the ED assigned any tasks (with deadlines associated) needed to be completed. We began the process of incorporating more leadership amongst the volunteers and have set a new system for volunteers to apply for internships/assistants within STEP VA. Currently, that position is still solely volunteer, no compensation monetarily, but does include community service hours as well as leadership opportunities alongside supervised staff. We have 2 interns coming in for the Lion King this Spring. PC created and presented a

“teacher proposal” to start a conversation about a tiered teacher pay scale, with inflation and minimum raises being changed recently. PC goals for the future include: “getting our name out there” at events, presentations, and finding new teachers, interns, creating handbooks for leaders, and connecting leads and growing our pool of leadership at STEP VA.

Feedback from families: “too many events and classes”; recommendation is to spread out offerings. Area to re-assess: We have had low sign-ups for YOGA (loss of profits) and daytime events; high turnout for free events or evening classes after school; and our rent at the Meeting house is expensive. Most popular programs are free Connect groups and family-fun events.

Needs:

- Weekly check in (rotation of parents?) person, and someone to keep an eye on the front door.
- Someone to manage social media and our website routinely, creatively, and efficiently.

**Data for Fall/Winter 2021**

Classes broken down by age range (number registered)

<b>Youth</b>	<b>Teens</b>	<b>Adults</b>	<b>All Ages</b>
Dance Workshop (7)	SASS Class (9)	Dance Workshop (12)	Step Sat, ages 6-23 (19)
Yoga (1)	Around the World (7)	Yoga (3)	
STEP Out (7)	Connect Group 1 (see annua breakdown)	Around the World (10)	
Pattycakes Workshop (6)	Connect Group 2 (see breakdown)	Connect Group (see annual breakdown)	
Fitness Fun (8)		Yoga pt. 2 (2)	
Connect Group-Monthly, ages 10-12 (ranged from 1-6)			
Social Skills Workshop (2)			
Yoga Pt 2 (2)			
<b>1 Free activity 6 Fee based activities</b>	<b>1 Free activity 3 Fee based activities</b>	<b>1 Free activity 4 Fee based activities</b>	<b>1 Fee based workshop</b>

Profit/Loss

<b>MONDAYS</b>					
<b>Name</b>	<b>Income</b>	<b>Expenses</b>	<b>Teacher Salary</b>	<b>Discounts Given</b>	<b>Total Income</b>
Yoga kids (\$75, 6 week)	\$75		\$150	0	-\$75
Yoga teens/adults (\$75, 6 week)	\$450		\$150	0	\$300
Yoga kids #2 (\$75, 6 week)	\$300		\$150	0	\$150
Yoga #2 teens/adults (\$75, 6 week)	\$150		\$150	0	0
STEP Out (\$50, 4 week)	\$350	\$29	\$100	\$25	\$196
Tween Connect Group	FREE		\$60 sponsored	0	\$60
Preschool Yoga (canceled)	0	0	0	0	0
<b>Combined Monday Classes Totals:</b>	\$1325	\$29	\$700		<b>\$596</b>
<b>THURSDAYS</b>					
<b>Name</b>	<b>Income</b>	<b>Expenses</b>	<b>Teacher Salary</b>	<b>Discounts Given</b>	<b>Total Income</b>
Around the World Adults (\$50, 4 week)	\$500	\$25.27	\$100		\$374.73
Around the World Teens (\$50, 4 week)	\$350		\$100		\$250
SASS Class (\$100, 8 week)	\$900		\$200	\$50	\$650
Pattycakes workshop (\$15, 1 time workshop)	\$90		\$25 Donated		\$90
Dance workshop adults (\$15 1-time workshop)	\$180		\$25		\$155
Dance workshop kids (\$15, 1 time workshop)	\$105		\$25		\$80
Fitness class (\$15/ monthly	\$120		\$100 Donated		\$120
Social Skills workshop (\$15, 1 time workshop)	\$30		\$25		\$5
Teen Connect Group	FREE		\$210 sponsored		\$210

<b>Combined Thursday Classes Totals:</b>	\$2275		\$800- \$125=\$675		<b>\$1934.73</b>
<b>WEEKENDS</b>	<b>WINTER</b>	<b>SEMESTER</b>			
Step Sat workshop (\$50 1-time workshop)	\$950		\$337.50		<b>\$612.50</b>

<b>TOTAL INCOME ALL CLASSES:</b> \$3123.23- \$1500 rent= <b>\$1623.23</b>	
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### Connect Groups:

#### Parent Connect: Facilitated by Ray/Kelly Nelson and Tammy Ruffalo. Report submitted by Ray Nelson

We began the parent connect groups in the third quarter of 2021. We had a varying level of attendance. Our highest level was 13-14 parents and our lowest was 3 parents. In our estimation, many of our STEP VA parents want and enjoy this type of support. A minority prefer to use the time their children are in STEP VA as respite time. That said, no parents were solidly in either category. Instead, we had some parents participate when they could and use the time for respite when they could not.

The committee has been discussing options for 2022. We plan to meet this weekend to finalize some of our plans. These options include:

- A rotating volunteer facilitator who will run the meetings
- Topic suggestions from parents
- Longer meetings with guest speakers
- Tracking attendance to better understand the need

#### Adult Connect Group: Facilitated by Noah Finch and Jan Monroe

Group meets weekly virtually. In January average attendance was 6 participants. November/December attendance has grown to 10-11 weekly. In addition, several of our teen connect group members have transitioned to the adult group seamlessly. This group was highly motivated to meet in person for a social outing at Christmas with 100% attendance. New members have been referred from Disability Resource Center and by personal connections.

- Parents of several participants have voiced preference for additional social meetings and ways for this group to give back to the community.
- Opportunities for leadership roles within the group are emerging.

**Teen Connect Group (Virtual): Facilitated by Lindsey Crawford and volunteers Morgan Turner/Lauren Michaud**

- This group remains consistent in attendance of 5-7. A few new members have joined as they aged up from the newly formed Tween Connect Group. This format is at times difficult for the newer teens due to virtual educational mandates.
- Volunteers benefit from this offering as they are mostly remote college students receiving college credit, experience, and general connection opportunities.

**Teen Connect Group (In person): Facilitated by Lindsey Crawford, Jan Monroe, Sarah Garner**

This group transitioned from virtual format with attendance ranging 5-8 to in person format when the RCC facility became available. Attendance widely fluctuated ranging 1-9 and was directly dependent on class schedule each night.

- The flexibility of this option was utilized for Christmas Float preparation which facilitated a work group with parents and participants for a common goal.

**Tween Connect (Virtual 1x/month): Facilitated by Rachael King**

This group was highly affected by class schedule on same day. Some families opted to skip it on class nights and other families were more encouraged to attend. Attendance ranged from 1-7.

- The infrequent schedule had its pros and cons even with email reminders
- When group was in session, it was a rich environment for practicing social skills in a same nurturing environment.
- It gave a format for transitioning to other connect groups both virtual and in person.

**Projected 2022 Student Programs:**

Classes	Workshops	Summer	Musical	Connect Groups
Daytime Yoga 1	Art, TBD	Summer Session 1	Lion King Experience KIDS, Cast A	Tween
Daytime Yoga 2	Fitness, TBD	Summer Session 2 (Stafford?)	Lion King Experience KIDS, Cast B	Teen 1 (Teen 2 on a break until May)
Drum Circle (Ages 13+)	Audition workshop (all ages)	Tech Camp	Lion King Experience KIDS, tech/crew	Adult
STEP Out Kids (6-12)	Dance, TBD			Parent