



Commission on Volunteer Service

Executive Committee Meeting

August 28, 2025 – 1-2:30pm

In-person meeting room: Lucas Building (321 E 12th St, Des Moines), Room 345

[Click here to join the meeting virtually](#)

Or Dial [+1 469-998-6046](#), access code [731687401#](#)

AGENDA

[Link to meeting materials](#)

1:00 Call to Order – Monica Chavez

- Reminder to log hours: [Volunteer Hour Log](#)
- Commission 25-26 planning
 - Discussion: Virtual/in-person attendance (full and exec)
 - Committee Structures and Assignments
 - Commissioner mentoring program
 - State Service Plan

1:15 Executive Director's Report – Adam Lounsbury

- Budget/Personnel Update
- State realignment update
- Program Updates
- Legislative / Federal / State Updates

1:30 Committee Updates

- **Programs and Development Committee**
 - **Action Item:** AmeriCorps State and National Awards
 - **Action Item:** Day of Service Contract
- **Volunteer Engagement and Infrastructure Committee**

1:45 Agenda Items for September 25th Meeting

1:00-2:00pm Committee Meetings

2:00-2:15pm Break

2:15pm Call to Order, Roll Call and Introductions

2:30pm Consent Agenda

- Approve Meeting Minutes: May Commission Meeting
- Approve Meeting Minutes: June, August Executive Committee Meetings
- Accept Expenditure report
- Accept Executive Director and Programs report

2:55pm Chair's Items

- Welcome new commissioners

- Commission resource folder
 - Chair appointments and committee updates
 - Discussion Item: State Service Plan updates
 - **Tentative Action Item:** Budget Amendment
 - 3:10pm** **Committee Reports**
 - Programs Committee
 - **Action Item:** Mentoring certifications
 - Executive Committee Updates
 - Volunteer Engagement & Infrastructure Committee Updates
 - 3:35pm** **Upcoming Dates and Reminders**
 - Next Full Commission Meeting November 13
 - 3:45pm** **Adjourn**
- 2:15 Chair's Items**
- Upcoming dates:
 - Full Commission Meeting Sept 25, 1-3:45pm
- 2:30 Adjourn**