

**disAbility Law Center of Virginia (dLCV)
Governing Board Meeting**

via conference call

June 21, 2013

Members Present	CW Tillman, Chair; Maureen Hollowell
Absent	Elizabeth Priaux
Guest Present	Angela Thanyachareon
Staff Present	LaToya Blizzard, Tina King, Colleen Miller
Call to Order and Welcome	CW Tillman, Meeting Chair, called the meeting to order at 3:07pm.
Approval of Minutes	<p>Discussion:</p> <p>Leave Balance – If the transfer can be worked out, the state will require employees to sign a waiver releasing liability to the state. It appears that the state’s decision will be “all or nothing”; there will be no hybrid.</p> <p>dLCV Board members asked for a copy of the “weeds” to-do list.</p> <p>The Board adopted the minutes with the suggested amendments (above). Maureen Hollowell moved to adopt the minutes and CW Tillman seconded. The motion was passed.</p>
Updates	
<ul style="list-style-type: none">• Board Applicants	<p>Colleen Miller wrote a blurb to recruit more board member applicants. The blurb has been distributed and will continue to be distributed to various organizations.</p> <p>Three additional applications were received after the demographic document was created by CW Tillman.</p>
<ul style="list-style-type: none">• Staff Retreat	<p>Colleen Miller said she is still working on coordinating the staff retreat.</p>
Transition Activities	
<ul style="list-style-type: none">• Organization Chart	<p>The dLCV organization chart will be different than the VOPA’s organization chart. The finished product will be shared at the July 17 board meeting.</p>
Demographic Analysis	<p>CW Tillman shared a copy of and discussed his findings of the demographic analysis of board member applicants. Current gaps include ethnicity (Asian American), geographic (Southwest VA), CPAs (financial), and sensory disabilities. More outreach will be done to fill in the current caps. The Board members felt that they are moving in the right direction.</p>

Mickie Chapman will close the online application process on July 8. An application package will be federal expressed to the dLCV Board members by on the next day, July 11.

The dLCV's web site address is www.disabilitylawva.org and has replaced www.vopa.virginia.gov. Colleen Miller will check with VITA as to why the old email address (VOPA) is not directed to the new email address (dLCV).

Initial Incorporators

Colleen Miller and Tom Walk discussed the permissible activities for the initial Incorporators. Mr. Walk recommended that the meeting on July 17 be declared an organization meeting. The Incorporators should formally elect themselves to be the initial Board. The initial Board should formally ratify decisions made by the Incorporators, further, the full 11 member Board should ratify decisions made by the initial Board.

Colleen Miller stated that previous activities that need ratification are the adoption of the conflict of interest policy, MOUs (2) and Board Operating Policies.

- **Bylaws**

Colleen Miller noted that our bylaws do not allow us to go into executive session for the selection of board members.

All agreed that the dLCV should have transparency from the beginning. The public may observe but not enter into deliberation.

- **Celebration**

Colleen Miller shared that she is proposing a VOPA and dLCV Board celebration on September 25. It will be a celebratory luncheon and the formal passing of the VOPA Board to the dLCV Board. All agreed.

Meeting Dates

The Incorporators will meet on July 17 at 3pm, Thursday, August 1, September 25 and other meetings as necessary.

Maureen Hollowell motioned to adjourn the meeting and CW Tillman seconded. The meet adjourned at 4pm.