

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

Richmond, VA

August 21, 2013

Members Present CW Tillman (Chair); Maureen Hollowell; Elizabeth Priaux (all via Skype)

Guest Present None

Staff Present Tina King, Colleen Miller

Call to Order and Welcome CW Tillman, Meeting Chair, called the meeting to order at 10:13am.

Agenda Accepted.

Approval of Minutes There was one correction—on page three, last sentence should read *The meeting* adjourned at 1:13pm.

The Board adopted the minutes with the suggested amendment (above).

Updates

- **Transition** Colleen Miller said that most job offers were accepted by staff with the exception of two extensions being requested. Some staff started with the Center on August 19 and the next phases will be September 1, 15, and October 1. One administrative staff resigned. LaToya Blizzard and Colleen Miller may be the last two employees to transition to the Center because of the financial aspects.

- **Brochures and Posters** Colleen Miller said that there are 10,000 dLCV new brochures printed. The brochures will be distributed state-wide to various organizations and agencies. Brochures will soon be mailed to the dLCV Board members. Pens with dLCV's logo and contact information will be available also.

The VOPA's posters at patient units will be replaced with the dLCV posters at a later time.

- **Web Site** VITA continues to promise that VOPA's web site will redirect visitors to dLCV's web site.

- **Funds** Colleen Miller said that the transfer of funds from the Department of Accounts and Budget and Planning will occur by October 1, 2013. The transfer of physical properties will be ongoing over the next six weeks.

- **Ratification of MOUs** The Board ratified the conflict of interest policy and MOUs (2). The full Board will be asked to ratify the conflict of interest policy and return their statements on September 25, 2013.
- September 25th Luncheon** Colleen Miller said the luncheon for both Boards—VOPA and dLCV—will be held at The Country Club of Virginia. There will be a plated luncheon with place cards on table. Ms. Miller said that the NDRN executive director, Curt Decker, will be the guest speaker. Board members will be recognized for their hard work and dedication.
- Board Orientation Plan** Colleen Miller said the welcome email with orientation and training information was sent to all Board members the week of August 12. Board members will also receive a resource manual.
- **September 25th Meeting Agenda** The Board discussed the September 25 meeting agenda. They recommended that the agenda include an introduction of why you wanted to be on the Board; first role as an advocate and why such passion; expectations of Board members; where we started and where we are going; establish an agenda for the next board meeting; create a calendar of activities; reminding all Board members of the Executive Director and staff's roles; and the election of officers.
- The Board suggested three sections: Introduction and Orientation by Maureen Hollowell; What dLCV does and the current structure by Colleen Miller; and Roles and Responsibilities of Board members, Executive Director, and staff by CW Tillman. There should also be a Question and Answer period.
- Colleen Miller and CW Tillman will work on the agenda.
- Terms of Office** The Board discussed and set the term limits for Board members. The terms are Kathryn Merritt and Karen Michalski-Karney , October 2014; Brian Keith Lacy and Stephen Dawe, October 2015; Eunice Turkson, Maureen Hollowell, and Michael Toobin, October 2016; and Angela Thanyachareon, CW Tillman, and Donald Price, October 2017. Elizabeth Prialx moved for the adoption of term limits, Maureen Hollowell seconded, and terms adopted.
- Board Operating Policies** CW Tillman said there were minor changes made to the dLCV's Board of Directors Operating Policies and Procedures. The approved version of the Conflict of Interest should match the one in the Policies and Procedures. CW Tillman motioned and Maureen Hollowell seconded the approval of the dLCV's Operating Policies and Procedures as a guidance document for the Board. The full Board will review it and revise as necessary. Motion carried.
- Meeting Dates** The next meeting will be scheduled before September 25 via conference call. Colleen Miller will send an email with suggestions for next meeting date.

The meeting via Skype was disconnected due to technical difficulties at 11:18am.