

disAbility Law Center of Virginia (dLCV)
Governing Board Meeting
Final Minutes

Richmond, VA

November 13, 2013

Members Present	CW Tillman (Chair), Stephen Dawe, Bryan Lacy, Karen Michalski-Karney, Ali Parker, Donald Price, Angela Thanyachareon, Eunice Turkson, Kathryn Merritt, Maureen Hollowell
Members Absent	Michael Toobin
Guest Present	Darrel Mason, VDLA Board Chair
Staff Present	Devin Coleman, Rusty Hill, Clyde Mathews, Colleen Miller, multiple staff during open house
Call to Order and Welcome	CW Tillman, Meeting Chair, called the meeting to order at 10:00 a.m. Angela Thanyachareon recited the dLCV mission statement.
Agenda	Accepted.
Approval of Minutes	Minutes from the September 25 board meeting were approved without correction. The Board adopted the minutes.
Open House	The board members, along with Darrel Mason, were invited to visit with staff (including Michael Gray via Skype). This was an opportunity for the board to converse with the staff of dLCV to get an understanding of how dLCV operates and the work that is being performed by staff. Staff shared with the board ongoing and recent accomplishments.
Director's Report	Ms. Miller provided updates indicating her report was in the meeting packet. There was no new information regarding the Grant transfers, however the contract with VOPA to use protection and advocacy funding is still in place. Ms. Miller also reported that the December "Talk of the Morning" meeting will be held at Langley Residential Support Services and that several attorneys in the area have been invited. The keynote speaker will discuss alternatives to guardianship.
Annual report from the VDLA	Ms. Mason presented a brief overview and history about VDLA, which is the Fundraising Board. She discussed that VDLA was founded to raise additional funding for special projects and expanded services. Ms. Mason reported that the first project, <i>Educating Our Kids</i> , a Special Education project, has provided a training manual for parents and attorneys. A committee has been established

to identify a new project. Ms. Mason also announced that the board has considered changing its name in an effort to become similar to dLCV.

Committee Reports

Nominating: Ms. Hollowell reported on the behalf of the Nominating Committee that a slate of officers were recommended and accepted for the coming year. The slate of officers includes CW Tillman, President; Angela Thanyachareon, Vice President; Donald Price, Treasurer; and Stephen Dawe, Secretary. There were no nominations from the floor. The Board unanimously approved the officers.

Finance: Mr. Price reported for the Finance Committee that the accounting manual revisions are in process and ongoing. The Finance Committee recommended a specific reporting format. The Board requested a demonstration at the next meeting. It was also reported that the State will be conducting a final audit of VOPA, which was requested by the VOPA board.

Executive Director job description: Mr. Tillman indicated a job description is being developed for the Executive Director outlining how much of the job will focus on fund raising, outreach, and other tasks. Mr. Tillman appointed Stephen Dawe, Bryan Lacy, Angela Thanyachareon and Maureen Hollowell to the committee as well.

Board Tasks

Mr. Tillman asked for volunteers for the Compensation and Benefits Committee. Ms. Merritt, Ms. Parker, Ms. Turkson, and Mr. Tillman volunteered. The Board agreed to discuss other tasks at the January meeting. Mr. Tillman asked specific members to prepare discussion memos and lead the discussion at the next meeting as follows:

- Operations and Policy Review (assigned to Ms. Michalski-Karney and Mr. Tillman).
- Bylaws (assigned to Mr. Toobin and Mr. Lacy)
- Board training (assigned to Ms. Miller and Ms. Merritt)
- 990 Policies (Finance Committee)
- Governance Committee (assigned to Mr. Price)

Calendar for 2014

The 2014 meeting schedule was established. It was decided to continue meeting on a weekday with the quarterly meetings slated as followed:

- January 31, 2014 11:00 a.m. – 3:00 p.m., to begin with training
- April 23, 2014 10:00 a.m. – 3:00 p.m.
- July 23, 2014 10:00 a.m. – 3:00 p.m.
- October 22, 2014 (annual meeting), 10:00 a.m. – 3:00 p.m.

Other Items

The Board noted that our bylaws require meetings to be open to the public as much as feasible. Where the meeting is held by conference call, the number will be provided to any person on request.