

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

Richmond, VA

October 27, 2018

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| Members Present | Tom Walk (President), Maureen Hollowell, Stephen Dawe, Angela Thanyachareon, Holly Hilton, Jefferson Harding, Carrie Knopf, Harry Gewanter, Donna Gilles, Sally Conway, Colleen Miller (Ex-Officio) |
| Members Absent | Frank Hayes, Jacqueline Eubanks |
| Members Present via Videoconference | Michael Toobin, Henry Claypool |
| Staff Present | LaToya Blizzard, Kourtney Wilson |
| Call to Order and Welcome | Tom Walk (President) called the meeting to order at 10:07 a.m. |
| Consent Items | Angela Thanyachareon requested to move the nominating committee report to earlier in the agenda. The July 27 th meeting minutes were amended as noted below. Harry Gewanter moved and Holly Hilton seconded the motion to adopt the consent items as amended. The consent items were adopted unanimously. |
| Approval of July 27 Minutes | Donna Gilles noted that she should have been listed as absent. Harry Gewanter moved and Stephen Dawe seconded the approval of the minutes as amended. The motion passed unanimously. |
| Mission Statement | Sally Conway recited the dLCV mission statement. |
| Board Round Robin | Members participated in a round table discussion about their disability related concerns from their communities. |
| New Business | <p>Tom Walk led the Board in discussion on changes to the Committee assignments, including the replacement of Jefferson Harding with Sally Conway on the Human Resources Committee. Colleen noted that Frank Hayes will also serve on the Human Resources Committee.</p> <p>The Board discussed the FY19 Calendar. The Board decided on the following meetings in 2019:</p> <p>1/26/2019 – January Board Meeting @ 10 AM 4/27/2019— April Board Meeting @ 10 AM 7/26/2019 – July Board Meeting @ 2 PM 10/26/2019— October Board Meeting @ 10 AM</p> |

Angela Thanyachareon gave the Foundation Annual Fund Report to the Board. The Foundation is launching an Annual Fund campaign. The goal is to raise \$50,000.

The Board reviewed the Conflict of Interest policy, the Gift Policy, and the Confidentiality Agreement. All members are asked to sign these annually at the fall meeting.

The Board discussed the FY19 Budget and asked clarifying questions regarding its content. Jefferson moved to ratify the decision of the Executive Committee to approve the Budget and Stephen Dawe seconded. The motion passed unanimously.

Director's Evaluation

Maureen Hollowell moved and Sally Conway seconded the motion to adjourn the open session and proceed to closed session, under the bylaws provision permitting closed session to conduct the executive director's annual evaluation. The motion passed unanimously. The Board entered closed session.

After the closed session concluded, Tom Walk moved to have a closed session certification vote. All so certified and the motion carried unanimously.

Tom Walk moved to increase the salary for the Executive Director for FY19. Harry Gewanter and Carrie Knopf seconded. The motion passed unanimously.

Tom Walk stated that the Executive Committee would meet via conference call to discuss goals with the Executive Director for FY19.

Leadership Discussion

During lunch, Donna Gilles led a discussion on recruitment and retention of Board members. Carrie Knopf led a discussion on leadership development amongst Board members. The Board agreed to have a deeper discussion at the January Board meeting concerning how the Board could be a better resource for dLCV.

Committee Reports

Carrie Knopf gave the Nominating Committee Report. Carrie moved to approve the slate of officers as follows:

President – Tom Walk
Vice President – Carrie Knopf
Secretary – Angela Thanyachareon
Treasurer – Jefferson Harding

The motion passed unanimously.

Holly Hilton gave the Public Awareness & Goals Committee report. Colleen Miller explained the reasons for changes to the Goals and Focus Areas for FY19, and noted that the Committee endorsed the changes and that the Executive Committee adopted them.

Donna Gilles gave the Governance Committee report. Donna reminded the Board that it is actively seeking to recruit new Board members from diverse backgrounds. The Board discussed the Board skills assessment survey and possible changes to it.

Compensation Committee noted that it will meet on November 8, 2018 at 2:30pm.

Jefferson Harding gave the Finance & Audit Committee report. He noted that 25% of the FY18 Budget is carrying over to FY19. The FY19 Budget was passed.

Other Business

A Board conference call will take place on Friday, December 21st at 12:00pm to discuss the 2019 General Assembly session.

Meeting adjourned at 2:05 p.m.

Reminder of upcoming events:

- November 3, 2018 – PAIMI meeting, 10:00 AM
- January 26th, 2019 — dLCV Board meeting, 10:00 AM– 3:00 PM