

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

Richmond, VA

January 26, 2019

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<b>Members Present</b>	Maureen Hollowell, Stephen Dawe, Frank Hayes, Holly Hilton, Jefferson Harding, Carrie Knopf, Harry Gewanter, Donna Gilles, Sally Conway, Frank Carrillo, Colleen Miller (Ex-Officio)
<b>Members Absent</b>	Henry Claypool, Angela Thanyachareon
<b>Members Present via Videoconference</b>	Tom Walk (President), Michael Toobin
<b>Staff Present</b>	Susan Hezrick, Kourtney Wilson
<b>Call to Order and Welcome</b>	Tom Walk (President) called the meeting to order at 10:02 a.m. He then turned the meeting over to Vice President Carrie Knopf.
<b>Consent Items</b>	Frank Hayes moved and Holly Hilton seconded the motion to adopt the consent items as amended. The consent items were adopted unanimously.
<b>Mission Statement</b>	Holly Hilton recited the dLCV mission statement.
<b>New Business</b>	<p>Carrie Knopf reminded Board members that Stephen Dawe’s resignation from the Board of Directors would become effective following the current meeting. The Board extended their thanks to Stephen for his service.</p> <p>The Board decided on which members will represent the Governing Board at PAIMI Council meetings in 2019:</p> <p>2/9/2019 – Donna Gilles 5/18/2019 – Harry Gewanter 11/9/2019 – Carrie Knopf</p> <p>Carrie Knopf led the Board in a discussion debriefing the Executive Director Evaluation process. After discussion, the Board directed Colleen to re-draft her proposed goals, and to present them to the Executive Committee for discussion and for approval by the Board via email by the end of February. The Board also asked that the April meeting agenda be devoted to a review of the Board Operating Policies, including the process for conducting the Director’s evaluation.</p>

**Old Business**

The Board reviewed the Gift Acceptance Policy and the policy on Cultural Competency. Holly moved to change the first paragraph of the Gift Acceptance policy from “consistent” to “not inconsistent” and Frank seconded. The motion passed unanimously.

Stephen moved to accept the Cultural Competency policy as is. The motion passed unanimously.

**Strategic Plan**

Michael Toobin led a discussion of the strategic plan, specifically regarding outreach to underserved communities.

Colleen shared updates on outreach efforts amongst the Hispanic community and elder communities. The Board engaged in a discussion about these efforts.

**Governance Discussion**

During lunch, Susan Herzick discussed volunteer efforts taking place at dLCV, and encouraged Board members to participate in the program.

**Leadership Discussion**

Colleen shared with Board members the controversial legislation that dLCV is paying particular attention to during the General Assembly Session. Board members gave feedback and asked questions.

**Committee Reports**

Donna Gilles gave the Governance Committee report. The Board discussed the Board skills assessment survey and ideas on how to make the process more efficient.

Jefferson Harding gave the Finance & Audit Committee report. He discussed budget numbers and reported that the Executive Committee assisted Colleen in the selection of an auditor.

Colleen announced that the Director of Fiscal and Operations position at dLCV has been filled by Jennifer Shimabukuro.

**Other Business**

The Board discussed the Joint Commission meeting of 2018 and ideas for the 2019 Joint Commission meeting.

**Meeting adjourned at 2:52 p.m.**

Reminder of upcoming events:

- February 9, 2019 – PAIMI Council meeting, 10:00 AM (Donna Gilles to represent the Board)
- April 26, 2019 – Liberty and Justice for ALL Gala, 7:00 PM
- April 27, 2019 – dLCV Board meeting, 10:00 AM