**disAbility Law Center of Virginia (dLCV)**

**Governing Board Meeting**

Richmond, VA April 27, 2019

**Members Present** Tom Walk (President),Carrie Knopf, Angela Thanyachareon, , Frank Hayes, Henry Claypool, Harry Gewanter, Donna Gilles, Frank Carrillo, Colleen Miller (Ex-Officio)

**Members Absent** Maureen Hollowell, Jefferson Harding, Holly Hilton, Sally Conway, Michael Toobin

**Guests Present** Tyler Williamson

**Guests Present via** Frank Baraclow

**Videoconference**

**Staff Present** Jennifer Shimabukuro, Kourtney Wilson

**Call to Order and Welcome** Tom Walk (President) called the meeting to order at 10:06am.

**Consent Agenda** Henry Claypool moved and Frank Hayes seconded the motion to adopt the consent agenda. The agenda was adopted unanimously.

**Mission Statement** Jennifer Shimabukuro recited the dLCV mission statement.

**Board Round Robin** Board members participated in a round table discussion about their disability-related concerns from their communities.

**New Business** Frank Baraclow joined the meeting via conference line and presented his findings within the audit report. Board members asked questions about the findings, and the Finance Committee agreed to review and edit the dLCV accounting manual.

Tyler Williamson, member of the dLCV Foundation, asked for feedback from the Board about the Gala. The Board discussed successes at the 2019 Gala as well as areas for growth at the 2020 Gala.

**Old Business** Colleen Miller proposed changes to the Board operating procedures, including rearranging certain procedures. Colleen also clarified the meaning of various procedures with the Board, and Board members gave suggestions for future amendments to the procedures. Most changes were minor and editorial. The revised procedures streamlined the process for seeking an official position on a disability policy issue. The Board noted the need to further revise the operating procedures based on recommendations from the Executive Director Evaluation Task Force. Frank Hayes moved to make the changes as identified in the Board meeting materials and Harry Gewanter seconded. The motion was passed unanimously.

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The Board discussed plans for the July 2019 Joint Boards and Council meeting.

**Lunch** The Board discussed future strategic initiatives for dLCV.

**Committee Assignments** Board members discussed updates to committee assignments.

**Committee Reports** Jennifer Shimabukuro gave the Finance and Audit Committee report. Jennifer gave a rundown of the dLCV’s finances and budget and discussed which grants dLCV is closely watching. dLCV remains under budget.

Angela Thanyachareon gave the Public Awareness & Goals Committee report. Angela gave an overview of the last committee meeting and discussed the launch of the public input survey. Angela explained to the Board that the survey should first be distributed to persons with disabilities, and then to the rest of the general public. Angela urged Board members to both take and share the survey.

Carrie Knopf gave the Executive Director Evaluation Process Task Force report. She briefed Board members on their most recent meeting. Carrie discussed the Task Force’s idea to recruit an independent consultant to evaluate dLCV every five years. The Task Force’s next meeting will be May 15th at 11:00am via conference call.

**Strategic Plan Discussion** Colleen Miller led the Board in discussion of the Strategic Plan, specifically regarding Goal #5, which is to build consistent communication with advocacy partners. Board members desire a wider variety of organizations to partner with dLCV. Members shared suggestions on how to identify strategic partnerships and recommends that dLCV track these partnerships.

**Committee Reports** Donna Gilles gave the Governance Committee report. The report focused specifically on the results of the Board self-assessment exercise. The Committee is considering adding questions from the operating procedures into the assessment.

Frank Hayes gave the Personnel Committee report. The Committee intends to review the costs of health benefits and to receive a revised salary survey.

**Other Business** Board members wrote “thank you” letters to Gala donors.

**Angela moved and Henry seconded the motion to adjourn the meeting. The motion passed unanimously. Meeting adjourned at 2:25 p.m.**

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Reminder of upcoming events:

* May 10 – Foundation Board meeting and Happy Hour, 12:00 PM – 5:30 PM
* May 18, 2019 — PAIMI Council, 10:00 AM (Harry Gewanter to represent the Program Board)
* July 26th, 2018 — dLCV Board and PAIMI Council Joint meeting, TBD

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