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

**Governing Board Meeting**

Richmond, VA October 26, 2019

**Members Present** Tom Walk (President),Carrie Knopf, Angela Thanyachareon, Harry Gewanter, Donna Gilles, Frank Carrillo, Holly Hilton, Maureen Hollowell, Jefferson Harding, Colleen Miller (Ex-Officio)

**Members Absent** Frank Hayes

**Guests Present via** Henry Claypool

**Videoconference**

**Staff Present** Kourtney Wilson

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

**Consent Agenda** Holly Hilton requested that a change be made to the July minutes prior to approving the consent agenda. Holly moved to approve the change to the consent agenda and Frank Carrillo seconded. The motion carried.

Holly noted that the original minutes stated that she gave the Governance Committee Report; however, she expressed that it was Colleen Miller who gave the report. Jefferson Harding moved to amend the minutes. Frank Carrillo seconded.

**Mission Statement** Frank Carrillo 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** Tom Walk announced that there are no changes to be made to the Committee assignments.

The Board discussed the FY20 Calendar. The Board decided on the following meeting dates for 2020:

1/25/2020 – January Board Meeting @ 10 AM

4/25/2020 – April Board Meeting @ 10 AM (possible video conference meeting)

7/24/2020 – July Board Meeting @ 12 PM

10/30/2020 – October Board Meeting @ 12 PM

Angela Thanyachareon discussed the dLCV Foundation’s Annual Fund campaign and encouraged Board members to donate to the 504 club.

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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. Colleen answered questions from members about disclosure and transparency when it comes to conflicts of interests.

Jefferson led the Board in discussion about the FY20 Budget. Harry Gewanter moved to ratify the decision of the Executive Committee to approve the Budget and Holly Hilton seconded. The motion passed unanimously.

Colleen Miller shared goals that she and the Executive Committee set for 2020. Board members discussed the Executive Director Evaluation process.

**Lunch** The Board discussed the possibility of buying a building and agreed that, if viable, a new task force should be created for this venture.

**Committee Reports** Holly Hilton gave the Public Awareness & Goals Committee report. Holly gave an overview of the last committee meeting and discussed the committee’s plan to change the time frame for gathering input from the advocacy partners.

Donna Gilles gave the Governance Committee report. The report focused specifically on recruitment efforts to make the Board more racially and ethnically diverse. Board members discussed potential collaborations with other organizations that could aid the Board in achieving this goal. The Committee’s next meeting is Monday, November 4th.

Colleen Miller gave the Personnel Committee report. She reported that the salary survey is still in development.

Jefferson Harding gave the Finance and Audit Committee report. Jefferson gave a rundown of the dLCV’s finances and budget and reported that dLCV ended the fiscal year 10% under budget.

Personnel 3,343,414

Supplies, Support 213,000

Travel, Trng 99,000

Fixed Assets 263,100

Insurance 10,000

Total $3,928,514

Angela Thanyachareon gave the Nominating Committee Report. Harry Gewanter moved to suspend the bylaws so that Tom Walk and Jefferson Harding can continue in their leadership roles for an additional one-year term. Donna Giles seconded.

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Angela moved to approve the slate of officers as follows:

President – Tom Walk  
Vice President – Carrie Knopf  
Secretary – Frank Hayes  
Treasurer – Jefferson Harding

The motion passed unanimously.

**Other Business** Board members discussed mentorship for prospective new members.

**Meeting adjourned at 1:31 p.m.**

Reminder of upcoming events:

* November 9, 2019 – PAIMI Council meeting, 10:00 AM – 2:30 PM
* January 25th, 2019 — dLCV Board meeting, 10:00 AM – 3:00 PM

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