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

**Governing Board Meeting**

Richmond, VA January 25, 2020

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

**Members Absent** Michael Toobin

**Guests Present via** Henry Claypool

**Videoconference**

**Staff Present** Sim Wimbush, Valerie Fleming, Kourtney Wilson

**Call to Order and Welcome** Tom Walk (President) called the meeting to order at 10:04 am.

**Consent Agenda** Tom Walk requested that the Foundation minutes be removed from the consent agenda. Frank Carrillo moved to approve the change and Holly Hilton seconded. The motion carried.

**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.

**Leadership Discussion** Colleen Miller updated Board members on disability-related legislation that dLCV is monitoring during the 2020 General Assembly session.

**New Business** Tom Walk asked for members to volunteer to represent the Board at PAIMI Council meetings in 2020. The representatives are:

4/18/2020 – Tonya Kinlow

7/25/2020 – Angela Thanyachareon

10/24/2020 – Frank Carrillo

**Strategic Plan Discussion** Colleen Miller discussed the strategic goals that were adopted when dLCV transitioned to a non-profit organization in 2013. Board members asked questions about the strategic plan and Colleen explained the ongoing nature of the objectives, tasks, and measures outlined in the plan. Members gave suggestions on ways to further develop the plan, and agreed that a new committee should be created. Tonya Kinlow agreed to assist. Others who are interested should let Tom know.

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**Lunch** Sim Wimbush, dLCV Director of External Relations, and Valerie Jones Fleming, Volunteer Specialist, presented the Board with an update on the Volunteer Program and other opportunities for Board members to support dLCV. They shared with the Board a mock-up of a planned Volunteer manual.

**Director’s Evaluation** Harry Gewanter moved and Donna Gilles 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 took a closed session certification vote. All certified that the only business discussed in closed session related to the Executive Director’s evaluation and salary. The motion carried unanimously.

Sally Conway moved to certify that the matters disclosed within the closed session were as stated. Frank Carrillo seconded the motion. The motion passed unanimously.

**Committee Reports** Holly Hilton gave the Public Awareness & Goals Committee report. Holly shared that the annual survey was reviewed in mid-January. She explained the Committee’s hopes to obtain the results of this survey as early as possible in order that dLCV staff might use the information to develop the annual focus areas and objectives. The survey will be launched in April, targeting people with disabilities.

Donna Gilles gave the Governance Committee report. Donna discussed edits that were made to the Board skills assessment survey in addition to recruitment efforts to make the Board more geographically, racially, and ethnically diverse. Donna reported that the Board has improved in racial diversity since the previous year.

Jefferson Harding gave the Finance and Audit Committee report. He reported that as of the end of the first quarter, 82% of grant funds are available – making dLCV under budget. Jefferson also discussed the 2019 audit with the Board members.

Colleen Miller shared with the Board about the dLCV Foundation’s plans to host a virtual Gala in April.

**Meeting adjourned at 2:16 p.m.**

Reminder of upcoming events:

* dLCV Foundation – February 14, 2020, 12:00 PM
* April 18, 2020 – PAIMI Council meeting, 10:00 AM – 2:30 PM

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* April 25th, 2020 — dLCV Board meeting, 10:00 AM – 3:00 PM
* “Your Choice - Your Rights” Virtual Gala, May 28 - June 2, 2020

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