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

Zoom Meeting April 28, 2022

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| **Members Present** | Carrie Knopf (president), Sally Conway, Diana Crosswhite, Tom Walk, Frank Hayes, Donna Gilles, Stacy Ruble, Greg Crapanzano, Tina Stelling, Cameron Lynch, Tyler Williamson, Carol Tuning, Harry Gewanter, Colleen Miller |
| **Members Absent** | Gavriel Legynd, Henry Claypool, Sierrah Chavis, Sean Campbell |
| **Staff Present** | Terry Lynn Smith, Steven Traubert |
| **Call to Order and Welcome** | Carrie Knopf (President) called the meeting to order at 2:09 p.m. |
| **Mission Statement** | Tom read the mission and vision statement |
| **Public Comment** | No public comment offered |
| **Board Round Robin** | Board members were invited to share items of interest from their communities. |
| **Consent Agenda** | Frank moved to approve Consent Agenda, Donna seconded the Consent Agenda. |

**Presidents Report & Exc. Com**

**Membership Agreement Status Report**

Carrie reported that the Executive Committee reviewed the term of service for Donna Gilles, who began service on the Board to complete an unfinished term for another board member. The Executive Committee ruled that she therefore began her first term in 2018, and so is able to begin a second term in 2022. Harry moved to agree with this decision, but the President ruled that no motion was required.

**Leadership Discussion: Midsummer Night's Gala**

Stacy reported 34 regular tickets sold and 12 Royal Courts tickets sold for the Gala. The Board agreed upon a free staff ticket if staff volunteer to work event for 1.5 or 2 hours. Full cost tickets at $70.00 at early pricing.

Colleen will assign prior donors and sponsors for follow up to Cameron, Donna, Frank, Greg, Sierrah, Tom, Tyler

The Board discussed details of the event.

**Committee Reports**

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| **Resource Development** | Greg reported that Action Item One is to create an overall Calendar to define Annual Events. And the key to that is a Development Director.<br><br>Greg moved to adopt the revised Gift Acceptance Policy, Tyler seconded the Gift Acceptance Policy, and the motion was adopted. |
| **Personnel Committee** | Tom reported that the committee is discussing whether to require reporting of staff if they are arrested or charged with a criminal offense. The committee is also discussing whether to allow a "one-time" temporary salary enhancement for Senior Management during time of temporary assignment, like during Colleen's absence this summer. The Board discussed but did not reach any consensus.<br><br>The committee offered a proposed Personal Relationship policy and disclosure form, but suggested delaying adoption until the next meeting<br><br>The Board recommended that Colleen notify federal funders of her expected absence. |
| **Public Awareness and & Goals** | Harry ask that Board members think about who would be good to participate in different categories of the fireside chat surveys. The goal is for these to be flexible. |
| **Buy a Building Task Force** | Tom reported that the Task Force is thinking we might need a 14,000 – 15,000 square foot building, and may consider locating near Virginia Union University. Colleen has submitted request to Congress for earmarks to assist with purchasing the building. |
| **Finance and Audit** | Frank reported we are where we expected to be. HAVA was spent heavily in the first quarter due to voting. Forty-five percent of budget has been spent at 50% of the year. Frank reported that there were no anomalies noted in the second quarter financial report.<br><br>The committee suggested adding Stacy as signatory to the dLCV operating checking account – Sally motioned in favor of, Tyler seconded, all in favor, Stacy abstained. Motion carried. |
| **Governance** | Donna stated the Board Skills Assessment uses a chart in Google Forms, which was difficult to read, so Sean assisted her with some pie charts. |

For the Board of Directors opening position, the Board is looking for Candidates with one or more of these characteristics:

- Intellectual Disabilities (ID)
- From Northern Virginia
- From Shenandoah Valley
- From Southwest Virginia
- Diversity

**Governance Discussion** Colleen’s leave of absence is from May 25, 2022 – July 25, 2022. She reviewed her plans for coverage during her absence and demonstrated where information is now catalogued. The Board offered suggestions and asked questions.

Meeting adjourned at 4:50 p.m.

Reminder of upcoming events:

- May 7, 2022 – PAIMI Council meeting, 10:30 AM to 2:30 PM
- June 18 – 10 am – Richmond - Board Meeting
- PAIMI Meeting July 30 or July 31, 2022
- August 5, 2022 – Board meeting