

ACCESS INDEPENDENCE, INC.
REGULAR BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, JANUARY 19, 2021, 4:30 PM

Office of Access Independence, 324 Hope Drive, Winchester, VA

Board Members Present

Louise Garrett – President
Trish Dick – Vice President
Tim Knight – Secretary
Lisa Boone – Treasurer
Nancy Anderson
Anne Brewster
Michael Murrow
Dr. Lynn Wiley

Member Absent

Sydney Sharp

AI Staff Members Present

Karen Harris
Diane Burnes

Guests Present

Matt Leeds, Paragon Group, LLC

Board meeting was held via Zoom due to COVID-19 State of Emergency. A quorum was present.

4:30 p.m. – Meeting was called to order by Louise Garrett.

1. Call to Order and Welcome Louise Garrett

Anne Brewster moved that the Board of Directors of Access Independence, Inc. convene in closed session to discuss related payroll matters pursuant to the personnel exemption at §2.2-3711(A)(1) of the Code of Virginia. Trish Dick seconded. Motion carried.

Anne Brewster moved to certify that the content of the closed session meeting discussed only matters identified for the purpose of the closed session. Trish Dick seconded. Motion carried.

Roll call vote was as follows:

Louise Garrett
Lisa Boone
Michael Murrow

Trish Dick
Nancy Anderson
Lynn Wiley

Tim Knight
Anne Brewster

Anne Brewster moved to move forward to pursue Kim Shick as a consultant for additional support. Trish Dick seconded. Motion carried.

2. Ai Recap and Staff Introductions **Karen Harris**

Karen Harris gave a brief overview of Ai's Mission, Vision and Value Statements, and of each employee, their title, and duties.

3. Public Comments **Louise Garrett**

- Matt Leeds from Paragon Group, LLC made a presentation regarding his headhunting services and his availability to help with our search for an Executive Director.

Michael Murrow moved to retain Paragon Group, LLC for headhunting services to begin immediately. Lynn Wiley seconded. Yes – 7, No – 1, motion carried.

4. Minutes **Louise Garrett**

- The minutes from December 15, 2020 and December 22, 2020 Board meetings were distributed and reviewed. There were no corrections to the minutes. The minutes stand approved.

5. Interim Executive Director's Report **Karen Harris**

- Calendar of Tasks was completed and submitted to Board President and Vice President.
- Outside Agency Funding Request to Clarke County was submitted on 12/31/20.
- Part B 1st Quarter Financial Report was enclosed for Board review.
- Independent Auditor's Report and Financial Statements June 30, 2019, Management and Internal Control Letters and 2019-2020 Tax Return were enclosed for Board approval.

Trish Dick moved to approve the Independent Auditor's Report and Financial Statements June 30, 2019, Management and Internal Control Letters and 2019-2020 Tax Return. Lisa Boone seconded. Motion carried.

6. New Business

- Sydney Sharp forwarded her resignation in writing to the Board.

Trish Dick moved to approve Sydney Sharp's resignation. Anne Brewster seconded. Motion carried.

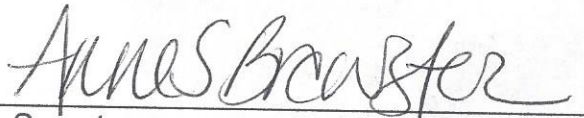
- President Garrett thanked Timothy Knight for his dedication to Ai as he has fulfilled his term limit to the Board and presented him for Director Emeritus status.

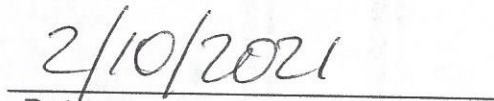
Michael Murrow moved to approve Director Emeritus status for Timothy Knight. Trish Dick seconded. Motion carried.

- President Garrett appointed Anne Brewster as Acting Secretary until the Annual Meeting, at which time the election of Officers and Directors takes place.
- President Garrett will be presenting a new Board member, Fay Dutton, for approval at the February Board meeting.
- Next Board meeting is February 16, 2021 at 5:30 PM.

Trish Dick moved to adjourn. Michael Murrow seconded. Motion carried.

Meeting was adjourned at 7:46 PM.


Secretary


Date