

ACCESS INDEPENDENCE, INC.
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, DECEMBER 15, 2020, 5:30-7:30 PM

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

Board Members Present:

Louise Garrett – President
Trish Dick – Vice President
Lisa Boone – Treasurer
Tim Knight - Secretary
Michael Murrow
Anne Brewster

Member Absent:

Sydney Sharp

AI Staff Member Present:

Karen Harris, Acting Executive Director

Guest:

Corey Seymour from Edward Jones.

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

5:46 p.m. – Meeting was called to order by Louise Garrett.

1. Approve the Agenda Louise Garrett

The agenda was distributed and reviewed. Louise Garrett added review new Board applications under New Business.

Trish Dick moved to approve the agenda as amended adding review new Board applications under New Business. Anne Brewster seconded. Motion carried.

2. Board Training Information Karen Harris

The Board discussed the video that was distributed.

3. Public Comments Karen Harris

Karen Harris introduced Corey Seymour of Edward Jones. Corey gave a brief description of the different investment accounts Ai has with Edward Jones. In his review, he suggested Ai rebalance a portion of the cash on hand from 49% to 9% and reallocate across accounts.

Lisa Boone moved to rebalance the cash on hand and reallocate the funds as recommended. Trish Dick seconded. Motion carried.

4. Minutes **Louise Garrett**

The minutes from October 20, 2020 were distributed and reviewed.

Tim Knight moved to table the approval of the minutes to the next meeting. Michael Murrow seconded. Motion carried.

5. Report of Officers

a. Executive Director's Report **Karen Harris**

704 Report was attached for Board review and was submitted to DARS 12/4/2020.

Outside Agency Funding Requests

Submitted three of the four funding requests, Clarke County is due in January.

2020 Consumer Satisfaction Survey

The 2020 Survey was attached for review and input. The survey will be mailed out in January. Board input was requested by 12/23.

Financial Statement Audit

We are waiting for the financial statement to review and finalize. The Form 990 and VA-102 are finished and waiting for the financial statements pending any changes from the audit.

b. Treasurer's Report **No Report**

6. Report of Standing Committees

a. Executive Committee **No Report**

b. Audit/Finance Committee **No Report**

c. Personnel Committee **No Report**

7. Special Committee Reports

a. Money Tree Committee **No Report**

b. Nominating Committee **Louise Garrett**

c. Search Committee **Trish Dick**

Resumes for Executive Director position have been sent to Board for review and input.

The Board asked for a calendar of tasks with due dates for the Executive Director position.

8. New Business (not covered in Committee reports)

Lisa Boone moved Ai hold monthly Board meetings through the end of this fiscal year. If there is no quorum, an Executive Committee meeting will be held. Trish Dick seconded. Motion carried.

Additional Meeting Dates for 2021

1/19/2021 3/16/2021 5/18/2021

Two new Board member recommendations were presented for approval; Dr. Lynn Wiley and Nancy Anderson.

Anne Brewster moved to approve the two applicants presented for three, three-year terms. Michael Murrow seconded. Motion carried.

9. Adjournment

Trish Dick moved to adjourn the meeting at 6:20 p.m. Lisa Boone seconded. Motion carried.

Board packet included the following handouts:

- Minutes from the October 20, 2020 Board meeting
- Executive Director Report
- 704 Report
- 2020 Consumer Satisfaction Survey

Approved

Timothy Skright

1/19/2021

Secretary

Date