

ACCESS INDEPENDENCE, INC.
REGULAR BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, MAY 18, 2021, 5:30 PM

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

Board Members Present

Louise Garrett – President
Trish Dick – Vice President
Anne Brewster – Acting Secretary
Lisa Boone – Treasurer
Nancy Anderson
David Booth
Fay Dutton
Lunn Wiley
Tim Knight – Emeritus Member

Board Members Absent

None

Ai Staff Members Present

Karen Harris – Interim Executive Director
Diane Burnes – Executive Administrative Assistant

Guests Present

Charles Harbaugh IV

A quorum was present.

5:34 p.m. – Meeting was called to order by Louise Garrett.

- 1. Call to Order and Welcome** **Louise Garrett**
President Garrett welcomed Ai's new Executive Director Charles Harbaugh.
- 2. Roll Call**
- 3. Public Comments**
None
- 4. Approve Minutes**

- The minutes from the April 20, 2021 Board meeting were distributed and reviewed. There was one correction. The minutes stand approved as corrected.
- The minutes from the April 27, 2021 Board meeting were reviewed. There were no corrections, the minutes stand approved.

5. Board Education (Nominating Committee)

Nancy Anderson
and Anne Brewster

- Board Recruitment and Retention

The Committee attended a webinar on “Building and Maintaining an Effective Board” by the Nonprofit Alliance of the Northern Shenandoah Valley. They distributed information on Keeping Your Board Fresh and Alive, Board Retention and a Board Assessment / Self Evaluation Form. The forms will be sent out to the entire Board. The Committee will be utilizing some of these forms in their search for new Board members.

6. Report of Officers

- **Interim Executive Director**

Karen Harris

- Career Day planning has started. Ai Will coordinate with schools on date. Nancy Anderson has offered to help with keynote speaker.
- Roll Your Own – Tim Knight will be the Board liaison. The staff will discuss a date for later in the year.
- Dawnell Fairall is Ai’s new Independent Living Specialist/Service Facilitator
- DRS Grant has been submitted – details in Board packet
- Received approval letter from Warren County for \$3,200 outside agency funding. I will submit an allocation of funds letter this week.
- SILC Grant – They had extra Covid money that has been split up between the 17 CILs (\$3,745.00). We have been tasked to use it to assist consumers with Covid related issues. We will have to report back on how the money was spent.

Treasurer **No Report**

7. Report of Standing Committees

Executive **No Report**

Finance **No Report**

Personnel **Trish Dick**

The Committee is finalizing the contracts for the Executive Director and the Assistant Executive Director.

8. Special Committee Reports

Money Tree **No Report**

Nominating **Nancy Anderson**

The Committee met and put together a matrix with current Board members and their plans for the upcoming fiscal year. The Committee is seeking potential members to be presented at the Annual Meeting.

9. New Business

Annual Meeting - July 20, 2021

Bylaws – minor changes. Board will vote on at June 15th meeting.

Board Orientation / Retreat

Nancy Anderson will check with the Lake Frederick meeting coordinator for a few dates in August for a room, and report back to the Board.

10. Adjournment

Trish Dick made a motion to adjourn the meeting at 6:33 PM. Nancy Anderson seconded. Motion carried.



Secretary

6/15/2021

Date