

APPROVED

**ACCESS INDEPENDENCE, INC.
REGULAR BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, JUNE 15, 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
Nancy Anderson
David Booth
Fay Dutton
Lynn Wiley
Tim Knight – Emeritus Member

Board Members Absent

Lisa Boone

Ai Staff Members Present

Charles Harbaugh IV – Executive Director
Karen Harris – Assistant Executive Director/Accounting Manager
Diane Burnes – Executive Administrative Assistant

Guests Present

None

A quorum was present.

5:31 p.m. – Meeting was called to order by Louise Garrett.

- 1. Call to Order and Welcome** **Louise Garrett**
- 2. Roll Call**
- 3. Public Comments**
None
- 4. Approve Minutes**

The minutes from the May 18, 2021 Board meeting were distributed and reviewed. The minutes stand approved as presented.

5. Time was provided for members to discuss an item not on the agenda. A motion carried in closed session of the April 27, 2021 Board meeting to hire Charles Harbaugh IV as Executive Director and Karen Harris as Assistant Executive Director/Accounting Manager.

A motion was made by Anne Brewster to approve the Employment Contract for Charles Harbaugh IV to the position of Executive Director. The term of this contract shall commence on the 24th Day of May, 2021 and shall end on the 30th day of June, 2022. David Booth seconded. Motion carried.

A motion was made by Anne Brewster to approve the Employment Contract for Karen Harris to the position of Assistant Executive Director/Accounting Manager. The term of this contract shall commence on the 1st Day May, 2021 and shall end on the 30th day of June, 2022. Lynn Wiley seconded. Motion carried.

6. **Report of Officers**

○ **Executive Director**

Charles Harbaugh

Report enclosed for Board review

Staff is attending Our Health Event and Farmer's Market held every third Tuesday through September

Bank of Clarke County Line of Credit letter was enclosed for Board approval

A motion was made by Trish Dick to receive and file the Bank of Clarke County Line of Credit letter. David Booth seconded. Motion carried.

Annual Audit Engagement letter from W.C. Goldberg Company was enclosed for Board review

A motion was made by Trish Dick to approve the engagement letter from W. C. Goldberg. Fay Dutton seconded. Motion carried.

○ **Treasurer**

2020-21 Fourth quarter and 2021-22 Fiscal Year Budgets were presented for approval.

Trish Dick made a motion to approve the budgets as presented. Anne Brewster seconded. Motion carried.

7. Report of Standing Committees

- **Executive** **Louise Garrett**

Bylaws were presented with changes. Board tabled until July meeting.

Estimate for Board Retreat was handed out for Board review

The committee is recommending the Board approve the changes to Section 302 Work Schedule of the Policies and Procedures Manual. The changes are: hours 8:30-4:30, two 10-minute breaks and a 30-minute lunch.

Trish Dick made a motion to approve the changes to Section 302 Work Schedule. Fay Dutton seconded. Motion carried.

- **Finance** **No Report**
- **Personnel** **No Report**

8. Special Committee Reports

- **Money Tree** **No Report**
- **Nominating** **Nancy Anderson**

A report was enclosed for the Board to review. The Committee presented four Nominations for review and vote at the July Annual meeting.

9. Unfinished Business

- **Emergency Succession Plan**

The Emergency Succession Plan was updated and presented for Board approval.

Trish Dick made a motion to approve the Emergency Succession Plan as presented. Anne Brewster seconded. Motion carried.

10. New Business

- **Slate of Officers** – will be reviewed at July meeting
- **2021-2022 Board Calendar** – The scheduled meetings will continue to be monthly. The Board will revisit in six months.

11. Adjournment

Trish Dick made a motion to adjourn the meeting at 6:25 PM. Fay Dutton seconded. Motion carried.

Anne S. Braxter

Secretary

7/20/2021

Date

APPROVED