

ACCESS INDEPENDENCE, INC.
REGULAR BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, AUGUST 15, 2023, 5:30 PM

1. Call to Order and Welcome

President Hardesty called the Board of Directors Meeting of Access Independence, Inc. (Ai), at 324 Hope Drive, Winchester, to order on Tuesday, August 15, 2023 at 5:30 PM. A quorum was present.

2. Mission Statement – Fay Dutton read the Mission Statement of Ai

3. Roll Call

Board Members Present

Irene Hardesty - President
David Booth – Vice President – via Zoom (personal matter)
Fay Dutton – Secretary
Trish Dick - Treasurer
Lynn Wiley
Sue Jones
Kelly Canterbury
Louise Garrett
Anne Brewster
Lisa Boone
Will Lawrence

Board Members Absent

Pat Johnson

Ai Staff Members Present

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

4. Public Comments

None

5. Approve Minutes

The minutes from the June 13, 2023 Annual Board meeting were distributed and reviewed.

Trish Dick moved to approve the June 13, 2023 Annual Board meeting minutes. Lynn Wiley seconded. Motion carried.

6. Report of Officers

Executive Director (Charles Harbaugh)

- The ED Report was Enclosed for Board review

- Met with Blue Ridge In-Home Living that is going in next to us
- The 3rd Quarter Part B report was enclosed to receive a file.

Trish Dick moved to receive and file the Part B quarterly report. Sue Jones seconded. Motion carried.

- Policies and Procedures updates were enclosed for Board approval.

Sue Jones moved to approve the updates to the Policies and Procedures with the addition to the retention section adding; Systems and Data Access logs must be retained for six years, and Network Device and systems logging will be retained for a minimum of one year. Fay Dutton seconded. Motion carried.

7. Executive Committee Report

- Executive Committee report was enclosed for Board review.
- Executive Director Employment Agreement was enclosed for Board approval.

Trish Dick moved to approve the Executive Director Employment Agreement. Will Lawrence seconded. Motion carried.

- Emergency Succession Plan was reviewed and approved by the Executive Committee and presented to the Board for approval.

Trish Dick moved to approve the updated Emergency Succession Plan. Sue Jones seconded. Motion carried.

8. Finance Committee Report

- A verbal report was given by Trish Dick

10. Old Business

- Resolution to ratify the election of Board members was read and passed around to be signed by all Board members.

11. New Business

- Amy McFarland, was a strong young woman who broke a lot of barriers, who passed away recently. The Board discussed considering a seed donation for a Foundation Amy's mother is starting in her name. Amy's mother will bring a proposal to the Board.
- President Hardesty thanked the Board for their annual contributions to Ai.

12. Adjournment

Trish Dick moved to adjourn the meeting. Sue Jones seconded. Motion carried.
The meeting was adjourned at 7:17 PM.

APPROVED



Fay Dutton, Secretary

10/17/2023

Date