

ACCESS INDEPENDENCE, INC.
REGULAR BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, APRIL 16, 2024, 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 at 5:29 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
Fay Dutton – Secretary
Trish Dick – Treasurer
Anne Brewster
Lynn Wiley
Will Lawrence – via Zoom, work
Pat Johnson
Sue Jones
Louise Garrett
Kelly Canterbury

Member Absent – Lisa Boone

Ai Staff Members Present

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

Guest Present: Chris Walker, Vice President Winchester Chapter, National Federation of the Blind (NFB) of Virginia

4. Public Comments

None

5. Approve Minutes

The minutes from the February 20, 2024 Board meeting were distributed and reviewed. Seeing no changes, the minutes stand approved as presented.

6. Board Education – Chris Walker, NFB spoke with the Board about our partnership with them and how we can help each other.

7. Report of Officers

Executive Director – A report was presented by Charles Harbaugh, which included the following documents

- Bank of Clarke Line of Credit letter
- Part B 2023-24 3rd Quarter Budget Actual
- 3rd Quarter DARS Financial Status Report & Budget Expenditure Report
- Retail Sales and Use Tax Certificate of Exemption renewal letter
- 2023 Consumer Survey Results
- Mount Jackson Lions Club Certificate of Appreciation
- Bright Futures letter of appreciation for donation
- Panera / Ai Fundraiser information

8. **Executive Committee Report** - was presented by Irene Hardesty

9. **Finance Committee Report** – was presented by Trish Dick, which included the following documents

- Profit & Loss Statement
- Balance Sheet

10. **Personnel Committee** – Trish Dick presented the updated organizational chart for Board approval.

Sue Jones moved to approve the updated organizational chart. Irene Hardesty seconded. Motion carried.

11. Time was provided for members to discuss items not on the agenda.

- Board HIPAA training
- Staff Quality Excellence Incentive Program
- Front Royal Community Grant
- Board member roles in supporting staff and leadership
- Charles Harbaugh being nominated for numerous Greater Good Awards
- Board meeting attendance
- Board retreat committee

12. **Adjournment**

Trish Dick moved to adjourn. Anne Brewster seconded. Motion carried.

The meeting was adjourned at 6:34 P.M.

APPROVED



Fay Dutton, Secretary

6/18/2024

Date