

**ACCESS INDEPENDENCE, INC.
REGULAR BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, APRIL 15, 2025, 5:15 PM**

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 5:18 PM. A quorum was present.

Mission Statement – Fay Dutton read the Mission Statement of Ai

Roll Call

Board Members Present

Irene Hardesty – President
David Booth – Vice President – via Zoom-personal reasons
Trish Dick – Treasurer
Fay Dutton - Secretary
Sue Jones
Anne Brewster
Will Lawrence
Lynn Wiley – via Zoom – personal
Pat Johnson – via zoom - personal
Lisa Boone

Members Absent

Louise Garrett
Kelly Canterbury

Ai Staff Members Present

Charles Harbaugh IV – Executive Director (ED)
Diane Burnes – Executive Administrative Assistant
Melody Crossway – Deputy Executive Director

Guests Present: Denise Stuck, CRC, Vocational Rehabilitation, Counselor, DBVI

Public Comments

None

Approve Minutes

The minutes from the February 18, 2025 Board meeting were distributed and reviewed. Seeing no changes, the minutes stand approved as presented.

Approve the new 5:15 PM Board meeting start time

President Hardesty asked for a motion to approve the new 5:15 PM start time for Board meetings.

Sue Jones moved to approve the new 5:15 PM Board meeting start time. Trish Dick seconded. Motion carried to approve the 5:15 Board meeting start time.

Board Education

Denise Stuck from DBVI spoke to the Board about 12 services offered by DBVI.

Report of Officers

Executive Director

- The ED report was enclosed for Board review.
Ai received the Winchester Mayor's Award from Les Veach for Business of the Year
Ai received a \$10,000 donation

Reports enclosed for Board review:

- 1st Quarter Part B Report & Budget Actual
- 2nd Quarter Part B Report & Budget Actual
- 2nd Quarter IL Report & Budget Expenditures
- 3rd Quarter IL Report & Budget Expenditures

Executive Committee Report

- The Executive Committee report was enclosed for Board review.

Finance Committee Report

- A Balance Sheet and P&L were enclosed for Board review
- The audited financials YE 6/30/23, Representation Letter, Tax Return and 990, and Form 102 were reviewed and approved by the Finance Committee to be submitted to the Board for approval with one change to the 990.

Sue Jones moved to approve the Audited Financials YE 6/30/23, Representation Letter, Tax Return and 990, and Form 102 with one change to the 990. Will Lawrence seconded.

Motion carried to approve the Audited Financials YE 6/30/23, Representation Letter, Tax Return and 990, and Form 102 with one change to the 990.

New Business

- Ai Security Protocols were discussed
- Staff Development Day on June 18th. President Hardesty offered to donate lunch.
- DARS has informed us that because Ai has a Rep Payee Program, we need annual background checks for all staff members.
- President Hardesty asked for volunteers for the Nominating Committee. Sue Jones, Anne Brewster, and Pat Johnson volunteered.

Motion to go into closed session

Fay Dutton moved that the Board of Directors of Access Independence, Inc. convene in closed session to discuss related payroll matters pursuant to the personnel exemption at §2.2-3711(A)(1) of the Code of Virginia. Sue Jones seconded. Motion carried.

Motion to come out of closed session

Anne Brewster moved to certify that the content of the closed session meeting discussed only matters identified for the purpose of the closed session. Fay Dutton seconded. Motion carried.

Roll Call:

Irene Hardesty
David Booth
Trish Dick
Fay Dutton
Lisa Boone
Anne Brewster
Lynn Wiley
Will Lawrence
Pat Johnson
Sue Jones

Adjournment

Anne Brewster moved to adjourn the meeting at 6:30 PM. Fay Dutton seconded. Motion carried.

APPROVED



Fay Dutton, Secretary

6/17/2025

Date