

**ACCESS INDEPENDENCE, INC.
ANNUAL BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, JUNE 17, 2025, 5:38 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 5:38 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
Trish Dick – Treasurer
Fay Dutton - Secretary
Sue Jones
Anne Brewster
Will Lawrence
Lynn Wiley – via Zoom – out of town
Pat Johnson
Lisa Boone
Louise Garrett
Kelly Canterbury

Ai Staff Members Present

Charles Harbaugh IV – Executive Director (ED)
Diane Burnes – Executive Administrative Assistant
Melody Crossway – Deputy Executive Director
Karen Harris, Assistant ED/Accounting Supervisor

President Hardesty noted that the Finance and Personnel Committee reports will be combined for discussion during the closed session.

Public Comments

None

Approve Minutes

The minutes from the April 15, 2025 Board meeting were distributed and reviewed. Seeing no changes, the minutes stand approved as presented.

Report of Officers

Executive Director (ED)

- The ED report was enclosed for Board review.
- Ai has been approved for a new DARS Pre-ETS Grant that will allow us to offset expenses

- The ED asked for Board approval of the meritorious awards distribution to staff.

Fay Dutton moved to approve the meritorious awards distribution to staff. Trish Dick seconded. Motion carried.

Executive Committee Report

- The Executive Committee report was enclosed for Board review.
- Election of Officers

Sue Jones, Nominating Committee Chair, presented the following nominees:

President – Irene Hardesty
Vice President – David Booth
Secretary – Fay Dutton
Treasurer – Trish Dick

Chair Jones called for any other nominations for President?
Seeing none, nominations were closed.

Chair Jones called for a motion to approve Irene Hardesty for President.
A motion was made by Trish Dick, seconded by Anne Brewster. Motion carried.

Chair Jones called for any other nominations for Vice-President.
Seeing none, nominations are closed.

Chair Jones called for a motion to approve David Booth for Vice-President.
A motion was made by Will Lawrence, seconded by Irene Hardesty. Motion carried.

Chair Jones called for any other nominations for Secretary.
Seeing none, nominations are closed.

Chair Jones called for a motion to approve Fay Dutton for Secretary.
A motion was made by Anne Brewster, seconded by Trish Dick. Motion carried.

Chair Jones called for any other nominations for Treasurer.
Seeing none, nominations are closed.

Chair Jones called for a motion to approve Trish Dick for Treasurer.
A motion was made by Fay Dutton, seconded by Will Lawrence. Motion carried.

President Hardesty made the following committee appointments:

Finance Committee: Trish Dick, Chair
Members: Will Lawrence, David Booth, Fay Dutton

Personnel Committee: Sue Jones, Chair
Members: Anne Brewster, Fay Dutton, Trish Dick, Lynn Wiley

Retreat Committee: Sue Jones, Chair
Members: Pat Johnson, Anne Brewster, Kelly Canterbury

President Hardesty called for a motion to approve the committees as presented.

A motion was made by Fay Dutton, seconded by Pat Johnson. Motion carried.

New Business

- Board meeting dates for FY 2025-26

A motion was made by Anne Brewster, seconded by Sue Jones. Motion carried.

- President Hardesty asked the Board to complete the Conflict of Interest Policy & Questionnaire
- President Hardesty reminded the Board of their annual contribution for FY 2025-26 to have 100% of Board participation

Motion to go into closed session

Trish Dick 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. Fay Dutton seconded. Motion carried.

Staff left the meeting at 6:03 PM.

Finance/Personnel Committee Reports

- Executive Director evaluation
- FY 2025-26 Annual Budget

Motion to come out of closed session

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

Roll Call:

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

Fay Dutton moved to approve the FY 2025-26 Annual Budget as presented. Anne Brewster seconded. Motion carried. Meeting Adjourned.

APPROVED



Fay Dutton, Secretary

8/19/2025

Date