

**ACCESS INDEPENDENCE, INC.
REGULAR BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, DECEMBER 9, 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 5:15 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
Anne Brewster – on Zoom due to health
Will Lawrence
Lynn Wiley

Absent Board Members

Louise Garrett
Pat Johnson
Kelly Canterbury
Sue Jones

Ai Staff Members Present

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

Public Comments

None

Approve Minutes

The minutes from October 21, 2025, and November 11, 2025, Board meetings 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.

Executive Committee Report

- The Executive Committee report was enclosed for Board review.
- The Executive Committee voted to approve deleting Section 2.09.01 of the Ai Bylaws as it does not pertain to CILS, as they are considered public bodies.

A motion was made by Trish Dick, seconded by David Booth, to approve deleting Bylaw Section 2.09.01. Motion carried.

Finance Committee Report

- The auditor's representation letter was presented for Board approval.

A motion was made by Will Lawrence, seconded by Lynn Wiley, to accept the auditor's representation letter. Motion carried.

- The Finance Committee presented updates to the Accounting Section of the Policies and Procedures Manual for Board approval. We will be bringing in a third party to reconcile the bank accounts.

Section 1.280 CPA Firms: Selection of Firm Policy – updated to: At the end of this three-year period, The Executive Director will obtain a quote from at least one other CPA firm that specializes in auditing not-for-profit organizations. The Executive Director will present these quotes to the Treasurer and Finance Committee. The Finance Committee will make a recommendation to the Board of Directors for final selection.

Section 1.619 Fiscal Management Procedures – deleted paragraph: The bank accounts will be reconciled, initialed, and dated monthly to Ai books by the Finance Manager, reviewed, approved, initialed, and dated by the Executive Director, and a Board designee will review, approve, initial, and date the reconciliation regularly (monthly or quarterly).

Added paragraph: Bank statements are reconciled monthly prior to preparing the financial statements. The procedure is done as directed in Policy 1.65 Bank Reconciliation Procedures. Any necessary adjustments are entered through the General Ledger. The bank statements and accounting system reconciliations are maintained in the Finance Manager's office.

Section 1.650 Bank Reconciliation Procedures – updated to: When notified by the banks that the bank statements are available, the designated person or entity who is authorized to reconcile the bank statements can perform the reconciliation in Quick Books. This designated person or entity cannot be the same person or entity who has access to bank deposits, accounts payable or payroll checks, authorizes electronic fund transfers or is a signatory on any Ai bank account. The reconciled statement is signed and dated by the designated person or entity and delivered to the Executive Director. The Executive Director then reviews and approves, initials, and dates the reconcilements and delivers them to the Finance Manager for his/her review and signature. The Finance Manager then delivers the reconciliations to the Treasurer and/or Board President. Either the Treasurer or the Board President reviews, signs, and dates the reconciliations. This process is to occur on a monthly basis.

A motion was made by Will Lawrence, seconded by David Booth to accept the updated Accounting Policies and Procedures as presented. Motion carried.

New Business

- The 2025 Consumer Satisfaction Survey was presented for review and approval.

A motion was made by Trish Dick, seconded by Fay Dutton, to approve the 2025 Consumer Satisfaction Survey. Motion carried.

- Board member Pat Johnson resigned from the Board.

A motion was made by Fay Dutton, seconded by Lynn Wiley, to approve the resignation of Pat Johnson. Motion carried.

- Friday, December 12th Ai will host an ornament decorating class from 4-6 PM.
- President Hardesty and Personnel Committee Chair Lynn Wiley attended the 12/3 staff meeting. They reviewed policy expectations regarding the grievance process and the prohibition of sharing confidential personnel information with Board members.

Adjournment

A motion was made by Trish Dick, seconded by Fay Dutton, to adjourn the meeting. The meeting was adjourned at 5:52 PM.

APPROVED

Anne Brewster, Sec.

Anne Brewster, Secretary

February 17, 2026

Date