

dLCV Board Meeting Minutes

January 27, 2024 | 10:00am

In Attendance

Board members present: Donna Gilles, Sally Conway, Bolor Amarsanaa, Sean Campbell, Harry Gewanter, Angela Thanyachareon, Charlotte Woodward, Evan Wrinkle, Sierrah Chavez, Greg Crapanzano, Diana Crosswhite, Cameron Lynch, Stacy Ruble, Tyler Williamson (Joined at 10:17 a.m.), Zipporah Levi-Shackleford, Colleen Miller

Staff: Rachel Loria, Terry Lynn Smith

Guests: Frank Barcalow

Members absent: None

Call to Order

Sally Conway, President, called the meeting to order at 10:02 a.m.

Welcome & Introductions

Board members and Staff introduced themselves to Frank Barcalow.

Consent Items

Sally Conway presented the consent agenda items. Greg Crapanzano made the motion to adopt the consent agenda. Evan Wrinkle seconded, and the motion passed unanimously.

- Agenda
- Minutes of October 29, 2023, meeting
- President's Report
- Progress on Objectives Report
- Executive Director's Report
- Director of External Relations Report
- Litigation Report
- Organizational Improvements Report

Mission & Vision

Charlotte Woodward read the Mission and Vision Statement.

Public Comment

There was no public comment.

Mission Moment

Rachel Loria, dLCV Senior Advocate, presented the Voting Report. Board members asked questions and expressed their appreciation for the work.

Executive Committee Report: Sally Conway

- Membership Agreements: Return to Terry Lynn Smith.
- Committee Memberships and Expectations: Prepare for it, attend, and let Chair or Terry Lynn Smith know if you cannot be there. Angela Thanyachareon and Charlotte Woodward volunteered for Resource Development Committee, Charlotte Woodward volunteered for Public Awareness & Goals Committee, and Donna Gilles volunteered for Buy a Building and the Personnel Committees.
- PAIMI Counsel Meetings Attendance: Sally Conway went to January 20, 2024, meeting. Donna Gilles volunteered for July 20, 2024 meeting, and Diana Crosswhite volunteered for October 19, 2024, meeting, with Evan Wrinkle as an alternate.

Governance Discussion: Member Retention

- Lost three Board members (Gavriel Legynd, Carol Tuning, and Tom Walk) due to time issues. They still serve on committees.
- Nine Ways to Keep Board Members Engaged
 - Board Portal – use OneDrive and/or SharePoint, Microsoft Teams, or Slack
 - Communication
 - Celebrating the wins, acknowledging the work of the Board
 - Governance Committee working on Board retention
 - Happy Hour on Friday, April 26, 2024
 - Committee meetings during the day may make it difficult to attend
 - Survey availability of Board members
 - Email from Executive Director with dates helpful
 - Respect dLCV staff for working outside of business hours
 - Succession plans for committees
 - Advocate Board position – assigned by President of Board

Leadership Discussion: 2024 Legislation

- Children in foster care to obtain and retain Federal benefits
- Student discipline (two bills, good and bad)
- Two bills with no position:
 - Medical assistance in dying
 - Create a waiver program for people with brain injuries
- Forward movements on bills:
 - VDA bringing up-to-date with ADA

- Disability Ombudsman program
- EBL discharge plan for complicated issues
- Foster care – keep active
- Curbside voting

Committee Reports

Resource Development Committee: Greg Crapanzano

- 504 Club is now active. Two levels of membership
 - \$5.04
 - \$50.04
 - Goal is to lock people in

- Richmond Event is stalled. May be at Troutman Sanders (offered space for free and parking is also free).
 - Send invites 30 days before
 - In February, 5:00 to 7:00 p.m., on a weekday
 - Will be first event as a Gala replacement

- Northern Virginia Event:
 - May 4, 2024 at 5:04 p.m.
 - 176 current donors
 - Goal is to thank current donors and ask for new donors
 - Low-cost, no-cost event
 - Steering donors to 504 Club

- Fall Event:
 - Virginia Beach/Tidewater area
 - Tyler Williamson has volunteered space
 - Partner with Eggleston

New Resources Task Force: Donna Gilles

- January 12, 2024, meeting
 - Diana Crosswhite, Stacy Ruble, and Donna Gilles bring in Federal Grants
 - What additional external funding is going to look like
 - Can help with grant writing to be in line with mission

Public Awareness & Goals Committee: Harry Gewanter

- Nothing to report

- Meeting to be held on February 16, 2024

- Will review survey

Buy A Building Task Force: Tyler Williamson

- Met and discussed. Lease terminates on August 31, 2025. Need to give notice by August 31, 2024.
- Current square footage: 11,500
- New space square footage: 9,000
- Finance is biggest issue
- Down payment is \$250,000
- Colleen Miller is working with a Commercial real estate agent
- Working with local banks (Towne Bank) for down payment
- dLCV would be landlord (rent forgiveness would be dLCV)

Finance & Audit Committee: Stacy Ruble

- Met on January 23, 2024. No reports. Books are in disarray.
- June 30, 2024, is due date for 2022 audit (using same auditor).
- Status of CFO:
 - Focus CFO – working with us until we no longer need then
 - Kathy Emanuel is fractional DFO (lives in Williamsburg, Virginia)
 - \$6,500 per month, \$78,000 a year
 - Will work one day a week
- Finance Committee: Someone who can help with books
- Status of FY 2024 Grants: Federal government not yet passed a budget this year. dLCV funded at last year's levels (continuing resolution). If budget is passed in February or March, dLCV may get a higher rate. Low level of reserves.

Governance Committee: Angela Thanyachareon

- Slack portal (Gabriel's suggestion). Board can do same thing with Microsoft Teams free version. To be determined about portal. dLCV staff is already using Microsoft Teams. Would only need licenses for some individuals for Microsoft Teams.

- “Board docs” costly. Microsoft Teams a good option.
- Board Advocacy position approved. President will appoint.
- Board Skills Assessment – Received 12 out of 15.
- Board Map – Sean Campbell is only Board member in southwest Virginia, and he is in Powhatan, Virginia. Need to focus on southwest Virginia. Southwest Virginia does not give the Board ethnic/racial diversity. Heidi Campbell on PAIMI Council assisting in recruiting for Shenandoah Valley.

Personnel Committee: Diana Crosswhite

- Met on January 16, 2024. Critical issues are:
 - Short-term disability
 - Salary survey
 - Personnel Guidebook – wording was reviewed by an attorney. Some words needed and others taken out. Donna Gilles asking for Indigenous Day to be put in parentheses after Columbus Day. Motion to adopt guidelines, Harry Gewanter, second, Evan Wrinkle. Sally Conway – motion carries unanimously.

Closed Session: Personnel

Donna Gilles moved to go into closed session at 1:08 p.m. for the purpose of discussion personnel issues. Sean Campbell seconded. All in favor.

Adjourn

Sally Conway adjourned the meeting at ???.