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disAbility Law Center of Virginia Foundation

Meeting Minutes March 2, 2015

Call to order

Darrel Mason called to order the meeting of the dLCV Foundation at 12:10 p.m. on March 2, 2015, at 1910 Byrd Avenue, Suite 5, Richmond, VA 23230.

Members Present: Darrel Mason (President), Harry Gewanter (Vice President), Kathy Matthews (Treasurer), Mary Jane Sufficool (Secretary) (by telephone), Lauren Fisher White, Colleen Miller (dLCV Executive Director) and CW Tillman (dLCV President), Stacy Ruble, Patty Johnson.

Members Absent: Bill Hurd, Stephen Piepgrass, and Suzanne Ripley.

Guests Present: Scott Keel and Cory Hoffer.

Staff Present: LaToya Blizzard, Devin Coleman, and Mickie Chapman.

Approval of minutes from last meeting

The Board approved the minutes from the January 19th Board meeting.

Agenda

The Board accepted the agenda.

Treasurer's Report — presented by Kathy Matthews

Kathy reported that since the last Board meeting, there was no unauthorized activity to the bank account. The bank account also received limited activity. Kathy also reported that the Finance Committee is working to structure the program grants.

Old business — presented by Dr. Scott Keel

Dr. Scott Keel presented his “Golden Helmet Campaign.” In conjunction with IAMRVA, the campaign aims to establish a collaborative partnership with the

Foundation. The current proposal allows for the opportunity to purchase a helmet at a wholesale price of \$15.00 and sell it at a retail price of \$50.00. Up to 80% from each helmet sold will be allocated to a charity of their choosing that supports IAMRVA's mission. The remaining 20% will be allocated to a traumatic brain injury fund and to a scholarship. In exchange for assisting with developing contracts for IAMRVA campaign, the Foundation will be the beneficiary of the remaining 20%. Harry Gewanter moved and Patty Johnson seconded to finalize a relationship with IAMRVA. Darrel Mason and Lauren Fisher White will develop an MOU on behalf of the Foundation, when the campaign is ready to start.

Gala and Special Events Committee Report — presented by Mary Jane Sufficool

Mary Jane reported that the Committee is meeting weekly by conference call to discuss the Gala. The Foundation has signed contracts with the Glen Allen Cultural Arts Center and with the same guitarist from last year, and is beginning to interview potential caterers. The online auction will begin March 30th and run until April 17th. In addition, a silent auction will take place the evening of the event.

Emails will be sent out regularly and notices on Facebook, too. The Foundation Board expects each Board Member to contribute something to the auction and for each Member to buy or sell ten tickets to the event.

New Business — presented by Colleen Miller

Colleen reviewed and discussed the Conflict of Interest Policy and Procedures for the Foundation. Colleen further explained that it is a requirement for every 501(C)(3) to have the document on file. Lauren Fisher White moved, seconded by Harry Gewanter, to adopt the Conflict of Interest Policy and Procedures. The Board approved the motion unanimously.

Next, Colleen reviewed and discussed the revisions to the Board Members Duties. The Board agreed to the changes, especially that each Board member must be willing to have his or her name listed on the letterhead.

Nominating Committee — presented by Darrel Mason

After the excusal of non-Board Members, Darrel recommended electing Cory Hoffer as a new Board Member. Colleen moved and Patty seconded to elect Cory Hoffer as a new Member. The Board approved the motion unanimously.

Adjournment

Darrel Mason adjourned the meeting at 1:30 p.m.

Next Meeting: Monday, May 11, 2015

Time: 12:00 p.m. – 1:30 p.m.

Location: (NEW!!) 1512 Willow Lawn Drive, Suite100, Richmond, VA 23230