



1512 Willow Lawn Drive, Suite 100, Richmond, VA 23230

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disAbility Law Center of Virginia Foundation Meeting Minutes May 11, 2015

Call to order

Darrel Mason called to order the meeting of the dLCV Foundation at 12:06 p.m. on May 11, 2015, at 1512 Willow Lawn Drive, Suite 100, Richmond, VA 23230.

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

Members Absent: Bill Hurd, Stephen Piepgrass

Guests Present:

Staff Present: Devin Coleman

Approval of minutes from last meeting

The Board approved the minutes from the March 2nd Board meeting as amended.

Agenda

The Board approved the agenda.

Treasurer's Report — presented by Kathy Matthews

Kathy provided an initial report from the April 24th Gala. Compared to last year's Gala, the Foundation made an improvement with ticket sales, auctions, and sponsorships. Kathy also reported on the financial status of the Foundation. The bank account showed no unauthorized activity. Next, Kathy discussed the statement of financial activity since the last Board meeting, and reported that the

greater part of the financial activity is the result of the Gala. Moving forward, the financial statement will look similar to the annual report.

Finally, the Board discussed the new process for dLCV submitting a grant proposal. Darrel moved to adopt the new process for 2015 as described. The Board approved the motion unanimously. The Board expects to begin using this process at the next meeting.

Committee Reports

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

Mary Jane reported that the Gala was an overall success. Post-Gala surveys have been distributed. During a post-meeting, the Committee recommended to have another Gala for 2016. The Committee also recommended using the same venue and theme, “Liberty and Justice for ALL.” The Committee will reconvene in the coming months and nominate a Committee for next year’s Gala.

Educating our Children update — presented by Colleen Miller

Colleen provided an update on the special education manual. The assigned team is currently in the process of completing the final two sections of the manual. Next, a summer intern will read the manual and a staff attorney will review the manual for content. dLCV has a target date of early June to complete the manual and develop a marketing plan.

Nominating Committee — presented by Darrel Mason

The Nominating Committee will present a slate of Officers by August 21, 2015, thirty (30) days prior to the September Board meeting. The Board will vote on the slate of Officers and the new terms will take effect on October 1st. Darrel will contact each Board Member to discuss his or her interest level in becoming an Officer. An Officer serves a two year term.

Other Committees

Darrel appointed Patty Johnson and Cory Hoffer to the Finance Committee. As Treasurer, Kathy Matthews will Chair this Committee.

New Business

Receiving gifts of stock

The Foundation would like to be in a position to receive gifts of stock which would then be liquidated and the proceeds deposited into the Foundation's operating account. Cory indicated that he could facilitate this through his company, but would then have restrictions on his involvement as a Board member. Alternatively, he could assist in having the Foundation set up a brokerage account with some other entity. Because we already have a banking relationship with Village Bank and Wells Fargo, Darrel will first contact them about their brokerage services and fees. She will also investigate the two discount brokerage services recommended by Cory, ETrade and Scottrade.

The Board authorized Darrel and Colleen to take whatever actions were necessary to establish a brokerage account for the Foundation.

dLCV Strategic Plan — presented by CW Tillman

CW discussed the purpose of having a strategic plan and retreat. CW reported that the Strategic Planning Committee developed a survey for receiving feedback. The Committee sent the survey to the Governing Board, PAIMI Council, Foundation Board and dLCV Staff to participate. Nachama L. Wilker, Deputy Executive Director for Training and Technical Assistance from NDRN, will assist with the retreat. Lastly, CW extended an invitation to the Foundation Board to attend the retreat in August. Kathy Matthews and Stacy Ruble have agreed to attend part of the planning retreat.

DTM Excellence in Advocacy Award — presented by Mary Jane Sufficool

During this year's Gala, the Foundation presented Darrel Mason with the DTM Excellence in Advocacy Award. Moving forward, this award will not necessarily be awarded every year. The Board suggested creating a general criteria and selection process for future recipients, and discussed a basis for soliciting support for the award as an endowment.

Adjournment

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

Next Meeting: Monday, July 20, 2015

Time: 12:00 p.m. – 1:30 p.m.

Location: 1512 Willow Lawn Drive, Suite100, Richmond, VA 23230