



disAbility Law Center of Virginia Foundation  
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## **disAbility Law Center of Virginia Foundation Meeting Minutes September 21, 2015**

### **Call to order**

Darrel Mason called to order the meeting of the dLCV Foundation at 12:00 p.m. on September 21, 2015, at 1512 Willow Lawn Drive, Suite 100, Richmond, VA 23230.

**Members Present:** Darrel Mason (President), Harry Gewanter (Vice President), Mary Jane Sufficool (Secretary) (by telephone), Lauren Fisher White (by telephone), Cory Hoffer, Patty Johnson, Colleen Miller (Ex-Officio), Stephen Piepgrass (by telephone), Suzanne Ripley (by telephone), Stacy Ruble and CW Tillman (Ex-Officio).

**Members Absent:** Kathy Matthews

**Guests Present:** None

**Staff Present:** Rick Hurley, LaToya Blizzard, Devin Coleman

### **Approval of minutes from last meeting**

The Board approved the minutes from the July 20<sup>th</sup> Board meeting.

### **Agenda**

The Board approved the agenda.

### **Treasurer's Report**

Colleen reviewed and discussed the statement of financial activity for the month of July and August, and reported that the bank account showed no unauthorized activity to either accounts. The Foundation received an additional \$2,000 during the month of September. Darrel moved to approve the Treasurer's report. The Board approved the motion unanimously.

## **Why What We Are Doing Matters** — presented by Darrel Mason

Darrel shared a history of a case she worked on back in the 90s when the agency was known as the Department for Rights of Virginians with Disabilities. Darrel was contacted by DRVD to represent a 5 year old who was living in a nursing home outside her home county and was not receiving educational services in the least restrictive environment. The case involved multiple proceedings, and multiple defendants (two school systems and the Virginia Department of Education). The ultimate result was that the law changed in Virginia and children in such circumstances were found to be entitled to educational services in a county other than their home county.

## **Committee Reports**

### **Nominating Committee** — presented by Darrel Mason

The Nominating Committee moved to elect the following Board Members as Officers:

- Stephen Piegrass., President
- Lauren Fisher White, Vice President
- Stacy Ruble, Secretary
- Cory Hoffer, Treasurer

The Board approved the motion unanimously. The new slate of Officers terms will take effect on October 1<sup>st</sup> and will preside over the next meeting in November.

### **Educating our Children Update** — presented by Colleen Miller

Colleen reported that the special education manual is completed and published. The manual will be launched by email, Facebook, and through the Foundation's and dLCV's website. A special letter announcing the availability of the manual will be mailed to those who have supported the campaign since the beginning.

Plans have been made to conduct future trainings with parents. Any future revisions of the manual will be made based on the feedback received from the trainings.

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

Mary Jane reported that the contract to reserve the ballroom for April 29, 2016 has been signed, along with the check for the deposit. Each Committee Member

has been assigned specific areas that they are responsible for. The Committee will continue to meet and provide additional details to the Board.

### **Other Committees**

Darrel appointed Stephen Piegrass, Patty Johnson and Cory Hoffer to the Finance Committee. The Finance Committee met on August 3, 2015. Their report was included with the meeting materials.

### **Old Business**

#### **dLCV Strategic Planning Retreat** — presented by Stacy Ruble

Stacy reported about her experience at the strategic planning retreat on August 4<sup>th</sup> and 5<sup>th</sup>. Stacy shared that she learned a lot from attending. CW Tillman reported that the participants proposed five strategic goals to be accomplished over the next five years, including deepening and clarifying the partnership between the dLCV Foundation Board.

During the October dLCV Board meeting, the Board will vote to approve the mission and vision statement.

### **New Business**

#### **Setting 2016 Calendar**

The Board proposed to meet on the following dates:

- January 18, 2016
- February 22, 2016
- March 21, 2016
- April 18, 2016
- May 16, 2016
- July 18, 2016
- September 19, 2016
- November 14, 2016

#### **Director of Community Engagement Report** — presented by Rick Hurley

Rick reported that dLCV will host a luncheon on October 19<sup>th</sup>, highlighting the National Disability Employment Awareness Month. Wes Seaton from DARS has agreed to be a presenting speaker. All members of the Foundation Board are invited to attend.

He also reported that he had met with a representative of the Community Foundation (serving Richmond and Central Virginia) to find out what was required of the disAbility Law Center for Virginia Foundation to complete an organizational portrait. At that meeting he was told that the dLCV Foundation must provide 3 years of financial statements in order to complete and organizational portrait.

The dLCV foundation was awarded an exception to the rule and will be allowed to file its 990's along with the disAbility Law Center's recently completed financial statements. It is anticipated that the organizational portrait should be completed by the end of November if there are no unforeseen complications.

It was also reported that Rick Hurley and Devin Coleman attended the Donor Perfect (foundation's fundraising software) Conference in King of Prussia, PA. October 4-7<sup>th</sup>. Among the topics that were discussed, were how to setup a Donor Perfect Database, how to use Donor Perfect to track and manage volunteers, and how to conduct donor prospect research using open source records from the internet.

The Director of Community Engagement gave his observations of the fundraising plan. The observations included the need to increase foundation board membership, the need to fully develop the database in the Donor Perfect Software, and the need to devise a fundraising plan for 2016.

Lastly, Rick proposed the idea of establishing Areas Fundraising Teams (AFT's) based on the regions identified by the University of Virginia. Each team will consist of 5-6 individuals.

### **Adjournment**

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

### **Next Meeting: Monday, November 16, 2015**

**Time:** 12:00 p.m. – 1:30 p.m.

**Location:** 1512 Willow Lawn Drive, Suite 100, Richmond, VA 23230