

## **Aging Together Board of Directors Meeting**

**MINUTES OF JUNE 9, 2023**

### **In-person and Zoom**

Present: Lisa Peacock; Ray Parks; Gail Crooks; Brad Hales; Christy Ludlow; Patrick Mauney; Patricia Jeffries; Crystal Hale.

Staff: Ellen Phipps; (Bob Jones, staff member joined for 15 minutes)

Absent: Valerie Ward; Butch Davies; Brittany Antenaza; Jeff Say

### **Welcome**

Lisa welcomed everyone and called the meeting to order. Bob Jones, new volunteer driver recruiter, was introduced to the board and then he left the meeting.

### **Approval of the Minutes**

Christy Ludlow moved to approve the minutes of the April meeting. Brad Hales seconded the motion. The motion carried.

### **Mission Moment**

Ellen thanked the board for their part in making the 5 Over 50 event the best ever, with over 300 attendees. Ellen read an email from Marinda Risk regarding the increase in following and awareness of Aging Together through her work on social media. Ellen reminded everyone to complete their conflict of interest form.

Lisa gave a shout out to Culpeper media for the amazing “montage” of the past 10 years of 5 Over 50. They have been supporting the event since the beginning and Lisa suggested we do something special for them. Lisa and Ellen will discuss.

### **Board Development Update**

Ellen reported that Renee Norden of Mental Health Foundation will join the board after Jan. 1<sup>st</sup>. Christy reported that, Cheri Woodward has too much on her plate and is not able to join board, we will keep thinking of others from Rapp. County. We have not heard back from Major Ray Purdham; Ellen to ask Dr. E. to please reach out to him to see if he is interested. We also are seeking representation from Orange, and Madison in addition to Rappahannock. It was suggested to reach out to former 5 Over 50 winners.

Additional orientation materials for new board members were provided by Christy and is available on the website.

### **Financial Report/Advancement Committee Report**

The Treasurer, Gail Crooks, reports that we are in a good place and she suggests we take a quarterly look at budget and reserves to see how we are doing. Gail, Ellen, and Lisa meet monthly to check in on the financials.

It was requested that the ED provide the cash balance sheet to board members in advance of the board meetings in addition to the P&L statement that is already being provided.

### **Closed Session**

Lisa moved for a closed session to discuss personnel and financial matters lawfully exempted from the open meeting requirements of the Freedom of Information Act for the protection of the privacy of individuals in personal matters not related to public business. Brad seconded the motion. Motion carried. People on ZOOM were reminded to close their doors and the Board went into Closed Session.

### **Reconvened Open Session**

The Board meeting was reconvened to an Open Meeting Session and Lisa took a roll call certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the board. All members said aye.

Gail Crooks moved that all current staff to receive a 5% Cost of Living Adjustment (COLA) effective July 1, 2023, and that the Community Resource Specialist hourly compensation be increased from \$21 to \$25 an hour. Furthermore, defer additional action on the Community Resource Specialist position until October 1, 2023 to review the job description and complete an analysis of salary. Christy Ludlow seconded the motion. Motion carried.

Gail Crooks moved to approve the FY 2024 budget as presented with the amendment to decrease the contingency (operational reserve) from 5% to 3%.

Christy Ludlow seconded. The motion carried. Gail will revise the budget accordingly and send to Ellen for distribution.

The Board discussed the pros and cons of Aging Together engaging in an audit. The two firms Ellen spoke with highlighted the importance of the organization asking itself, “what would be the purpose of a full audit?”. The cost for a full audit is between \$10,000 and \$15,000, and there are other options such as a review by our accountants; or, a review by an outside firm. Ellen had been asked to gather more information to bring to the board.

### **Committee Reports**

**Executive** – Lisa reported that Ellen’s contract is under review for renewal for FY 2024. Lisa will send out to board the draft contract along with the Performance Evaluation form for them to complete individually. Lisa and Ellen also keep a running activity log to remind the members of the work Ellen does throughout the year. Lisa will send instructions via email within the next couple of days and member scores and comments are on the combined form. All comments are kept anonymous.

**PPA** – Ray reported that Sallie Morgan was the team representative at the PPA meeting and reported on on-going discussions regarding Rapp at Home and the County AT team. Seeking members for the PPA committee. Ray highlighted the importance of both RRCS and AT working with the Center for Independent Living for expansion into our region. (Anna Rogers has been representing AT at these meetings).

**Governance** – Patrick reported that the Governance Committee met on May 19, 2023 for a cursory review of By-Laws and Charter. Patrick will send a brief survey out to board members to determine topics of education for board meetings.

The Governance Committee presented the **Slate of Officers** as: Ray Parks, Chair; Crystal Hale, Vice Chair; and Gail Crooks, Treasurer. Lisa asked if there were additional nominations from the floor and there were none.

Brad Hales moved nominations be closed and the slate of officers be elected. Gail Crooks seconded. Motion carried.

## **Directors Report**

Ellen reported the Dementia Friendly pilot in Culpeper with 11 businesses trained to date and an additional volunteer to help with training. Community Conversation data has been entered into the database and reports will be forthcoming. Ellen and the 5 Over 50 Committee invited all key volunteers to a debriefing session that proved very valuable in terms of improving the event and accessibility to the event in future.

## **Adjournment and Next Meeting**

The meeting adjourned at 4:15 p.m. and the next meeting is scheduled for August 11, 2023.

Minutes respectfully submitted by Lisa Peacock