

# Board of Director’s Meeting Minutes

November 2, 2019

St. Mary’s, Richmond, VA

# Call to order

President Darcy Carroll called the meeting to order at 9:30 a.m.

# Attendees

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| * President Darcy Carroll, Richmond Volleyball Club
* Vice-President Dana Larson, Tree of Life
* Treasurer Bryan Meadows, Marks & Harrison
* At-Large Member Kelli Williams Gary, Ph.D., VCU’s School of Occupational Therapy

Staff and Guests:* Anne McDonnell, Executive Director
* Laura Bennett, Director of Programs
* Brandon Matthews, Community Engagement Specialist
* Erin Tyra, Communications and Special Events Coordinator
* George Crowell, Harris, Hardy & Johnstone, P.C.
* Alan Lombardo, CEO, Sheltering Arms
* Kelly Merricks, VP Sheltering Arms Foundation
 | * **Alison Alford, MD, Pediatric Headache Center**
* Yael Israel, Hands On Your Health
* Derek O’Neal (via phone)
* Debbie Ybarra (via phone)

Members not in attendance:* **Scott Bucci, Breit Cantor Grana Buckner**
* Chad Dillard, MD, Children’s Hospital of the Kings Daughters
* Meg Kelly, Bank of America
* Secretary Kelly Lang
* Cynthia R O’Donoghue, Ph.D., James Madison University
* Mary Tognarelli, Children’s Hospital
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# Consent agenda/Action items

* **A motion to approve the consent agenda as outlined below was made by Dana Larson and seconded by Kelli Williams Gary. All present were in favor and the motion carried.**

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| a.  Approval of 2019.0727 Board Meeting Minutes  |
| b. Reports received as **INFORMATION**    |
|  FY20 Q1 Compiled Financial Statement  |
|  FY20 Q1 Financial Statement Narrative |
|  FY20 Q1 Key Metrics FY20 Q1 Staff Report |

**Finance Committee/Treasurer’s Report/Review of FY19 Audit**

Treasurer Bryan Meadows provided an overview of the financials for the 1st quarter noting in general, we are on target with the budget. Unrestricted donations are down but will go up with the annual appeal and other development initiatives. The $10,000 Sheltering Arms grant was booked to FY19 based on the auditor’s recommendation. Expenses incurred in FY20 will be covered with this grant, but it is booked in the prior year’s income.

George Crowell of Harris, Hardy, and Johnstone presented the results of the FY19 Audit. George reported that BIAV is financially healthy with a $96,000 increase in net assets and liabilities offset by assets, 6 months’ worth of funds for operating expenses (a gold star standard for nonprofits), and the majority of expenses falling under programs vs. general/management. The audited statements are presented differently now under the new ASU 2016-14 standards to provide more transparency to the public, but the reports should be easier to read than in prior years.

George provided a graph showing trends in cash, grants, and change in net assets for BIAV from 2015-2019. Anne suggested Dana prepare a similar graph to depict camp trends.

Net assets are up 1,327% over the last decade – an impressive trend.

IRS Form 990 was presented in draft form – reflecting the audited financial statements for the fiscal year.

**A motion to accept the audited financial statements for FY19 and the IRS Form 990 was made by Derek O’Neal and seconded by Debbie Ybarrra. All present were in favor and the motion carried.**

**Presentation of Plans for the Sheltering Arms Institute**

Alan Lombardo, CEO and Kelly Merricks, VP Sheltering Arms Foundation provided a presentation of the plans for the Sheltering Arms Institute, a collaboration with VCU Health. This new, 114-bed post-acute rehabilitation hospital will consolidate existing beds from Sheltering Arms-Hanover, Shelter Arms-South, and VCU Health. The new facility, located in Eastern Goochland, is under construction and will open in summer 2020. The board engaged in a discussion with Alan and Kelly about the services, population, technology, and opportunities for collaboration. Alan will connect with Alison and Chad regarding the pediatric population.

**BIAV Updates**

Anne highlighted the 2020 Legislative Agenda and promised to provide more information on Awareness Day 2020 when it becomes available. Laura updated the board on the new hire, Debra Rogers. Debra will start November 11 with the title of Development and Operations Manager. Lynn Scott is planning to retire by January 1.

Community Engagement Specialist Brandon Matthews presented an overview of the FY20/21 Development Plan, noting some of it may change and Debra Rogers grows into her development role.

**Committee Updates**

The development committee, represented by Dana Larson, reminded the Board of their obligation to meet the $500 giving threshold and provided copies of the board pledge card as only 3 have been returned to date. The Legacy dinner event is coming along – Dana encouraged everyone to provide contacts to BIAV to invite to the event. Erin discussed the Giving Tuesday toolkit and encouraged everyone to participate – the kit includes many options to participate – from posting a picture to simply sending an email. The kit is available on biav.net and is an excellent public awareness tool.

The finance committee, represented by Bryan Meadows, updated the board on the office move and the impact it could have on expenses. So far, moving expenses are coming under budget, but there may be a need to dip into the surplus.

Nominating committee chair Kelly Lang was absent so Anne provided an update. This committee was unable to present a slate to recommend as no one agreed to fill the Secretary position. Yael Israel agreed to take the position during the meeting. Anne provided the slate, which will take effect January 1, 2020, based on Yael’s participation:

*President: Kelli Williams Gary*

*Vice President: Dana Larson*

*Secretary: Yael Israel*

*Treasurer: Bryan Meadows*

*At-Large Representative to the Executive Committee: Meg Kelly*

*At-Large: Dan Raper*

**A motion to accept the slate as presented by Anne was made by Dana Larson and seconded by Kelli Williams Gary. All present were in favor and the motion carried.**

**Adjournment**

**Dana and the rest of the board expressed appreciation and gratitude for outgoing board members Darcy Carroll, Lorraine Enright, and Kelly Lang. There being no further business, a motion to adjourn was made by Derek O’Neal and seconded by Debbie Ybarra. The meeting adjourned at 12:34 p.m.**

Respectfully submitted by,



Laura Bennett, on behalf of Kelly Lang, Board Secretary