HACA Board Meeting
SUMMARY
April 3, 2017

Attendees
Board Members: Meg Bradbury (via phone), Dana Brayshaw, Blane Endale, Eena Kapoor, Steve Long, Eboni Morris, April Owens, Stephanie Phillips, Shelby Smoak, Michelle Stielper, Joe Victor (via phone), Kristen Urbahn (arrived late). Staff: Brenda Bordelon

January Minutes
A motion was made, seconded and passed unanimously to accept the January 2017 minutes.

Executive Director’s Report
Brenda reviewed the report.

Treasurers Report
Joe Victor reviewed the report. Financials are in good standing. No vote was taken.

Board Accountability Forms
Members turned in their forms, which were sent out in February.

New Employee
HACA’s new program coordinator is Stephanie Burns, who began in March. She is working about 15 hours each week.

Wine Tasting Update
Brenda reported on the plans for the wine tasting, scheduled for April 30. The wine will be provided by a local winery, Pearmund Cellars. Auction items are still being accepted, as well as any donations. Brenda and Michelle will be meeting at the Hunter House at 2 p.m. the day of the event to start decorating and setting up.

2017-19 Board Election
a. Governance Committee – Eboni chairs the committee, and asked for volunteers to assist with the review of applications and selection of slate of officers. Michelle Stielper, Joe Victor, April Owens and Stephanie Phillips volunteered to serve on the committee.

b. Prospective Board Members – Brenda reported that Steve Long had recommended Steven Henderson for board membership, and he had already submitted his application. Stephanie mentioned that her sister, Chrissy Burbank, may be interested in joining. Brenda will follow up with Stephanie regarding Chrissy.

c. Dana Brayshaw’s board service – Steve reported that in order to avoid term limits, Dana will sit off the board for one year and then step back in next year
and take over as president at that time. She will continue to attend board meetings and will continue to represent HACA for HFA. This leaves the secretary position vacant. Brenda asked if someone would step up. There were no volunteers at that time.

d. Shelby stepping off the board – Shelby Smoak mentioned that he would be stepping off the board when his term ends this year. He is having surgery in April and needs ample time to recuperate. He also mentioned that his band, Bleeder, is releasing their first album, and $2 from the proceeds of each album purchased or downloaded in June would benefit HACA.

**Policy Manual Updates**
Brenda is working on the chapter review for NHF, and there were several policies she circulated to the board for review before the meeting. A motion was made, seconded and passed unanimously to accept the new policy updates. Eboni suggested the chapter look at background checks for volunteers in the future.

**Walk Update**
Brenda reminded the board that they are each responsible for setting up a walk team. This year’s website will be with First Giving, and will be set up in early May. Michelle suggested that we have information available at various events to promote the event.

This year’s walk will take place on Saturday, October 14, at Lake Accotink Park. The location and pavilions are already secured. This year there will be a picnic following the walk. Michelle suggested adding costumes to the event, since it’s so close to Halloween. Joe asked if Billy the Blood Drop would be in attendance, and Brenda said she has already secured the costume.

Brenda reported that the chapter has received almost $20,000 in donations that it would not have received if we had stayed a part of the national walk.

**Bylaw Change**
Last fall, the board agreed to change HACA’s financial reporting from a full audit to a reviewed financial statement. Joe wanted to verify that it would be a good review of the financials, and Brenda pointed out that because of the amount of money HACA brings in, we don’t need such a thorough auditing process. Mark verified that we can stop the audit because we will no longer be a part of the CFC. Steve asked about industry standards and how often audits should happen. Mark asked if HACA was reviewed by Charity Navigator, and someone checked – we must have more than $1 million in revenue.

A motion was made, seconded and passed unanimously to accept the bylaw change.

**Needs Assessment**
Before the meeting, Brenda distributed the needs assessment draft to board members. There were a few suggestions for changes/additions:

a. Michelle suggested adding Hopkins as one of the HTCs on the list
b. Michelle said we ask if the person was interested in volunteering or being on the board.
c. It was suggested that we ask where people get their care, and if they would be comfortable in sharing the name of their healthcare provider.
d. Ask if they are open to being contacted by HACA, and preferred contact information.

The needs assessment will be circulated to members throughout the summer, and industry and HTC representatives will receive their own survey.

**Action Items from Board Retreat**

a. Turnover binder/files – Brenda asked for an extension on this project.
b. Needs assessment – Already reviewed above.
c. Minutes/summary posted on website – Already online
d. Board member profiles on website – Completed
e. Board Orientation – New member packets to be given to new board members.
f. New committees – See above for information on fundraising committee
g. Governance committee – Discussed having a standing committee. See above for members chosen for 2017 election.
h. Board accountability – See above

**HACA website**

It was mentioned that hacacares.com is not immediately redirecting to hacacares.org. Brenda said she would discuss with Frankie.

**Executive Director review**

Steve adjourned the meeting at 8:00 pm