

**COMMONWEALTH OF VIRGINIA  
ASSISTIVE TECHNOLOGY LOAN FUND AUTHORITY/NEWWELL FUND  
Executive Committee Meeting**

July 19, 2012

**Minutes Adopted by Executive Committee on February 13, 2013**

**PRESENT**

Dean Bonney, Chair  
Dack Axselle, Vice-Chair  
Rose Ann Janis, Treasurer

**OTHERS PRESENT**

Sandra Prince, Acting Executive Director

**CALL TO ORDER**

The Assistive Technology Loan Fund Authority Executive Committee met for a monthly meeting at the ATLFA, 1602 Rolling Hills Drive, Suite 107, Richmond, Virginia on July 19, 2012. Dean Bonney, Chair, called the meeting to order at approximately 8:35 am.

**PUBLIC COMMENT**

There was no public comment.

**PROGRAM**

**Review of Minutes**

The committee reviewed the minutes of the June 6, 2012 Executive Committee meeting. **A motion was made by Dack Axselle, Vice-Chair, to approve the minutes as presented. The motion was seconded by Rose Ann Janis, Treasurer, and unanimously carried.**

**Old Business**

No old business was brought forward.

**Acting Director Update**

Sandra Prince, Acting Executive Director, provided an update on meetings and events since the last Executive Committee meeting. She noted that new appointments to the Board of Directors have not been finalized and await information from the Secretary of the Commonwealth. She stated that the July 26 Board meeting will most likely have to be rescheduled due to no appointments and the absence of three current Board members. The credit training scheduled for the July 26 meeting will be rescheduled as well so new members will have the training necessary to participate on the Loan Review Committee. After discussion, the dates of August 9 and August 16 were selected as possible dates for the meeting. Ms. Prince will send the dates to the full Board and based on the consensus of the members, a meeting date will be selected and sent to the full board.

Ms. Prince noted that the changes to the brochures, web site, table cover, data bases, etc. have been completed. Ms. Prince noted that the organization will exhibit at the Virginia Durable Medical Equipment conference on July 19-20 and felt that this may be a very positive experience since almost half of the referrals come from vendors. She noted that work has begun with Virginia Informational Technology Agency to get the ATLFA added back to the state agency listing on the government website. Ms. Prince noted that she and Dean Bonney attended the Disability Commission meeting and also participated in the workgroup discussion on re-establishment of the Consumer Service Fund. Mr. Bonney stated that during the workgroup meeting he requested that the Consumer Service Fund be given a new name and will now be referred to as the Consumer Service Grant Program during Disability Commission discussions.

Ms. Prince presented the draft financials for review by the Executive Committee. These financials will be presented to the full Board of Directors at the next meeting.

### **Proposed Policies**

Sandra Prince, Acting Executive Director, noted that she and Joe Stepp, Financial Director, have been working on the long term and short term disability policies that need to be changed in the Employee Handbook. Sandra Prince presented the policies for short term and long term disability, and a discussion was held on the contents of the policies. It was the consensus of the Executive Committee that the last sentence of the policies be revised to strengthen the two year coverage period. Dean Bonney, Chair, requested that the policies be included in the packets for action by the full Board of Directors at the next meeting.

Sandra Prince, Acting Executive Director, provided members with the revised Bylaws of the Board of Directors. She noted that making the proposed changes to the policies based on the language in the Code of Virginia will bring the Board into compliance. After discussion of the proposed changes and additional changes requested by the Executive Committee, the bylaws will be revised and included in the packets for action by the full Board of Directors at the next meeting. Ms. Prince noted that the Governance Manual is the next manual that will be revised to mirror the Bylaws and the Code of Virginia and will need to be reviewed by the Board.

### **Chairman Goals**

Dean Bonney, Chair, noted that he would like to discuss with the Executive Committee goals that he would like to accomplish during his term as Chair. He noted the following five goals:

- Re-establish Consumer Service Fund
- Maintain and Strengthen Operations of ATLFA
- Broaden Community Stakeholders
- Develop Plan for ATLFA Fundraising Committee
- Build Government Relations to Strengthen Organization

After discussion on each of the items, the Executive Committee felt that the Chair should present the items to the full Board of Directors for discussion and action once the new members are in place. Rose Ann Janis noted that new Board members may have experience in some of the areas and the Board could use their expertise as it moves forward.

Dean Bonney, Chair, noted that at the next meeting of the Board of Directors he would like to see three goals developed for a strategic plan to be discussed and outlined in detail at the October meeting.

The meeting was adjourned by Dean Bonney, Chair, at 10:05 AM.