

**COMMONWEALTH OF VIRGINIA
ASSISTIVE TECHNOLOGY LOAN FUND AUTHORITY
Board of Directors Meeting**

Minutes Adopted by the Board of Directors on October 29, 2014

July 16, 2014

MEMBERS PRESENT

David (Dack) Axselle, Chair
Keri Hughes, Vice-Chair
Dean Bonney
Jay McLaughlin
Michael VanDyke
Ron Lanier
Bob Warren
Barb Ostrander
Joyce Viscomi

MEMBERS ABSENT

Brian Taylor
Sandra Cook
Michael Costanzo

ALSO PRESENT

Sandra Prince, Executive Director
Christy Crowther, Program Manager
Joe Stepp, Financial Director

CALL TO ORDER

The Assistive Technology Loan Fund Authority Board of Directors met for a regular quarterly meeting at the office of ATLFA, 1602 Rolling Hills Drive, Suite 107, Richmond, Virginia on July 16, 2014. David Axselle, Chair, called the meeting to order at approximately 10:05 AM.

David Axselle, Chair, introduced the new Board member, Bob Warren, and welcomed him to the Board of the Assistive Technology Loan Fund Authority. Mr. Warren noted that he is currently the Senior Vice President and Chief Financial Officer of the Virginia Credit Union, and is looking forward to serving on the Board.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

David Axselle, Chair, asked Board members to review the minutes of the March 19, 2014 meeting as presented. **A motion was made by Brian Taylor to approve the March 19, 2014 minutes as presented. The motion was seconded by Jay McLaughlin and unanimously carried.**

PROGRAM

Old Business

There was no old business brought forward.

APA Audit Report

Tracy Surratt from the office of Auditor of Public Accounts discussed the recent audit report for the year ended June 30, 2013. She noted that the performance audit was conducted in accordance with generally accepted government auditing standards. The audit report found proper recording and reporting of all transactions, in all material respects, in the Authority's financial system; found no matters involving internal control and its operation necessary to bring to management's attention; and found no instances of noncompliance with applicable laws and regulations or other matters that are required to be reported. She stated that the APA will be working with the staff at ATLFA to schedule an audit for the year ending June 30, 2014.

Financial Report

Joe Stepp, Financial Director, requested that Board members refer to the final statement of net assets as of June 30, 2014 and final statement of revenues and expenditures from July 1, 2013 through June 30, 2014 with comparative information for FY 2013 provided to them in the Board packets. Mr. Stepp discussed the net assets and statement of revenues and expenditures. The total net assets as of June 30, 2014 are \$9,946,595. Loans receivable as of July 1, 2014 are \$1,801,637.

The actual net expenditures in excess of revenues as of June 30, 2014 were negative \$359,025. Mr. Stepp discussed the comparison of loan data with graphs that were provided in the Board packets. He noted that 78 direct loans have been booked this fiscal year totaling \$1,171,381 which is a 5.2% increase over FY 2013. Mr. Stepp noted that the SunTrust loan guarantees outstanding at June 30, 2014 are \$181,201. The SunTrust non-guaranteed loan portfolio outstanding as of June 30, 2014 is \$762,196.

Mr. Stepp also provided a bar graph of loans made with write-offs from FY 09 through FY 14 and a bar graph of the direct loan portfolio at year end. A pie chart of loans by amount from July 1, 2013 through June 30, 2014 was provided for discussion.

A motion was made by Keri Hughes to approve the financial report as presented. The motion was seconded by Joyce Viscomi and unanimously carried.

ATLFA Loan Program Data

Sandra Prince, Executive Director, provided the Board with an update on loan program data included in the Board notebooks. She noted that included under the loan program data is the loan activity summary report from March 1, 2014 through June 30, 2014. She noted that Loan Committee met during the months of March, April, May and June 2014 and reviewed 55 applications totaling \$787,988. Thirty (30) direct loans were approved totaling \$500,156 and twenty-five (25) applications were declined. Ms. Prince also briefly discussed updates on special initiatives/legislative activity, agency administration and marketing events since the last Board meeting as outlined in the handout.

NEW BUSINESS

Election of Officers

Ron Lanier presented the slate of officers for election as follows, with a term of one year beginning July 1, 2014:

David Axselle – Chair
Keri Hughes – Vice-Chair
Bob Warren - Treasurer

There being no nominations from the floor, a motion was made by Ron Lanier that the slate of officers be elected as presented. The motion was seconded by Joyce Viscomi and unanimously carried.

Indexing of Interest Rates

Sandra Prince, Executive Director, noted that the interest rate needs to be updated for the new quarter based on the current LIBOR of 0.33. **After discussion, a motion was made by Keri Hughes, Vice-Chair, that the Board set the interest rate for new vehicles or vehicles no older than two years based on the current year model to 3.33% effective August 1, 2014. The motion was seconded by Dean Bonney and unanimously carried.**

FY 2015 Proposed Budget

Joe Stepp, Financial Director, presented the proposed FY 15 budget for discussion. After review by the Board, **a motion was made by Joyce Viscomi that the budget be approved as presented. The motion was seconded by Barb Ostrander and unanimously carried.**

Loan Committee Procedures

Sandra Prince, Executive Director, noted that there is a loan limit in the Board minutes and loan manual on the amount for direct loans as passed by the Board. Since no bank is involved and ATLFA is now the lender on all loans, the loan limit needs to be removed. **After discussion, a motion was made by Keri Hughes to make no limit on the size of the loans approved, but leave the limit on loans to the discretion of the Loan Committee based on ATLFA lending criteria. The motion was seconded by Joyce Viscomi and unanimously carried.**

CLOSED SESSION

David Axselle, Chair, made the following motion to go into closed session: I, David Axselle, move that the Board convene in closed meeting pursuant to Virginia Code Section 2.2-3711A(1) and A(4) for discussion of personnel issues, loan approvals and other Board matters that are appropriate. Additionally I move Sandra Prince, Executive Director and, if necessary, staff members Christy Crowther and Joe Stepp, attend the closed meeting because their presence will aid the Board in its consideration of these matters. The motion was seconded by Keri Hughes and unanimously carried.

RESULTS OF THE CLOSED SESSION

David Axselle, Chair, convened the Board meeting in regular session.

David Axselle, Chair, stated that a roll call vote will be held and all those who certify to the best of their knowledge that only business lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and that only business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting certify by stating your name and saying “Yea”. Those who do not certify say “Naye”.

**Yeas – Axselle, McLaughlin, Ostrander, Bonney, Hughes, Lanier, VanDyke,
Viscomi, Warren**

Nayes – None

During closed session, the Board members reviewed and discussed the current delinquency report as presented. The Board members also reviewed and discussed the Board detail activity report for loan decisions by the Loan Committee as presented for the period March 20, 2014 through July 15, 2014.

It was the consensus of the Board members that the September 10, 2014 meeting be moved to October 29, 2014.

David Axselle, Chair, adjourned the meeting at 12:45 PM. The next Board meeting is scheduled for October 29, 2014 at the ATLFA, 1602 Rolling Hills Drive, Suite 107, Richmond, Virginia.