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OA/ID Number: 52057
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Independence Center of VA (Minutes) [November 1984 - December 1985]

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Jan 16

Proposed Agenda for ECV Board Meeting
December 18, 1985

- ✓ 1. approve agenda
- ✓ 2. approve minutes of last meeting
- ✓ 3. resignation-as-promised-one-year-ago of the president
- ✓ 4. election
- ✓ 5. policy statement proposed by John Collins
- ✓ 6. report of elections committee
- ✓ 7. report on the status of the facility and the upcoming move - 1 wk
8. center report
9. fund raising event proposed by Robert Gorski

To: Joyce Frieden

DRAFT Minutes of ECVN Board Meeting, December 18, 1985

The meeting commenced at 5:35 pm.

Present were Board members: Ruth Hall-Phillips, Delbert Phillips, Joyce Frieden, Tom Denniston, Larry Allison, Robert Gorski, John Collins, and Doris Ray, who arrived during discussion of agenda item #6; staff members: Brenda Plum, Sharon Mistler, and Michael Frisenger.

1. The Board approved the agenda as presented by the president. (attachment #1)
2. The Board approved a spelling change in item #4 of the minutes of the board meeting of November 22, and approved the minutes. (attachment #2)
3. Robert Gorski submitted his letter of resignation (attachment #3) as board president, and it was accepted by the Board. In the absence of the First Vice President, the chair of the meeting was assumed by John Collins, the Second Vice President.
4. John Collins was nominated and elected President of the interim board.
5. A proposed policy statement (attachment #4) prohibiting paid employees of independent living centers from serving as corporate officers of ECVN was approved by the Board with an amendment to make the policy effective starting January 16, 1986. The Board designated Larry Allison and Delbert Phillips as a committee to review policy on Board-Staff relations. By the next board meeting the committee is to report recommendations for improving the policy, and suggestions for action to be taken if individuals fail to adhere to policy.
6. The members of the Election Committee reported on their work and recommended procedures for the election of the permanent board. Voting members will be given a choice of voting either by mail or in person at the January 16 annual meeting. Larry Allison will design the ballot, which will be mailed (along with voting information and candidate statements) to each individual who is a bona fide member of ECVN by December 31, 1985.
The Committee recommended a membership approval process which requires acceptance of membership application by the Board or a designated committee. After reviewing the membership applications received at the Center so far, the Board approved all 21, and designated the Election Committee to approve all applications that are submitted prior to January 1, 1986, so long as their decisions are unanimous.
Doris Ray presented a letter (attachment #5) with which the Committee wants to acknowledge accepted members, along with a copy of ECVN bylaws. The Board approved the letter in general and decided that the Committee would finalize the letter and mail the packet with staff support.
Robert Gorski reported that currently three individuals wish to be candidates for the two vacant positions on the permanent board: Dale Brown, Herman Sprague, and Gweneth Rochlin. Marilyn Tilson removed herself from candidacy because of potential conflict of interest due to her employer's involvement in independent living programs.
The Committee recommended that the Board establish a program agenda, for the evening of January 16, to include the annual meeting, the meeting of the permanent board, and a meeting of the interim board if necessary. The Board designated John Collins to be responsible for this task, calling upon board and staff members for assistance as necessary.
The Board approved and accepted the report of the Election Committee.

7. John Collins and Sharon Mistler reported on developments in the search for a new facility for the Endependence Center. (attachment #6) A five-page list of available commercial spaces in Arlington County had been received from a development office in the county government.

Robert Gorski moved that by the end of the month ECNV staff contact other local jurisdictions that might have useful listings of commercial spaces, and that members of the Board and staff make whatever personal contacts, of which they may be capable, that might yield leads to appropriate office sites. The Board approved the motion.

8. Sharon Mistler gave the Center report.

- * A statewide ad hoc committee concerned with PCA legislation has asked Barbara Gilley from ECNV's staff to take the lead in drafting state legislation for a PCA program.
- * Barbara Gilley and Marsha Mazz have been asked to review proposed changes in state legislation regarding accessible housing.
- * Sharon Mistler can provide interested persons with a copy of state official Linda Sawyer's report on the future of independent living programs in Virginia.
- * Written statistical and financial reports for November were provided to board members. The curious nature of statistics generated for DRS purposes was explained to new board members.
- * On December 16, Sharon and board members Robert Gorski and John Collins meet with Keiko Kamatsubaru and two representatives from the volunteer group that organized the Japanese Bazaar. Checks totalling \$2,076 were presented to the Center and this amount represented the money raised by the Bazaar, less expenses incurred for the event. On behalf of the board, Robert and John accepted the money with gratitude and agreed that a third bazaar would be held next fall. It was recognized that even greater funds could be raised in future bazaars if early efforts are made to publicize the bazaar to the community.
- * On the morning of December 18 Robert Gorski presented ECNV's first Ready Access Award to an area merchant. Hechts Company received the award for providing, at Metro Center, elevator access to the new downtown store.

9. Robert Gorski recommended that ECNV explore a fund raising family entertainment event with Virginia Telemarketing, Inc. The Board designated Robert and Delbert Phillips as a committee to explore the possibilities and to report to the Board at its next meeting.

time and
10. At John Collins' request for any further business, Doris Ray *requested* announced her protest of the election held at the meeting (agenda item #4) because she was not informed in advance. In addition, she strongly urged the board to undertake a reconsideration of the policy adopted that evening (under agenda item #5). On a motion by Joyce Frieden, the Board approved establishing a committee to examine the drafting of a more comprehensive conflict of interest policy. Joyce Frieden, Tom Denniston, and Ruth Phillips agreed to be members of the committee. John Collins asked Robert Gorski and Ruth Phillips to draft a separate and detailed record of Doris Ray's comments on the election and the conflict of interest policy. (attachment #7)

The meeting adjourned at approximately 7:30 pm.

Proposed Agenda for ECV Board Meeting
December 18, 1985

1. approve agenda
2. approve minutes of last meeting
3. resignation-as-promised-one-year-ago of the president
4. election
5. policy statement proposed by John Collins
6. report of elections committee
7. report on the status of the facility and the upcoming move
8. center report
9. fund raising event proposed by Robert Gorski
10. other business

~~Minutes~~ Minutes of the ECVN Board Meeting, November 22, 1985

The meeting commenced at 5:50 pm.

Present were: Board members Robert Gorski, John Collins, Delbert Phillips, Larry Allison, Ruth Phillips, and Doris Ray, who arrived during the discussion under Item #3; staff members Sharon Mistler and Brenda Plum; and visitors Herman Sprague and Nancy Phillips.

1. The agenda presented by the President was approved with the addition of discussion of a Christmas Party.
2. The minutes of the October meeting were approved without change.
3. Sharon Mistler delivered the Center Report.
 - * The recently printed newsletter included a consumer survey on housing. Staff plans to include surveys in every other upcoming issue on such topics as use of Metro and needs for personal care attendants.
 - * The Center currently has 40 participants who are in need of personal care attendants.
 - * The position of coordinator of the D.D. Transitional project has been offered and accepted by Deborah ~~Ash~~^Eshleman, who will begin work on the coming Monday.
 - * The Board agreed to Sharon's refusal to support the Handicaps Unlimited of Virginia original legislative proposal on attendant care because of the impracticality of ILP's funding all costs up front.
 - * The Board reaffirmed the policy of protecting confidentiality of participants and agreed not to disclose their names to Handicaps Unlimited of Virginia, which had requested the information for a statewide survey of housing needs. The Board urged Sharon to continue exploring with Handicaps Unlimited of Virginia how ECVN could more legitimately assist in the needs assessment.
 - * The question of ECVN becoming an affiliate member of HUVA was discussed again, and on a motion by John Collins, the Board affirmed its past decision not to join HUVA at the present time.
 - * The volunteer group, which was headed by Keiko Kamatsubara and which organized the Japanese Bazaar, reported to Sharon Mistler that the bazaar grossed approximately \$2,800. A final reckoning of the net will be provided soon.
 - * Arlington County will complete a settlement for the property on which the Center is located on December 15. The terms of the settlement require the new owner to give ECVN at least a 90-day notice to vacate. Therefore, March 15, 1986 appears to be the likely deadline for ECVN to leave its present facility. Construction plans will permit subway access to the Center through March. Staff is searching newspaper ads for feasible sites to which the Center can move. Delbert Phillips moved that the Center explore all possibilities in Arlington, Alexandria, Fairfax, and Falls Church that are within ½ mile of subway stops, currently operating and scheduled to open within the next year. The motion passed 3 votes to 2.

4. The Board discussed the adviseability filling one or more of the current four board vacancies creating by expanding the interim Board at the October meeting. Ruth Phillips moved that the Board fill three vacancies with individuals currently on the list of board candidates. The motion passed, and the Board agreed to vote by written ballot. Nancy Phillips was asked to collect and count ballots. She announced ~~the~~ the new members of the interim board were Tom Denniston, Joyce Frieden, and Gretchen Menn.
5. On a motion by Delbert Phillips the Board resolved to have an Election Committee recommend procedures for and conduct an election to fill vacancies on the permanent board at the annual membership meeting in January. The Board accepted Robert Gorski, Doris Ray, and Larry Allison as members of the Committee.
6. Sharon Mistler reported that approximately 20 membership applications had been received at the Center; that Tony Okoro is handling the paperwork; and that a separate membership account has been established.
7. Robert Gorski requested the advice of the Board as to the timing of his resignation as president. A question was raised about the appropriateness of his resignation occurring in advance of the January meeting because the First Vice President is employed in a position that some Board members felt constituted a conflict of interest should the First Vice President assume the presidency. Before the conclusion of discussion, a previous appointment cause Robert Gorski to leave the meeting. Afterwards the Board decided that Doris Ray should contact Robert Gorski in order to inquire if he would be willing to postpone his resignation. If this were not possible, the Board agreed to hold a special meeting at an early date to resolve the issue of succession.

The meeting adjourned at approximately 8:30 pm.

INDEPENDENCE CENTER OF NORTHERN VIRGINIA

Robert Gorski
President
Board of Directors

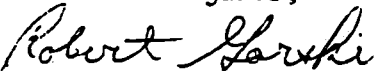
Sharon Mistler
Executive Director

December 18, 1985

To the governing board of the Endependence Center of Northern Virginia:

In accord with my promise made in November 1984, I hereby submit my resignation as President of the board of the Endependence Center, one year after assuming the duties of President. I look forward to continuing as a member of the governing board and I will assist the work of the board in all ways that are mutually agreeable.

With best regards,


Robert Gorski

TO: ECVN, Inc. Board of Directors
FROM: John D. Collins *JDC* III, 2nd Vice President
SUBJECT: Proposition on paid ILCenter staff serving as ECVN, Inc. officers
DATE: Proposed on November 26, 1985

It is the policy of this Board that paid staff of Independent Living Centers are not allowed to serve as corporate officers of the Endependence Center of Northern Virginia, Inc.

Date

Dear (person's Name):

Thank you for showing your support for disability rights and the independent living movement by becoming a _____ member of the Independence Center of Northern Virginia, Inc. (ECNV). Your membership became effective (Date - ~~I~~ would suggest just the month and year) and is renewable on an annual basis.

See page 2 for Para 2 which goes here

As a paid member of ECVN, Inc. you are entitled to voting privileges at the annual meeting which is usually held in November. For this year only, due to special circumstances, the interim Board of Directors has decided to hold the annual meeting on Thursday, January 16, 1986. *(At that meeting the first permanent Board will be elected)* ^{sitted} At the annual meeting the membership *(the preceding year)* has the opportunity to review the annual report for 1985, consider

and adopt corporate policy and service priorities for the coming year, and elect new members of the Board of Directors for the coming year. Since the membership meets only once a year this is your opportunity to have input into the policy and direction of the center for the coming year, and I encourage you to attend. ~~A copy of the ECVN, Inc. by laws is attached.~~

As a paid member you are also eligible to serve on the Board of Directors of the corporation. As noted above the new members of the Board are elected at the annual meeting and serve for three years. The ECVN Board of Directors is comprised of _____ individuals, a majority of whom must be persons with disabilities.

The Board is responsible for the policy direction of the Center on an ongoing basis. The Board meets bi-monthly on the third Wednesday of the month; ^{its} the executive committee of the Board, which is comprised of the elected officers meets bi-monthly on the alternate third Wednesday. The Board elects its own officers annually following the annual meeting. If you are interested in serving as an ECVN Board member you should contact the current Board president or the Executive Director at the above address. ~~on the above~~

-2-

ECNV also has an advisory committee which serves as a resource to assist the Executive Director and the staff to develop recommendations for policy decisions and service priorities, and helps to plan and evaluate new programs. The advisory committee meets _____. Members and non-members are eligible to serve on the advisory committee. If you are interested in serving on the committee, or if you have suggestions ^{for potential} ~~of possible~~ committee members, please contact the Board [#] ~~535-3268~~ President or the Executive Director at the above address ^{or by} ~~and~~ telephone ^{on} ~~number.~~

In order to better orient you to the corporation and its operating rules, a

Make this para. #2
 copy of the by-laws is included for your review and reference. *We are also including a copy of the annual report so that you can become more familiar with ECNV's programs and services*

As the time for the annual meeting draws near you will receive a notice in the mail advising you of the exact date, time, and place of the meeting. The package should also include an annual report, a financial statement for the preceeding year, a proposed budget for the coming year and any resolutions regarding proposed changes to the by-laws and/or corporate policy. The package will also contain resumes of persons wishing to run for election to the Board and a report on procedures for holding the annual elections.

If you have any questions or if you just want to talk over ideas or suggestions do not hesitate to contact members of the staff or the Board: we are here to serve you. Once ^Q ~~Once~~ again we wish to welcome to the ECNV family. Your support will ~~help to~~ better the lives of disabled people in the Northern Virginia Community .

TO: ECVN STAFF & BOARDMEMBERS
FROM: John Collins III, 2nd V.P.
DATE: DECEMBER 15, 1985
SUBJECT: SPRING 1986 MOVE CONTACTS

Fran Lowder called me on 12/12 regarding the Arlington Journal feature the day before on County Boardmember Al Eisenberg's meeting with the Clarenton Alliance of small businesses about their relocation needs. I talked with Mr. Eisenburg on Friday and was referred back to the County.

He had me call Tom Parker, head of Business Development and Fred Schultz who track available commercial and industrial sites. We should receive the latest list highlighted for ECVN in time for the Board on the 18th. Possibilities in Arlington around Clarenton include:

Sears Catalog Store 2nd floor, elevator, above Errol's;

Murphy's; or

the Hurt Building.

The site Plan for our block has not been approved by the County Board for redevelopment yet, but the move is eminent enough for ECVN staff and Board to work with all the County resources to consider every location seriously.

Al Eisenburg, Arl. Co. Board 558-2261 via Jeanette Pernell; 626-7384 (W)

Tom Parker, Head or Fred Schultz, Bus. Dev'l. 558-2536 in Holmes Bldg.
2100- 14th Street, Arlington, VA 22201.

Bill Gearhart (Sp? & phone ?), Clarenton Alliance

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ECNV, Inc.

To: John Collins

From: Ruth Phillips
& Robert Gorski

Re: Remarks of Doris Ray at
12/18 meeting

Date: 12/22/85

At the end of the board meeting on December 18, Doris Ray protested the fairness of the election of a new interim board president, and - also on grounds of fairness - she strongly urged the board to reconsider the policy it adopted prohibiting paid staff of independent living centers from being officers of ECNV.

The election was unfair, Doris said, because 1) she was not informed of the election prior to the meeting and 2) it was done, for personal reasons, to supersede the succession clause in the bylaws.

The new policy, Doris felt, should be a comprehensive policy on conflict of interest. She pointed out several examples of what she feels are existing potential conflicts of interest currently involving board members.

1. The current board president has an interest in a transportation service provider which contracts with the Center.
2. Two board members currently serve on local commissions on disability which assist in recommending public funding, through local jurisdictions, for ECNV.
3. The previous board president was simultaneously president of a local advocacy organization from which the Center had been split off one year ago.
4. Two board members currently reside outside the state of Virginia.

Finally, Doris claimed, the policy was personally targeted and intended to block her from becoming board president.

no conflict unless he votes on personnel issues

no conflict for ECNV

no conflict advocacy vs service

nothing in bylaws prohibits

*See
5 months*

The Endependence Center of Northern Virginia
Monthly Expenditures, Fiscal Package
November, 1985

Attachment I
ECNV, Inc.
Monthly Expenditures
November, 1985

Line Item:

Amount

Personnel:

Executive Director	\$ 2,561.67
Director of Internal Services	\$ 2,031.67
Administrative Assistant	\$ 1,236.67
Bookkeeper	\$ 1,236.67
Director of Public Affairs	\$ 1,766.67
Director of Advocacy	\$ 1,325.00
ILS Training Specialist	\$ 291.66
I&R Coordinator	\$ 1,766.67
PCA/Housing Coordinator	\$ 1,236.67
Custodian	\$ 206.67
	\$13,660.02

Fringe:

Matching FICA	\$ 963.03
Fed Employ. Tax	\$ 109.28
Insurance	\$ 874.00
Workman's Compensation	\$ 658.00
	\$ 2,604.31

Travel/Training:

(for staff and participants)

\$ 922.80
\$ 922.80

Equipment:

\$ 501.50
\$ 501.50

Supplies:

\$ 783.29
\$ 783.29

Other:

Rent (to include utilities, maintenance and insurance)	\$ 3,164.03
Telephone	\$ 406.20
Printing	\$ 00.00
Dues/Subscriptions	\$ 12.80
Legal/Audit	\$ 1,600.00
Interpreter	\$ 44.50
Accounting	\$ 83.72

	\$ 5,311.25

GRAND TOTAL:

\$23,783.17

Attachment II
ECNV, Inc.
Recap Sheet
November, 1985

	Budgeted Amount	Current Amount	Cumulative Amount	Remaining Amount
Line Item:				
Personnel:	\$175,260.72	\$ 13,660.02	\$ 72,080.14	\$103,180.58
Exec. Dir	\$ 30,740.04	\$ 2,561.67	\$ 12,808.35	\$ 17,931.69
Dir Internal Ser.	\$ 24,380.04	\$ 2,031.67	\$ 10,158.35	\$ 14,221.69
Admin. Asst.	\$ 14,840.04	\$ 1,236.67	\$ 6,183.35	\$ 8,659.69
Bookkeeper	\$ 14,840.04	\$ 1,236.67	\$ 6,183.35	\$ 8,659.69
Dir PR/Fund	\$ 21,200.04	\$ 1,766.67	\$ 8,833.35	\$ 12,366.69
Dir Advocacy	\$ 15,900.00	\$ 1,325.00	\$ 6,625.00	\$ 9,275.00
ILS Specialist	\$ 14,840.04	\$ 291.66	\$ 5,238.34	\$ 9,601.70
I&R Coordinator	\$ 21,200.04	\$ 1,766.67	\$ 8,833.35	\$ 12,366.69
PCA/Housing Coord	\$ 14,840.04	\$ 1,236.67	\$ 6,183.35	\$ 8,659.69
Custodian	\$ 2,480.04	\$ 206.67	\$ 1,033.35	\$ 1,446.69
Fringe:	\$ 31,447.65	\$ 2,604.31	\$ 10,306.71	\$ 21,140.94
Travel/Training:	\$ 11,962.83	\$ 922.80	\$ 2,446.89	\$ 9,515.94
(for staff and for participants)				
Equipment:	\$ 4,500.00	\$ 501.50	\$ 3,633.76	\$ 866.24
Supplies:	\$ 6,301.67	\$ 783.29	\$ 3,707.23	\$ 2,594.44

Other:	\$ 52,791.13	\$ 5,311.25	\$ 22,548.67	\$ 30,242.46
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Rent(to include Utilities, Insur. & maintenance)	\$ 38,665.00	\$ 3,164.03	\$ 16,225.61	\$ 22,439.39
Telephones	\$ 6,093.64	\$ 406.20	\$ 2,044.42	\$ 4,049.22
Printing	\$ 3,899.77	\$ 00.00	\$ 738.04	\$ 3,161.73
Dues/Subs	\$ 1,132.72	\$ 12.80	\$ 547.22	\$ 585.50
Legal/Audit	\$ 2,500.00	\$ 1,600.00	\$ 2,495.00	\$ 5.00
Interpreter	\$ 500.00	\$ 44.50	\$ 89.00	\$ 411.00
Accounting	\$ 1,000.00	\$ 83.72	\$ 337.76	\$ 662.24

GRAND TOTAL:	\$282,264.00	\$ 23,783.17	\$114,723.40	\$167,540.60
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COMMUNITY OPTIONS/CENTER ACTIVITY

at Independence Center of Northern Virginia 11 / 1 / 85 to 11 / 29 / 85

Community Options

1. Housing

- 01 Development of new units
- 02 Utilization of existing accessible units
- 03 Modification in existing accessible units
- 04 Policy changes
- 05 Other (specify)

Monthly Units	YTD
7	7
1	1
0	1
0	0
0	0

2. Attendant

- 01 Development of new PCA's
- 02 Number of new attendant training programs
- 03 Number of new sources designating funds for PCA
- 04 Number of existing sources increasing funds for PCA
- 05 Policy changes
- 06 Other (specify)

Monthly Units	YTD
1	7
0	0
0	0
0	0
0	0
0	0

3. Transportation

- 01 Development of new driver training program
- 02 Number of new volunteer transportation vehicles
- 03 Number of new accessible private transportation vehicles
- 04 Number of new or additional accessible public transportation vehicles
- 05 Number of new or additional accessible paratransit public transportation vehicles
- 06 Number of new sources designating transportation funds
- 07 Number of existing sources increasing transportation funds
- 08 Number of new or additional transit depots, centers, stops
- 09 Policy changes
- 10 Other (specify)

Monthly Units	YTD
5	

4. Community Accessibility

- 01 Number of new parking spaces
- 02 Number of new curb cuts
- 03 Number of modifications to private buildings
- 04 Number of modifications to public buildings
- 05 Number of modifications to recreational/social sites
- 06 Policy changes
- 07 Other (specify)

Monthly Units	YTD
	6
	1

5. Other Options

- 01 Specify Hours spent on
- 02 Specify Fund raiser
- 03 Specify
- 04 Specify

Monthly Units	YTD
64	65
24	24
60	60

6. Cooperative Arrangements

- 01 Medical
- 02 Housing
- 03 Transportation
- 04 Education
- 05 Vocation
- 06 Employment
- 07 Recreation
- 08 Finance
- 09 Other (specify)

Activities (On Board, Committees)		Networking					
		Formal Agreements		Informal Agreements		Others	
		Monthly	YTD	Monthly	YTD	Monthly	YTD
5	14		1		1		
1	4						
1	1				1		
1	2						1
	1				1		1
4	5	1	1		2		

Community Activity

1 of presentations



of people at presentation

Community Education

01. Transportation
02. Housing
03. Community Accessibility
04. Disability Awareness
05. Other Disability Issues
06. Gen. Public Rel. & Outreach
07. Conferences, seminars
08. Other (specify)

Speaking		Audiovisual		Articles		Newsletters		Total	
Mo.	YTD	Mo.	YTD	Mo.	YTD	Mo.	YTD	Mo.	YTD
	1/8								
	1/5								
3/82	4/102		2/1500						
	3/265		"						
	4/1360		2/300			1/1100	3/3150		
1/50	2/150								
						1/850	1/850		

Program Income

XX-See attached form

- 01 Fee for Service
- 02 Fund Raising
- 03 City
- 04 County
- 05 State
- 06 Federal
- 07 United Way
- 08 Endowment
- 09 Cooperatory Foundation
- 10 Membership
- 11 Production Sales
- 12 Speaker Fees/Honorariums
- 13 Business
- 14 Donation
- 15 Other

[illegible]

3. Consumer Involvement in CIL Activity

- 01 Total paid staff
- 02 Total volunteer staff
- 03 Number of disabled on paid staff
- 04 Number of disabled volunteer staff
- 05 Number of disabled on CIL Governing Board
- 06 Number of disabled on CIL Advisory Board
- 07 Number of disabled in CIL Administration
- 08 Number of disabled in CIL Supervision
- 09 Number of disabled in CIL Direct Services
- 10 Number of disabled in CIL Support Services
- 11 Number of household family member involved
- 12 Other (specify)

Persons This Month	YTD	Total No. in Group
12		12
5	x	
10		x
5	5	x
6	x	7
12	x	23
3	x	3
2	x	2
4	x	4
2	x	2
0	0	x
0	0	0

C.I.L.

ASSISTED/SERVED BY DISABLING CONDITION

Types of Disabling Conditions

A. Visual Impairments
RSA Code 100 - 149

B. Hearing Impairments
RSA Code 230 - 289

C. Orthopedic Deformities (Except Amputation)
RSA Code 300 - 399

D. Orthopedic Deformities (Missing Member)
RSA Code 400 - 449

E. Emotional Disorders
RSA Code 500 - 526

F. Mental Retardation
RSA Code 530 - 534

G. Other Disabling Conditions
RSA Code 600 - 699

H. Condition Not Reported
RSA Code 800

TOTAL

ECI		WWCIL		ECNV		RCIL		IRC		WINCH		TOTAL	
A	S	A	S	A	S	A	S	A	S	A	S	A	S
				4	0								
				8	0								
				58	9								
				0	0								
				7	0								
				2	0								
				15	0								
				42	0								
				136	9								

Time Covered by Report November 1-29, 1985Submitted by Brenda PlumDate Submitted December 5, 1985Definitions:

A - Assisted Anyone who received information only, referral only or individual advocacy and did not have an IILP written at the time the assistance was provided.

S - Served Anyone who has one or more services provided under an IILP.

CIL

~~Endeppendence Center of Northern Virginia~~
Center

Participant Statistical Report

Time Covered by Report November 1-29, 1985

Date Submitted: December 5, 1985

Submitted by: Brenda Plum

1. Number of Intakes
2. Number of Objectives Written
3. Number of Objective Completed
4. Percentage Completed
5. Number of Participants Achieving Objectives
 - A. Education
 - B. Housing
 - C. Employment
 - D. Training
 - E. Financial Income
 - F. Attendant Management
 - G. Recreation/Leisure Education
 - H. Communication
 - I. Adjustment to Disability
 - J. Transportation
 - K. Other (Specify)
 - L. Other (Specify)
6. Number Referred to Rehabilitation
7. Number Referred from Rehabilitation
8. Number of Rehabilitation Clients Served

Current Month	YTD	PY
1	29	
9	91	
6	56	
66.7%	61.5%	
8	45	
0	0	
1	2	
2	10	
	11	
	0	
	0	
1	2	
	5	
	7	
1	9	
2	6	
	1	
1	1	
0	1	
2	68	

Year-To-Date - This figure will always include current month figure.

Previous Year - This figure will remain constant which will be the total by item for the previous year's (July - June) activity.

CIL
Endeppence Center of Northern Virginia
 Center

Service Activity Report

Time Covered by Report November 1-29, 1985

Date Submitted: December 5, 1985

Submitted by: Brenda Plum

	Units Provided Includes IILP and Non-IILP			Participants Served IILP Only		
	MO.	YTD	PY	MO.	YTD	PY
0. Intakes/Assessments	13			1	22	
1. Information	86	284				
2. Referral	6	114		0	9	
3. Peer Counseling	122	271		10	131	
4. Group Counseling	24	67		0	20	
5. I. L. Skills Training	0	225		0	160	
6. Community Education	94	151				
7. Leisure Education	3	21		3	21	
8. Transportation	7	22		7	21	
9. Interpreter/Reader	0	0		0	0	
10. Emergency Attendant Care	3	5		3	3	
11. Volunteer	60	180		0	10	
12. Advocacy						
A. Individual	11	58		0	4	
B. System	49	230		0	12	
13. Technical Assistance (Including Assessability Survey)	10	30		0	1	
14. Registry						
A. Housing	40	107		6	8	
B. PCA	30	60		5	20	
C. Equipment	0	0		0	0	
D. Interpreter/Reader	0	3		0	0	
TOTAL	558	1828		35	442	

*Optional for CIL only for that single item identified.

Year-To-Date - This figure will always include current month figure.

Previous Year - This will remain constant which will be the total by service for the

policy
p2

Proposed Agenda for ECV Board Meeting
December 18, 1985

1. approve agenda
2. approve minutes of last meeting
3. resignation-as-promised-one-year-ago of the president
4. election
5. policy statement proposed by John Collins
6. report of elections committee
7. report on the status of the facility and the upcoming move
8. center report
9. fund raising event proposed by Robert Gorski
10. other business

policy

~~ECNV~~ Minutes of ECVN Board Meeting, December 18, 1985

The meeting commenced at 5:35 pm.

Present were Board members: Ruth Hall-Phillips, Delbert Phillips, Joyce Frieden, Tom Denniston, Larry Allison, Robert Gorski, John Collins, and Doris Ray, who arrived during discussion of agenda item #6; staff members: Brenda Plum, Sharon Mistler, and Michael Frisenger.

1. The Board approved the agenda as presented by the president. (attachment #1)
 2. The Board approved a spelling change in item #4 of the minutes of the board meeting of November 22, and approved the minutes. (attachment #2)
 3. Robert Gorski submitted his letter of resignation (attachment #3) as board president, and it was accepted by the Board. In the absence of the First Vice President, the chair of the meeting was assumed by John Collins, the Second Vice President.
 4. John Collins was nominated and elected President of the interim board.
 5. A proposed policy statement (attachment #4) prohibiting paid employees of independent living centers from serving as corporate officers of ECVN was approved by the Board with an amendment to make the policy effective starting January 16, 1986. The Board designated Larry Allison and Delbert Phillips as a committee to review policy on Board-Staff relations. By the next board meeting the committee is to report recommendations for improving the policy, and suggestions for action to be taken if individuals fail to adhere to policy.
 6. The members of the Election Committee reported on their work and recommended procedures for the election of the permanent board. Voting members will be given a choice of voting either by mail or in person at the January 16 annual meeting. Larry Allison will design the ballot, which will be mailed (along with voting information and candidate statements) to each individual who is a bona fide member of ECVN by December 31, 1985.
The Committee recommended a membership approval process which requires acceptance of membership application by the Board or a designated committee. After reviewing the membership applications received at the Center so far, the Board approved all 21, and designated the Election Committee to approve all applications that are submitted prior to January 1, 1986, so long as their decisions are unanimous.
- Doris Ray presented a letter (attachment #5) with which the Committee wants to acknowledge accepted members, along with a copy of ECVN bylaws. The Board approved the letter in general and decided that the Committee would finalize the letter and mail the packet with staff support.
- Robert Gorski reported that currently three individuals wish to be candidates for the two vacant positions on the permanent board: Dale Brown, Herman Sprague, and Gweneth Rochlin. Marilyn Tilson removed herself from candidacy because of potential conflict of interest due to her employer's involvement in independent living programs.
- The Committee recommended that the Board establish a program agenda, for the evening of January 16, to include the annual meeting, the meeting of the permanent board, and a meeting of the interim board if necessary. The Board designated John Collins to be responsible for this task, calling upon board and staff members for assistance as necessary.
- The Board approved and accepted the report of the Election Committee.

7. John Collins and Sharon Mistler reported on developments in the search for a new facility for the Endependence Center. (attachment #6) A five-page list of available commercial spaces in Arlington County had been received from a development office in the county government.

Robert Gorski moved that by the end of the month ECVN staff contact other local jurisdictions that might have useful listings of commercial spaces, and that members of the Board and staff make whatever personal contacts, of which they may be capable, that might yield leads to appropriate office sites. The Board approved the motion.

8. Sharon Mistler gave the Center report.

- * A statewide ad hoc committee concerned with PCA legislation has asked Barbara Gilley from ECVN's staff to take the lead in drafting state legislation for a PCA program.
- * Barbara Gilley and Marsha Mazz have been asked to review proposed changes in state legislation regarding accessible housing.
- * Sharon Mistler can provide interested persons with a copy of state official Linda Sawyer's report on the future of independent living programs in Virginia.
- * Written statistical and financial reports for November were provided to board members. The curious nature of statistics generated for DRS purposes was explained to new board members.
- * On December 16, Sharon and board members Robert Gorski and John Collins meet with Keiko Kamatsubaru and two representatives from the volunteer group that organized the Japanese Bazaar. Checks totalling \$2,076 were presented to the Center and this amount represented the money raised by the Bazaar, less expenses incurred for the event. On behalf of the board, Robert and John accepted the money with gratitude and agreed that a third bazaar would be held next fall. It was recognized that even greater funds could be raised in future bazaars if early efforts are made to publicize the bazaar to the community.
- * On the morning of December 18 Robert Gorski presented ECVN's first Ready Access Award to an area merchant. Hechts Company received the award for providing, at Metro Center, elevator access to the new downtown store.

9. Robert Gorski recommended that ECVN explore a fund raising family entertainment event with Virginia Telemarketing, Inc. The Board designated Robert and Delbert Phillips as a committee to explore the possibilities and to report to the Board at its next meeting.

10. At John Collins' request for any further business, Doris Ray announched her protest of the election held at the meeting (agenda item #4) because she was not informed in advance. In addition, she strongly urged the board to undertake a reconsideration of the policy adopted that evening (under agenda item #5). On a motion by Joyce Frieden, the Board approved establishing a committee to examine the drafting of a more comprehensive conflict of interest policy. Joyce Frieden, Tom Denniston, and Ruth Phillips agreed to be members of the committee. John Collins asked Robert Gorski and Ruth Phillips to draft a separate and detailed record of Doris Ray's comments on the election and the conflict of interest policy. (attachment #7)

The meeting adjourned at approximately 7:30 pm.

~~Minutes~~ Minutes of the ECV Board Meeting, November 22, 1985

The meeting commenced at 5:50 pm.

Present were: Board members Robert Gorski, John Collins, Delbert Phillips, Larry Allison, Ruth Phillips, and Doris Ray, who arrived during the discussion under Item #3; staff members Sharon Mistler and Brenda Plum; and visitors Herman Sprague and Nancy Phillips.

1. The agenda presented by the President was approved with the addition of discussion of a Christmas Party.
2. The minutes of the October meeting were approved without change.
3. Sharon Mistler delivered the Center Report.
 - * The recently printed newsletter included a consumer survey on housing. Staff plans to include surveys in every other upcoming issue on such topics as use of Metro and needs for personal care attendants.
 - * The Center currently has 40 participants who are in need of personal care attendants.
 - * The position of coordinator of the D.D. Transitional project has been offered and accepted by Deborah ^EAshleman, who will begin work on the coming Monday.
 - * The Board agreed to Sharon's refusal to support the Handicaps Unlimited of Virginia original legislative proposal on attendant care because of the impracticality of ILP's funding all costs up front.
 - * The Board reaffirmed the policy of protecting confidentiality of participants and agreed not to disclose their names to Handicaps Unlimited of Virginia, which had requested the information for a statewide survey of housing needs. The Board urged Sharon to continue exploring with Handicaps Unlimited of Virginia how ECV could more legitimately assist in the needs assessment.
 - * The question of ECV becoming an affiliate member of HUVA was discussed again, and on a motion by John Collins, the Board affirmed its past decision not to join HUVA at the present time.
 - * The volunteer group, which was headed by Keiko Kamatsubara and which organized the Japanese Bazaar, reported to Sharon Mistler that the bazaar grossed approximately \$2,800. A final reckoning of the net will be provided soon.
 - * Arlington County will complete a settlement for the property on which the Center is located on December 15. The terms of the settlement require the new owner to give ECV at least a 90-day notice to vacate. Therefore, March 15, 1986 appears to be the likely deadline for ECV to leave its present facility. Construction plans will permit subway access to the Center through March. Staff is searching newspaper ads for feasible sites to which the Center can move. Delbert Phillips moved that the Center explore all possibilities in Arlington, Alexandria, Fairfax, and Falls Church that are within ½ mile of subway stops, currently operating and scheduled to open within the next year. The motion passed 3 votes to 2.

4. The Board discussed the adviseability filling one or more of the current four board vacancies creating by expanding the interim Board at the October meeting. Ruth Phillips moved that the Board fill three vacancies with individuals currently on the list of board candidates. The motion passed, and the Board agreed to vote by written ballot. Nancy Phillips was asked to collect and count ballots. She announced ~~the~~ the new members of the interim board were Tom Denniston, Joyce Frieden, and Gretchen Menn.
5. On a motion by Delbert Phillips the Board resolved to have an Election Committee recommend procedures for and conduct an election to fill vacancies on the permanent board at the annual membership meeting in January. The Board accepted Robert Gorski, Doris Ray, and Larry Allison as members of the Committee.
6. Sharon Mistler reported that approximately 20 membership applications had been received at the Center; that Tony Okoro is handling the paperwork; and that a separate membership account has been established.
7. Robert Gorski requested the advice of the Board as to the timing of his resignation as president. A question was raised about the appropriateness of his resignation occurring in advance of the January meeting because the First Vice President is employed in a position that some Board members felt constituted a conflict of interest should the First Vice President assume the presidency. Before the conclusion of discussion, a previous appointment cause Robert Gorski to leave the meeting. Afterwards the Board decided that Doris Ray should contact Robert Gorski in order to inquire if he would be willing to postpone his resignation. If this were not possible, the Board agreed to hold a special meeting at an early date to resolve the issue of succession.

The meeting adjourned at approximately 8:30 pm.

INDEPENDENCE CENTER OF NORTHERN VIRGINIA

Robert Gorski
President
Board of Directors

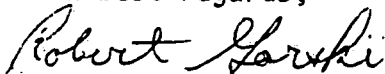
Sharon Myster
Executive Director

December 18, 1985

To the governing board of the Independence Center of Northern Virginia:

In accord with my promise made in November 1984, I hereby submit my resignation as President of the board of the Independence Center, one year after assuming the duties of President. I look forward to continuing as a member of the governing board and I will assist the work of the board in all ways that are mutually agreeable.

With best regards,


Robert Gorski

TO: ECVN, Inc. Board of Directors
FROM: John D. Collins *JDC* III, 2nd Vice President
SUBJECT: Proposition on paid ILCenter staff serving as ECVN, Inc. officers
DATE: Proposed on November 26, 1985

It is the policy of this Board that paid staff of Independent Living Centers are not allowed to serve as corporate officers of the Endependence Center of Northern Virginia, Inc..

Date

Dear (person's Name):

Thank you for showing your support for disability rights and the independent living movement by becoming a _____ member of the
 Independence Center of Northern Virginia, Inc. (ECNV). Your membership became
 effective (Date - ~~I would suggest just the month and year~~) and is renewable on
 an annual basis.

See page 2 for para 2 which goes here

As a paid member of ECNV, Inc. you are entitled to voting privileges at the
 annual meeting which is usually held in November. For this year only, due to
 special circumstances, the interim Board of Directors has decided to hold the
 annual meeting on Thursday, January 16, 1986. *(At that meeting the first permanent Board will be elected)*
 At the annual meeting the membership *(the preceding year)*
 has the opportunity to review the annual report for 1985, consider
 and adopt corporate policy and service priorities for the coming year, and
 elect new members of the Board of Directors for the coming year. Since the
 membership meets only once a year this is your opportunity to have input into the
 policy and direction of the center for the coming year, and I encourage you to
 attend. ~~A copy of the ECNV, Inc. by laws is attached.~~

As a paid member you are also eligible to serve on the Board of Directors of
 the corporation. As noted above the new members of the Board are elected at the
 annual meeting and serve for three years. The ECNV Board of Directors is comprised
 of _____ individuals, a majority of whom must be persons with disabilities.

The Board is responsible for the policy direction of the Center on an ongoing
 basis. The Board meets bi-monthly on the third Wednesday of the month; ^{its} the
 executive committee of the Board, which is comprised of the elected officers
 meets bi-monthly on the alternate third Wednesday. The Board elects its own officers
 annually following the annual meeting. If you are interested in serving as an ECNV Board
 member you should contact the current Board president or the Executive Director at the
 above address ~~of the center~~

-2-

ECNV also has an advisory committee which serves as a resource to assist the Executive Director and the staff to develop recommendations for policy decisions and service priorities, and helps to plan and evaluate new programs. The advisory committee meets _____. Members and non-members are eligible to serve on the advisory committee. If you are interested in serving on the committee, or if you have suggestions ^{for potential} ~~of possible~~ committee members, please contact the Board [#] ~~525-3268~~ President or the Executive Director at the above address ^{or by} ~~on 525-3268~~ and telephone number.

In order to better orient you to the corporation and its operating rules, a

Make this para. #2
 copy of the by-laws is included for your review and reference. We are also including a copy of the annual report so that you can become more familiar with ECNV's programs and services.

As the time for the annual meeting draws near you will receive a notice in the mail advising you of the exact date, time, and place of the meeting. The package should also include an annual report, a financial statement for the preceeding year, a proposed budget for the coming year and any resolutions regarding proposed changes to the by-laws and/or corporate policy. The package will also contain resumes of persons wishing to run for election to the Board and a report on procedures for holding the annual elections.

If you have any questions or if you just want to talk over ideas or suggestions do not hesitate to contact members of the staff or the Board: we are here to serve you. Once ^Q Once again we wish to welcome to the ECNV family. Your support will ~~help to~~ better the lives of disabled people in the Northern Virginia Community .

TO: ECVN STAFF & BOARDMEMBERS
FROM: John Collins III, 2nd V.P.
DATE: DECEMBER 15, 1985
SUBJECT: SPRING 1986 MOVE CONTACTS

Attachment #6

Fran Lowder called me on 12/12 regarding the Arlington Journal feature the day before on County Boardmember Al Eisenberg's meeting with the Clarenton Alliance of small businesses about their relocation needs. I talked with Mr. Eisenburg on Friday and was referred back to the County.

He had me call Tom Parker, head of Business Development and Fred Schultz who track available commercial and industrial sites. We should receive the latest list highlighted for ECVN in time for the Board on the 18th. Possibilities in Arlington around Clarenton include:

Sears Catalog Store 2nd floor, elevator, above Errol's;

Murphy's; or

the Hurt Building.

The site Plan for our block has not been approved by the County Board for redevelopment yet, but the move is eminent enough for ECVN staff and Board to work with all the County resources to consider every location seriously.

Al Eisenburg, Arl. Co. Board 558-2261 via Jeanette Pernell; 626-7384 (W)

Tom Parker, Head or Fred Schultz, Bus. Dev'l. 558-2536 in Holmes Bldg.
2100- 14th Street, Arlington, VA 22201.

Bill Gearhart (Sp? & phone ?), Clarenton Alliance

ECNV, Inc.

To: John Collins

From: Ruth Phillips
& Robert Gorski

Re: Remarks of Doris Ray at
12/18 meeting

Date: 12/22/85

At the end of the board meeting on December 18, Doris Ray protested the fairness of the election of a new interim board president, and - also on grounds of fairness - she strongly urged the board to reconsider the policy it adopted prohibiting paid staff of independent living centers from being officers of ECNV.

The election was unfair, Doris said, because 1) she was not informed of the election prior to the meeting and 2) it was done, for personal reasons, to supersede the succession clause in the bylaws.

The new policy, Doris felt, should be a comprehensive policy on conflict of interest. She pointed out several examples of what she feels are existing potential conflicts of interest currently involving board members.

1. The current board president has an interest in a transportation service provider which contracts with the Center.
2. Two board members currently serve on local commissions on disability which assist in recommending public funding, through local jurisdictions, for ECNV.
3. The previous board president was simultaneously president of a local advocacy organization from which the Center had been split off one year ago.
4. Two board members currently reside outside the state of Virginia.

Finally, Doris claimed, the policy was personally targeted and intended to block her from becoming board president.

DRAFT Minutes of the ECV Board Meeting, November 22, 1985

The meeting commenced at 5:50 pm.

Present were: Board members Robert Gorski, John Collins, Delbert Phillips, Larry Allison, Ruth Phillips, and Doris Ray, who arrived during the discussion under Item #3; staff members Sharon Mistler and Brenda Plum; and visitors Herman Sprague and Nancy Phillips.

1. The agenda presented by the President was approved with the addition of discussion of a Christmas Party.
2. The minutes of the October meeting were approved without change.
3. Sharon Mistler delivered the Center Report.
 - * The recently printed newsletter included a consumer survey on housing. Staff plans to include surveys in every other upcoming issue on such topics as use of Metro and needs for personal care attendants.
 - * The Center currently has 40 participants who are in need of personal care attendants.
 - * The position of coordinator of the D.D. Transitional project has been offered and accepted by Deborah Ashleman, who will begin work on the coming Monday.
 - * The Board agreed to Sharon's refusal to support the Handicaps Unlimited of Virginia original legislative proposal on attendant care because of the impracticality of ILP's funding all costs up front.
 - * The Board reaffirmed the policy of protecting confidentiality of participants and agreed not to disclose their names to Handicaps Unlimited of Virginia, which had requested the information for a statewide survey of housing needs. The Board urged Sharon to continue exploring with Handicaps Unlimited of Virginia how ECV could more legitimately assist in the needs assessment.
 - * The question of ECV becoming an affiliate member of HUVA was discussed again, and on a motion by John Collins, the Board affirmed its past decision not to join HUVA at the present time.
 - * The volunteer group, which was headed by Keiko Kamatsubara and which organized the Japanese Bazaar, reported to Sharon Mistler that the bazaar grossed approximately \$2,800. A final reckoning of the net will be provided soon.
 - * Arlington County will complete a settlement for the property on which the Center is located on December 15. The terms of the settlement require the new owner to give ECV at least a 90-day notice to vacate. Therefore, March 15, 1986 appears to be the likely deadline for ECV to leave its present facility. Construction plans will permit subway access to the Center through March. Staff is searching newspaper ads for feasible sites to which the Center can move. Delbert Phillips moved that the Center explore all possibilities in Arlington, Alexandria, Fairfax, and Falls Church that are within ½ mile of subway stops, currently operating and scheduled to open within the next year. The motion passed 3 votes to 2.

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5. On a motion by Delbert Phillips the Board resolved to have an Election Committee recommend procedures for and conduct an election to fill vacancies on the permanent board at the annual membership meeting in January. The Board accepted Robert Gorski, Doris Ray, and Larry Allison as members of the Committee.
6. Sharon Mistler reported that approximately 20 membership applications had been received at the Center; that Tony Okoro is handling the paperwork; and that a separate membership account has been established.
7. Robert Gorski requested the advice of the Board as to the timing of his resignation as president. A question was raised about the appropriateness of his resignation occurring in advance of the January meeting because the First Vice President is employed in a position that some Board members felt constituted a conflict of interest should the First Vice President assume the presidency. Before the conclusion of discussion, a previous appointment caused Robert Gorski to leave the meeting. Afterwards the Board decided that Doris Ray should contact Robert Gorski in order to inquire if he would be willing to postpone his resignation. If this were not possible, the Board agreed to hold a special meeting at an early date to resolve the issue of succession.

The meeting adjourned at approximately 8:30 pm.

DRAFT Minutes for ECVN Board Meeting
October 22, 1985

The meeting commenced at approximately 5:30 pm. Present were Board members: Ruth Phillips, Delbert Phillips, Robert Gorski, Herman Koenig, Doris Ray, and John Collins; Staff members Brenda Plum, Sharon Mistler, Michael Frisenger, Marsha Mazz, and Monica Hall; Guests: Tom Denniston, Gwen Rochlin, and Gretchen Menn.

1. The agenda as presented by the President was adopted.
2. The minutes of the August and September meetings were approved.
3. The issues of membership and the upcoming election of Board members was discussed. Doris Ray moved that the bylaw provisions concerning election of board members be waived for the current year by acclimation; that a new election date be January 16; and that current Board members serve until then. The Board approved the motion. Herman Koenig moved that membership rolls be closed 30 days before elections, but that for the purpose of the January elections the rolls would close on December 31. The Board approved the motion. The Board also approved a motion by Delbert Phillips that the election be scheduled at a membership meeting that would immediately follow the January Board meeting.
4. The issue of expanding the number of board positions was discussed. The Board approved a motion by Delbert Phillips to expand the interim board to 11 positions; a motion by Ruth Phillips that one or more of the newly created positions could be filled at the November Board meeting; and a motion by Doris Ray that the ECVN Annual Meeting be held on the 20th of November, immediately following the Board meeting.
5. Sharon Mistler gave the Center Report and referred to several written items, attached hereto. These include budget figures (Attachment #1), Audit report (Attachment #2), staff evaluation sheet (Attachment #3), the Japanese Bazaar (Attachment #4).
Mistler also reported that one staff member had been dismissed due to breach of confidentiality regarding a current participant at the center. Mistler stressed that the infraction was serious and that both other staff and other participants were upset; that threats, by a friend of the dismissed staff member, had been made against the Center staff, suggesting that cars in the parking lot might be damaged; that, finally, in light of the situation, staff members were being asked to avoid^{being} at the Center after hours. The Board recommended that Mistler act quickly to obtain the key to the Center that the dismissed staff member continues to possess and, in addition, consider ways to enhance building security.
Mistler asked for assistance of Board members in evaluating the training position. Robert Gorski volunteered, and so did guest Gretchen Menn. Gorski and Doris Ray volunteered to help review the draft brochure. Now that the audit was complete, Mistler announced that she can establish interest-bearing accounts for some of ECVN's funds.

The meeting adjourned at approximately 8:40 pm.

** Next meeting: November 20.*

~~Minutes~~ Minutes for ECVN Board Meeting, September 17, 1985

Bylaws
p1
policy
p30

The meeting commenced at approximately 6:15 pm. Present were Board members Robert Gorski, Ruth Phillips, Delbert Phillips, and John Collins; and staff members Brenda Plum, Sharon Mistler, Monica Hall, and Barbara Gilley.

1. The agenda was approved as presented.
2. Sharon Mistler announced that staff members would be attending a meeting on housing in Fairfax and a regional meeting on blindness. Robert announced that HUNV had voted to earmark \$2,500 for the center and had communicated guidelines for a letter of proposal to Sharon Mistler. The essential requirement that HUNV wants is that the money be spent on publications or events to which HUNV's name can be attached as a grantor or cosponsor.
3. The minutes of the July Board meeting were not available for approval.
4. Ruth Phillips reported that she had received names of additional persons to invite to be potential candidates of the ECVN Board. These persons are Thomas Denniston, Gretchen Menn, and Gwendolyn Rochlin.
5. Ruth distributed copies (see Attachment #1) of the Personnel Policy "Statement on Business Communication Between Employees and the Board of HUNV, Inc." She stated that besides editorial revision because of the now independent status of the center, the statement needed Board review of its content. The Board decided to delete three passages which explicitly invite employees to communicate with the Board. The Board felt that the concept was sufficiently communicated by other passages that remain part of the Statement. The Board directed Ruth and Sharon Mistler to add a sentence to the Statement that references the grievance policy section of the Personnel Policy.
6. The Board discussed the pressing need to proceed with a campaign to develop an ECVN membership in advance of the annual meeting in November. It was decided that 1) staff should finish designing and printing a brochure for the center in which a membership drive announcement and form could be inserted, and 2) that the center's October newsletter should also carry the announcement and form.
7. John Collins reported on what he has learned about the plans for developing the Ballston area. In sum, there is much planning and organizing occurring among professional developers, citizen groups, and local government agencies, but it is unlikely that the property on which the ECVN sits will be the site of construction until another year has gone by. On behalf of ECVN, John has communicated with the principal developer, Giuseppe Cecchi, (see Attachment #2) regarding the center returning to the Ballston area after construction is complete. John further reported that it is his opinion that Ballston is the best site for a permanent location for the center, and that in the interim, feasible sites will best be found in Alexandria. The Board directed John to put his recommendations on these matters in written form so that they can be circulated to the Board prior to the October meeting, at which time the Board may decide to make policy decisions on the issue of relocation.
8. Sharon reported that Joe Godbout has not yet completed auditing the center's books. Until this is complete, she is taking no action on establishing saving accounts for unencumbered monies remaining from the last fiscal year. In addition, Sharon needs to consult with Godbout about the large amounts of accrued annual and sick leave and hear recommendations for perhaps establishing a reserve fund for such leave. A request for Community Development Block Grant applications has been received from Arlington County.
9. The Board adopted the amendments to the bylaws that were announced at the August meeting, and copies of which had been provided to each Board member more than three weeks preceding the September meeting.

The meeting adjourned at approximately 8 pm.

Attachment #2

INDEPENDENCE CENTER OF NORTHERN VIRGINIA

Robert Gorski
President
Board of Directors

Sharon Mistler
Executive Director
September 6, 1985

Mr. Giuseppe Cecchi
President
IDI
1700 N. Moore Street, Suite #1900
Rosslyn, VA 22209

Dear Mr. Cecchi,

The Endependence Center of Northern Virginia just celebrated our third anniversary of providing a focus for independent living services in our area. Each year has seen an increase of persons with disabilities becoming involved with their local community through the efforts of ECVN. We want to build an even closer relationship with people in Northern Virginia by relocating near our current Ballston location of 4214 North Ninth Street.

To enhance our participation in the improvement of disabled persons' lives, ECVN has two immediate proposals for IDI:

-- Please invite us to meet with you, personally, if possible, regarding an accessible office site for the Endependence Center, possibly within IDI's new Ballston Metro Center. We would appreciate an opportunity to talk during these early stages of planning. Currently Arlington County provides ECVN space on a month to month lease adjacent to your project. We must move in the near future.

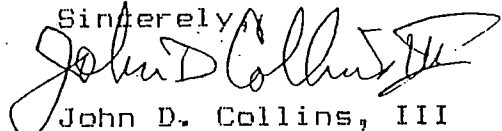
-- ECVN offers to assist in improving accessibility awareness for all of the Metro corridor developments, especially any that have yet to follow your own splendid examples of barrier-free designing: Rosslyn Metro Center, Montebello, Rotunda, and ParceEast. ECVN wants to help keep barriers off the drawing boards of any project so that everyone can enjoy the kind of access your designs have come to represent.

The ECVN Board of Directors will continue counting on working with IDI, County officials, and the Arlington Commission on Physically Disabled Persons on inclusion in the county's redevelopment of the Ballston area.

Please refer any questions to Ms. Sharon Mistler, Executive Director, at 525-3268.

We look forward to hearing from you.

Sincerely,


John D. Collins, III
2nd Vice President

Enclosures

JDC/oz

Attachment #1

monthly basis.

Should be adopted by EGNV Board

XIX. POLICY STATEMENT ON BUSINESS COMMUNICATIONS BETWEEN EMPLOYEES AND THE BOARD OF HUNV, INC.

The following policy statement was adopted unanimously by the HUNV Board of Directors at the meeting held on Monday, November 28, 1983.

The purpose of this policy statement is twofold: 1) to insure that all HUNV employees understand that members of the Board of Directors welcome communication with staff members at all levels in the organization, and 2) to clarify the recommended lines of communication which will insure swift and equitable resolution of issues.

First, we want to assure each and every staff member that he or she should feel free to communicate with any member of the Board. Do not hesitate to call one of us if you would like to discuss an idea, clarify a policy, or resolve an issue. It is our function to set the policy and direction for the Center. We cannot do our job without your input. Also, each of us brings specialized experience and expertise to the organization. We are eager to share our knowledge and experience with you so that together we can make EGNV the best program possible.

At the same time, we feel that the Executive Director and his or her senior staff are responsible for the day-to-day operation of the Center. The Board should not become heavily involved in the daily operations, including personnel matters. For this reason, we have set forth a recommended line of communication.

In any business, for profit or nonprofit, it is not considered good management practice to take issues to a higher authority without first consulting one's immediate supervisor. We also believe that this is a matter of human courtesy.

For this reason, we recommend that you seek the advice or assistance of your immediate supervisor first. For most of you this is the Executive Director.

However, we would like to make it clear that the existence of this policy, and its recommended line of communication, does not prohibit you from talking or otherwise communicating with Board members.

We hope that this policy will clarify the purpose and intent of the new policy on communications. We look forward to working with you to make our Center a quality program which can enhance the lives of persons with disabilities in Northern Virginia.

1. From all employees of HUNV, Inc., the Board welcomes communications that relate to job performance, accomplishing the objectives of the project in which the employee works, and achieving the goals of HUNV.

2. The Board recommends that an employee first communicate to the appropriate supervisor(s) in the project in which the employee works.

3. The Board expects a project director to keep the Board informed of developments in that project, including significant communications from project employees regarding job performance, accomplishing the project's objectives, and achieving the goals of HUNV, Inc.

(3) HUNV Governance Policy Statement

Bylaws p2 & 3 policy

~~Minutes~~ Minutes for ECVN Executive Committee Meeting
August 21, 1985

The meeting commenced at approximately 5:45 pm. Present were Board members John Collins, Robert Gorski, Ruth Phillips; staff members Michael Frisenger, Brenda Plum, Anthony Akoro, Marsha Mazz, Barbara Gilley, Monica Hall; guests were Marilyn Tilson and Joyce Frieden.

1. The agenda was approved as presented by the president.
2. On behalf of the Elections Committee, Robert formally announced that amendments to the bylaws concerning the elections process and certain other technical matters are to be part of the agenda for the next meeting of the Board (see Attachment #1).
3. Robert reported that Handicaps Unlimited of Northern Virginia had completed its second fund raising campaign and would be probably interested in granting some money to ECVN. John urged the staff to develop a proposal for this money.
4. Ruth Phillips reported that a review of the Personnel Policy indicated the need for the Board to review and vote on the Board-Center Communications Policy. It was decided to place the issue on the agenda for the September meeting.
5. Brenda Plum gave the center report since Sharon Mistler was away on business in Japan. Among other things the center participated in the Arlington County Fair; Barbara Gilley was recently hired to be the Housing and PCA Coordinator; a Housing Forum is scheduled for the center in two weeks time.
6. Marsha Mazz reported on problems with the organization and direction of an attendant training program for the Maryland suburbs. The program is operated by the Easter Seals Society. Mazz and other members of the consumer advisory committee felt that the project was supposed to serve disabled persons and also be a model program for the metro area. It seems that neither objective is of interest to the project administrators. Marsha also reported that several consumer leaders concerned with accessible mass transit have met to discuss reopening the original suit against Metro (see Attachment #2). The Board voiced general support for the discussions that are going on, but expressed its need for a written document of intentions and purpose before ECVN could be considered in support of the group's efforts.
7. Anthony Akoro reported that the recent alteration in the schedule of pay periods for center employees will result in the loss of several hours of accruable annual leave for each employee. If the loss is to be prevented, the Board must amend the Personnel Policy. Secondly, Anthony presented a brief report (see Attachment #3) regarding unencumbered funds that he estimates will be carried over from the last fiscal year.

The meeting adjourned at approximately 7:20 pm.

Attachment #2
CHARLES D. GOLDMAN, ESQ.
1012 14th Street, N.W.
Suite 903
Washington, D.C. 20005
202-466-7550

August 22, 1985

Marsha Mazz
Endeppendence Center of Northern Virginia
4214 N.9th Street
Arlington, Virginia 22203

Dear Ms. Mazz:

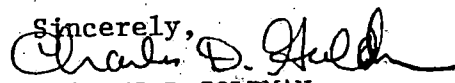
Please be advised that it is my considered opinion, based on my review of the files as well as our discussions, that the most effective way to redress the problems disabled persons are encountering in the Washington, D.C. subway system is to seek to reopen the court case of Paralyzed Veterans of America v. W.M.A.T.A.

To reopen the matter it would be appropriate to file a Motion for Enforcement of the Final Order. This would entail the gathering of specific facts documenting noncompliance with the Order, preparing affidavits of disabled consumers, which affidavits would be used to support the Motion. A legal memorandum of Points and Authorities would be prepared in support, and filed with, the Motion.

It is my estimate that the effort would entail approximately \$2000 in legal fees, assuming the facts are gathered elsewhere, such as by a responsible entity like ECVN.

I look forward to working with you on this matter.

Sincerely,


CHARLES D. GOLDMAN

Attachment #B

BALANCE SHEET
JUNE 30, 1985

Assets:

Cash	\$19,525.23
Accounts Receivable	\$28,960.39

Total Assets	\$48,485.62

Accounts Payable:

Total Accounts Payable	\$27,639.18
Balance FY '85	\$20,845.44

~~Minutes~~ Minutes of ECVN Board Meeting, July 17, 1985

missing
one page

Bylaws
amend. p 3 & 4

policy p 2

The meeting commenced at approximately 8 pm. Present were board members: Robert Gorski, John Collins, Larry Allison, Herman Koenig, and Ruth Phillips; and staff members Brenda Plum, Michael Frisenger, and Sharon Mistler.

1. The board approved the agenda as drafted.
2. The board approved the minutes to the board meeting of May 22, 1985 with the addition of the name of John Collins to those present at the meeting.
3.
 - a) The Long-Range Planning Committee had no report.
 - b) On behalf of the Building Search Committee, John Collins reported that he had submitted ECVN, Inc.'s application to the Alexandria Chamber of Commerce, and that he plans to be in contact with the Ballston Coalition in order to have some input into the development plans for the area. The August 8 meeting of the Arlington County Disabled Persons Commission needs to have a speaker from ECVN in order to make a case for ECVN's need for a new facility. Sharon Mistler reported that she will soon have meetings with two Arlington County officials regarding facility locations for the Center.
 - c) On behalf of the Elections Committee, Robert Gorski reported that no additional comments have been received regarding a process to expand the size of the board and to hold annual elections in November. At the next meeting of the Executive Committee, the Elections Committee will present language to amend the bylaws. (See Attachment #1)
 - d) On behalf of the Membership Committee, Larry Allison reported that the members could not find their copies of the report by Ruth Phillips on a membership policy. Copies were provided during the meeting and a membership development program discussed. The board decided to create a separate membership category (with \$10 annual dues) for non-voting members.
4.
 - a) There was no report from Ruth Phillips regarding updating the Center's personnel policy.
 - b) Ruth reported that she had received the names of two persons for the board to consider as potential candidates for board position. The names were Joyce Frieden and Marilyn Tilson. Ruth will contact each and invite her to a future board meeting.
5. Regarding operations of the Center, Sharon Mistler reported that DRS had not yet approved the June reimbursement request, and that there was no June bank reconciliation statement to provide to the board. By the end of the fiscal year, Sharon expects there to be approximately \$15,000 in unbudget funds. The new IBM computer is scheduled to arrive by week's end. Also by the end of the week, the Center will receive a \$22,000 advance on the next contract with DRS. As approved by the board previously, there will be an account for other funds separate from an account for the DRS contract money. The board decided that the signators for the non-DRS funds account will be the same as for the DRS funds account, and that Larry Allison will be added as a signator to both accounts, with the priority of signators (among board members) being Robert Gorski, Ruth Phillips, Larry Allison, and Delbert Phillips.

5. (continued) Sharon Mistler asked the board for a policy resolution on consumer confidentiality in regard to providing Center mailing lists to other organizations. The board approved a resolution affirming that , when a mailing list is provided to another person or agency, no indication of who is a receiver of Center services ever be made without that person's permission. Furthermore, the board agreed that outside groups requesting the Center's mailing list must 1) either provide the mailing labels or reimburse the Center for the cost of labels, and 2) supply a listing of its members or constituents to ECVN, if requested. The board also encouraged the Center to cooperate with requests for copies of the Center mailing list so long as it does not interfere with providing independent living services to consumers.

policy

Sharon also reported that the revised staffing pattern is working well. Denny Shaw is applying for the public relations position; Barbara Gilly appears to be a good candidates for the personal care attendant position; but so far no qualified candidates have applied for the employment specialist position. The Advisory Council has recommended that employment is not a priority area of service for ECVN, and Sharon will review the position. In addition, Sharon noted, the position is not currently funded - it being the difference between what the total funding which the Center asked DRS and what the Department has so far promised to provide.

The Board reviewed the abstract (see Attachment #2) for a grant proposal submitted to the U.S. Department of Education, and the board approved the submission.

6. a) Regarding members of the Advisory Council residing outside the state of Virginia, the board resolved that individuals residing in the District or in Maryland could serve on the Council.
b) Regarding the absence of residents of Fairfax City on the Advisory Council, the Board decided to combine City of Fairfax and City of Falls Church into one category. (See Attachment #3 for the regional distribution of current members of the Council.) To facilitate this reorganization, Robert Gorski will announce implementing bylaws amendment at the August meeting.

7. The Board approved airfare for Sharon Mistler to travel to and from Japan in order to participate in a meeting of disability leaders of both Japan and the United States. Advisory Council member Keiko Kamat-subara formerly worked as a city planner in Japan. John Collins will investigate the possibility of Alexandria pursuing a sister city relationship with that Japanese city.

The meeting adjourned at approximately 7:30 pm., after which an informal discussion of membership development took place among those interested to stay on.

Attachment #1 Bylaws * (1)

BYLAWS AMENDMENTS

for announcement at the August 21 meeting

Underlined words are proposed additions to the ECVN bylaws.

Words enclosed by triple parenthesis ((())) are proposed deletions from the bylaws.

1. On page 1 of the January 10, 1985 edition of the Bylaws, lines 8-11:

SECTION 3 PURPOSE The mission of ECVN is to operate an independent living services program (also known as the Endependence Center, or the Center) for disabled residents of Arlington County, Farifax County, (((the Cities of Alexandria, Falls Church, and Fairfax))) Falls Church-City of Fairfax, and the City of Alexandria.

2. page 2 of the January 10, 1985 edition of the Bylaws, lines 9-19:

SECTION 2 MEETINGS The General Membership will meet twice each calendar year, once in the spring and once in the fall, as scheduled by the Board of Directors and announced to the General Membership at least ten days in advance. The fall meeting will be held in November and will be the corporation's annual meeting.

SECTION 3 RESPONSIBILITIES At the corporation's annual meeting the voting members of the General Membership will elect individuals (((from its membership))) to vacant elected positions on the (((Advisory Council))) Board of Directors and approve the statement of mission and goals (or changes in the mission and goals) of the Endependence Center. At the annual meeting of the General Membership, the voting members will also approve the annual report of the Executive Director and the annual budget for the upcoming year.

Bylaws # 3.

5. page 4 of the January 10 edition of the Bylaws, lines 11-16

SECTION 2 INTERIM BOARD The founding members of ECV, Inc., are the interim board of the corporation and shall exercise all powers attendant to a board. The term of office of members of the interim board is from the time of filing of the Articles of Incorporation until the permanent board is elected (((by the Advisory Council))). The interim board shall elect its own officers and may expand the size of the board to as many as 11 positions.

6. page 4 of the January 10 edition of the bylaws, lines 17-23:

SECTION 3 PERMANENT BOARD At the corporation's first annual meeting, those members of the interim board who wish to continue as directors, will automatically be elected members of the permanent Board of Directors. Other board positions vacant at the time of the first annual meeting will be filled by vote of the voting members of the General Membership. Thereafter elected members of the permanent Board of Directors shall be elected by (((the Advisory Council))) the voting members of the General Membership according to election policies and procedures determined by the Board of Directors. The number of elected (((directors))) positions shall be not less than 9, and the length of a permanent director's term is two years, except that one-half of the initial members of the permanent board will be elected to one-year terms. The permanent board shall elect its own officers and may expand the size of the board to as many as 15 elected positions.

Attachment # 2

TRANSITIONING TO INDEPENDENCE
An Independent Living Skill Program
for the LD and MMR Young Adult

Abstract

Since its inception in 1981, the Endependence Center of Northern Virginia, a Center for Independent Living, has received numerous requests from parents, consumers and agencies representing persons with learning disabilities and mild to moderate retardation for assistance in transitioning from educational and home settings to a more independent status. We have consistently recognized the need for independent living skill training for these populations in the Northern Virginia area.

In October 1983, the Center was awarded a grant to develop a model independent living skill training program for the LD and MMR adolescent, ages 16-22. For these individuals, an ability to abstract information and transfer application of the material is often a major learning problem. Experiential learning, one to one practical hands on opportunities, outside or following formal educational programming is greatly needed to enable experiences of success and develop a sense of confidence, especially in the areas of home-making, financial management, travel/mobility and consumer skills. The model program, Operation Independence, afforded this training opportunity and was deemed successful by all evaluation criteria.

Funding for this important project ceased September 30, 1984, making ongoing programming impossible, except for one weekly skill training / socialization / support group for the pilot participants. We at the Endependence Center remain aware of the need for transitional skill training for this population, committed to developing and administering innovative training programs and have previous successful experience, a three-fold reason for submitting this proposal to request Federal funding.

The principal objective of the proposed project is to assess and teach independent living skills and to develop a clearing house for individuals and parents of MR and LD young adults of potential roommates, 18 years old and over, interested in and developmentally and financially capable of apartment living. Subordinate components would include: evaluation of independent living readiness; evaluation of personalities and skills for potential roommate pairing; independent living skill training and socialization skill groups; parent education/support group; initial on-site skill training orientation in the acquired apartment; and drop-in supervision from an independent living skills trainer as indicated.

Several primary service providers, advocates, consumers and families have been contacted for input of ideas to this proposal. Further, a meeting was convened specifically to request input related to service needs and proposed programs for the target population. We feel this proposal reflects the needs and interests and has the support of a representative body of potential program consumers in the Northern Virginia region. Further, ECNV is confident that we are well equipped to successfully develop and implement this important service activity for the learning disabled and mildly mentally retarded young adult.

Approved

*policy
p.1*

MINUTES

EXECUTIVE COMMITTEE MEETING, June 25, 1985

The meeting commenced at approximately 5:40 pm. Present were Board members Robert Gorski, Delbert Phillips, and John Collins; staff members Sharon Mistler and Brenda Plum; and, from the Department of Rehabilitative Services, Bob Montgomery. Board members Ruth Phillips and Larry Allison arrived prior to the discussion of item #4 on the agenda; Board member Doris Ray arrived during the discussion on item #8 on the agenda.

1. The agenda was adopted as proposed, with John Collins indicating two topics he wanted to bring up during item #13, Other Business.
2. The minutes of the March 20 Executive Committee meeting were approved as submitted.
3. On behalf of the Long-Range Planning Committee, Robert Gorski reported on the first meeting of the committee and commented on its first report to the Board. (See Attachment #2.) The Executive Committee requested that in future reports the Planning Committee try to use a range of figures rather than a single figure when describing a goal or a target in numerical terms. The Planning Committee was advised that its expectations for state and federal funding beginning FY 1989 may be too optimistic. Bob Montgomery advised that the Department does not foresee "fee for service" to be a major funding source for ILP's in Virginia in the next few years. The Executive Committee agreed that switching ECV's relationship with DRS from a contract to a grant is desirable - but would require concerted political action by all Virginia ILP's.
4. On behalf of the Elections Committee, John Collins reported on the Committee's first meeting and presented its first report. (See Attachment #3.) There were no objections to the Committee's report nor to any of the directions it was taking in its deliberations.
5. On behalf of the Membership Committee, Larry Allison reported on the Committee's first meeting and a draft letter to solicit membership. (See Attachment #4.) The Executive Committee decided that the Membership Committee should get copies of the Membership Policy and Procedures developed by Ruth Phillips and approved at a previous Board meeting and then confer with staff member Denny Shaw about drafting several solicitation letters for different publics. If a letter appropriate for individuals currently on the ECV mailing list can be completely drafted prior to the July Board meeting, the Membership Committee will circulate the letter to Board members and ask if any members have objections to mailing the letter immediately. If there is an objection, the letter will be discussed at the July meeting.
6. Ruth Phillips reported on editorial changes needed in the Center's personnel policy now that the Center is governed by a sole purpose board. The Executive Committee accepted the editorial changes recommended by Ruth, who will consult with the Executive Director on how to expeditiously print a revised personnel policy. Without objection, the Executive Committee agreed to Ruth's recommendation that the Board - at its next meeting - examine the policy on board-staff communications in the current personnel policy and either re-adopt it or adopt an amended version.

Approved

~~MINUTES~~ MINUTES, June 25, 1985

page 2

7. Doris Ray reported on her examination of DRS contract documents with an eye for what they indicate as the directions in which the Center is developing. She commented that the documents appear to be fine for DRS purposes, but she recommended that for the corporation's own purposes, more needs to be developed in writing about the goals and directions under which the Center should function. plus an operational plan for each department, strategies for achieving goals. To develop these materials, Doris recommended that the Board function as a committee-of-the-whole. The Executive Committee decided to request that operational plans that staff developed near the beginning of the calendar year be updated plotted on a fiscal year cycle, and distributed to the Board. When Doris's written report is ready, it will be distributed to Board members and be part of the agenda of the next meeting of the Long-Range Planning Committee.

8. Sharon Mistler reported on several matters related to Center operations. First, Virginia Power Company has written the Center about the need to make a new \$800 deposit, as the term of the line-of-credit for the deposit made in 1982 is expiring. The deposit can be met by means of cash, a surety bond, or a line of credit. The Executive Committee decided to inform HUNV, Inc., that it should arrange to meet the deposit with HUNV resources. ECVN will pay HUNV a part of the deposit in proportion to the total floor space it occupies at the 4214 9th Street facility. Getting Development Team, Inc., to pay its share of the deposit to HUNV will be the business of HUNV. The accounting staff of the Center is examining the records of expenses to operate the building and may have recommendations to make to HUNV on ECVN's share of rent and other operating expenses. Second, it appears that the Center is ending the year with a \$15,000 carryover. The Executive Committee agreed to Sharon's recommendations to 1) establish a separate checking account solely for the main contract with DRS, 2) to establish a savings account in which to deposit cash advances (from local jurisdictions, for example) and other surplus income, and 3) to investigate the advisability of acquiring long-term savings instruments. Third, the Virginia Employment Commission has written to the Center regarding Sharon Rothman's unemployment status. The Board designated Robert Gorski to respond to the Commission.

9. and 10. These agenda items were not discussed at the meeting.

11. The Executive Committee selected Ruth Phillips to receive recommendations for potential candidates for the Board of ECVN and to arrange for interested applicants to attend meetings of the Board and the Executive Committee, starting with the July Board meeting if possible. Ruth will arrange for advertising the Board's interest in applicants, provide background information to individuals she invites to attend Board and Executive Committee meetings, and compose written criteria for Board candidates.

12. The next meeting of the full Board is Wednesday, July 17, 1985

13. Regarding the probability of needing a new facility for the Center by the end of the year, John Collins recommended that the Board not wait on the government of Arlington County to provide for us, but instead ECVN should actively start seeking the assistance and advice of key persons in the private development sector. Doris Ray emphasized that a search for a new facility must include consideration of Falls Church. The Board directed John Collins and Ruth Phillips to explore contacts in the private development sector.

Since ECVN is a member of the Alexandria Chamber of Commerce, the Executive Committee approved John Collins - a resident of the city - as a primary representative of the corporation to the Chamber of Commerce.

The meeting adjourned at approximately 7:35 pm.

Report from the Long-Range Planning Committee
June 19, 1985

Sharon Mistler and Robert Gorski met on June 15, 1985. They identified 9 areas where long-range planning is appropriate, and in some of these areas have begun to develop preliminary recommendations for July 1988 goals as follows:

- 1) SERVICES New services for several specific populations in the disability community: deaf persons, head injured persons, disabled teenagers, and parents of disabled persons. Services specifically for deaf/blind consumers are not recommended.
Two kinds of employment-related services are recommended. One is a job bank for non-DRS clients - for both unskilled persons and skilled persons. The other is employment support services for consumers prior to their undertaking employment programs.
- 2) STAFF Seventeen to 20 staff members, with the increases going to staff new services, plus a clerk, an assistant bookkeeper, a secretary, and a second information and referral staffer.
- 3) FACILITY Same size as present facility, but much better configured to effectively utilize space and to efficiently use heating and cooling systems.
- 4) ANNUAL BUDGET \$750,000
- 5) FUNDING federal Title VII 200,000
state 200,000
local jurisdictions 100,000
fee for service 20,000
private sources 80,000
foundations 80,000
other 70,000
750,000
Funding sources which should be developed soon include United Way and private rehabilitation agencies.
It is also recommended that by July 1988, a five-year marketing plan - "ECNV In The '90's" - be developed.
- 6) GOVERNING BOARD Increase to 15-20 directors by advancing some current advisory council members and by adding appropriate candidates from the disability community. An honorary board of directors - for individuals who are well-connected but do not wish to be an active director - should be created.
- 7) ACCESS TO POLITICAL CIRCLES No recommendations at present.
- 8) ROLE AS COMMUNITY ORGANIZER No recommendations at present.
- 9) DEVELOPMENT OF CONSUMERISM No recommendations at present.

Report of first meeting of Elections Committee

Robert Gorski and John Collins had a telephone conference on June 19 and discussed recommendations regarding the process for electing the permanent board in November and matters related to that topic. Final recommendations are to be made to the board by August 1. Their preliminary thoughts are as follows:

1. The interim board should expand from 7 to 9 members by September with the new members added by means of a vote of the interim board. The process for electing the permanent board would be approved by the 9-member interim board.
2. In November the number of permanent board positions should be 11. Some of the positions on the permanent board could be filled by "carrying over" some or all of the interim board members who wish to continue as directors. At the present time the Elections Committee does not have a recommendation for who should elect directors to the remaining unfilled positions on the permanent board. Nevertheless, the process should involve a Nominating Committee consisting of some members of the interim board and some members of the Advisory Council.
3. In order to stagger the terms of the directors of the permanent board, some of the initial members of the permanent board would serve one-year terms; the rest would serve two-year terms. Starting with the annual elections in 1986, persons elected to the permanent board would serve two-year terms.
4. The permanent board needs to include 3 to 4 members who are active in private business, plus at least one highly placed employee of a local government. Examples of such employees are a planning department chief, an assistant city manager, or an aide to a county supervisor. Individuals from local handicapped commissions are not highly placed. (Still, they can be considered as board candidates for other reasons.)
5. Expanding the permanent board beyond 11 members presents two difficulties. First, in the short run, it means creating a sizable block of members relatively unfamiliar with the corporation. Second, in the long run, it raises the number of members needed to conduct business if a quorum remains a simple majority.
6. A circumstance that would mitigate against expanding the size of the permanent board to 11 members is if three or more members of the interim board declined to be carried over onto the permanent board. In order to avoid having a sizeable block of directors relatively unfamiliar with the corporation, the permanent board should have only nine positions for at least several months.

DRAFT

Dear Supporter of the Endependence Living Center of Northern Virginia:

A 30-year-old man injured in an auto accident now ...

2)

3)

These three people and _____ others received various services such as _____, _____, _____, and _____ from the Endependence Living Center last year. The help they received--at minimal cost to them--has enabled them to live more independent, rewarding, and productive lives. Those who have become employed with the help of the Center are now contributing to the economy of Northern Virginia instead of requiring support. With broad-based community interest and support, the Center can play a major role in enabling many more disabled persons to become independent, participating citizens.

Possibly you or someone you know has received services from the Center. Even if you haven't, as a resident of the Northern Virginia area you are benefitting at least indirectly from what the Endependence Living Center is doing. The Center is one of _____ in the nation and the number is increasing by _____ a year (month?).

A nonprofit corporation has been named to administer the Center. The major goal is to develop a broad-based support of the disabled community and its friends to help handicapped persons achieve true independence through independent living skills, transportation, job training, and employment.

We need you. Membership is only \$5 a year. There will be two meetings each year--with officers being elected annually at the November meeting--to keep you informed and involved in the Center's progress.

none

Minutes of ECVN Board Meeting, May 22, 1985

The meeting began at approximately 5:30 pm.

Present: Board Members Robert Gorski, Delbert Phillips, Doris Ray, ~~Harry~~ John Collins, Larry Allison, Ruth Phillips; Staff Members Michael Frisenger, Sharon Rothman, Karen Crooch, Brenda Plum, Sharon Mistler

John Collins
John Collins

The agenda was adopted as drafted.

1. Mistler reported the total Center budget for 1986 as \$332,000. The breakdown according to funding sources is: \$197,000 (federal), \$63,000 (state), \$14,000 (Arlington), \$6,000 (Alexandria), \$20,000 (Fairfax), and \$31,000 (private). The state figure is 4% more than the 1985 allotment plus \$6,000 for the costs of an expected move to a new facility, but minus \$9,000 that will be used this year to purchase a computer. The funding figures from the other sources are greater than the 1985 figures by only a 4% inflation factor. The Board accepted the report and requested that a detailed recap sheet be mailed to Board members prior to the June executive committee meeting.
2. Mistler reported that DRS has accepted the ECVN decision not to buy a Hewlett Packard computer and instead purchase an IBM machine - as long as the department's program designed for the HP machines could successfully run on the IBM machine. A copy of the Department's program has arrived at the Center for testing, and John Wade has identified a process that permits the Center to purchase the IBM in fiscal year 1985 with fiscal year 1986 money.
3. The Board approved the concept of defining the deliverables in the 1986 contract with DRS to be fewer than the current number. Specifically, the deliverables will be limited to those already specified in the proposal to the federal government, plus one extra: a newsletter every other month. Deliverables will be negotiated with DRS by June 15 and listed in the contract as "Scope of Work."
4. Staff reported their assessments of the regional ILP conference sponsored by RSA in Philadelphia. Comments included: "The conference had no coordinated focus . . . there was much disparity visible between consumer and professional viewpoints . . . it reinforced the value of a consumer-directed ILP movement . . . on the first day, ILP consumers were hesitant to speak up even while professionals were putting them down . . . it seemed to be predominantly a state rehabilitation conference because the emphasis was on how ILP's conform to the requirements and needs of the state agency . . . the real ILP business went on outside the scheduled conference activities . . . next year Virginia ILP's will have more opportunity to influence conference planning and will make better use of the opportunity than we did this year."

5. Mistler described the great amount of time and energy spent on servicing DRS needs. Incredible level of trivialness is common. The 1986 budget does not allow a salary position for another management position. During the preceding week, Mistler, to reduce stress on her, temporarily assigned Brenda Plum to supervise staff on daily basis. Sharon Rothman has resigned effective June 4.
6. Board tabled discussion on an assistant director position.
7. Board directed staff to cost out and evaluate the production of a disability digest to consist of articles from national disability magazines and newspapers. Mistler reported that staff is seeking a redesigned newsletter that will help create a new image of the Center. John Krpan has resigned and Denny Shaw will be hired to work in that position. The last Center newsletter was killed after it had been printed.
8. Gorski reported that IRS has sent a request for further information about ECVI, INC., in order to continue processing the application for tax exempt status. The information includes the 1985 and 1986 budgets and copies of Center materials designed for public consumption. Gorski will respond to the IRS.
9. The Board agreed that the agenda for the next executive committee meeting will include reports from the Elections, Long-Range Development, and Membership Committees, plus a report from Ruth Phillips on editorial changes needed to up-date the Center's Personnel Policy.
10. Board discussed and did not decide on two plans for Board members becoming more familiar with Center services.
11. Board tabled discussion on future additional and replacement members.
12. The Board reviewed recommendations from John Collins, Brenda Plum, and Sharon Mistler for additional members to the Advisory Council. Twelve individuals were selected. The other names will be reconsidered at the June executive committee meeting.
13. Discussion of the process for evaluating the performance of the executive director was tabled.

The meeting adjourned at approximately 8:30 pm.

Agenda for ECVN Board Meeting, May 22, 1985

1. ECVN 1986 budget report
2. status of computer equipment purchase
3. new DRS contract deliverables
4. regional independent living meeting in Philadelphia
5. current center staff organization
6. review of decision on assistant director position
7. Center publications: status of current newsletter and suggestion for an additional "disability digest"
8. IRS status of ECVN, Inc.
9. future meetings of and reports from Board committee
 - Personnel Policies
 - Elections
 - Long-Range Development
 - Membership
10. How can Board become more familiar with Center's services
11. Future Board members: replacements and additions
12. additional members for the Advisory Council
13. process for evaluating executive director at conclusion of probation period

A-1

PROPOSED OPERATING BUDGET

	Federal 10/1/75	State/Local Private	Total
I. Personnel			
A. Salary and wages			
Executive Director	\$29,000		\$29,000
Director of Internal Services	\$23,000		\$23,000
Information/Referral Coordinator	\$20,000		\$20,000
Public Relations Coordinator	\$20,000		\$20,000
Advocacy Coordinator		\$15,000	\$15,000
Deaf Outreach/ Peer Counselor		\$15,000	\$15,000
PCA/Housing Specialist/ Peer Counselor	\$15,000		\$15,000
Training Specialist/ Peer Counselor	\$15,000		\$15,000
Employment Specialist/ Peer Counselor		\$15,000	\$15,000
Administrative Assistant	\$15,000		\$15,000
Bookkeeper	\$ 5,000	\$10,000	\$15,000
Secretary		\$10,000	\$10,000
Unallocated			\$ 3,000
	\$145,000	\$35,000	\$180,000
B. Benefits	\$ 5,000	\$11,700	\$ 16,700
Total	\$150,000	\$46,700	\$196,700

II. Supplies	\$ 1,000	\$2,416.67	\$3,416.67
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III. Equipment	\$ 500	\$ 6,000	\$ 6,500
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IV. Purchase of Services

Transportation	\$ 1,000	\$ 2,400	\$ 3,400
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Legal	\$ 200	\$ 388	\$ 588
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Audit	\$ 500	\$ 4,000	\$ 4,500
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Interpretors	\$ 300	\$ 750	\$ 1,050
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subtotal	\$ 2,000	\$ 7,538	\$ 9,538
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V. Other

Rent	\$17,000	\$ 7,250	\$24,250
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Insurance	\$ 800	\$ 2,495	\$ 3,295
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Utilities	\$ 1,000	\$10,120	\$11,120
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Telephone	\$ 1,320	\$ 3,280	\$ 4,600
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Printing	\$ 200	\$3,699.77	\$3,899.77
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Photocopy Supplies	\$ 000	\$ 1,085	\$ 1,085
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Books and Subscriptions	\$ 200	\$ 932.72	\$1,132.72
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Postage	\$ 200	\$ 400	\$ 600
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Staff Training	\$ 1,000	\$3,014.96	\$4,014.96
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Staff Travel	\$ 1,500	\$10,000	\$11,500
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Subtotal	\$23,220	\$42,277.48	\$65,497.48
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	\$13,900.00	\$134,932.15	\$332,432.15
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April 4, 1985

①

none

Enclosed are minutes to the Executive Committee meeting of March 20, 1985. Since that meeting occurred, several important developments have taken place about which I want to tell you briefly.

1. AS OF TODAY, WITH WHICH CORPORATION IS DRS CONTRACTED TO RUN THE ENDEPENDENCE CENTER, HUNV, INC., OR ECV, INC.?

According to John Wade, it is HUNV, Inc.

2. WHICH BUDGET TO SPEND DRS MONEY IS THE CENTER UNDER - THE JUNE 1984 BUDGET, OR THE FEBRUARY 1985 BUDGET?

According to John Wade, the Center may now operate under the February 1985 budget. Also, the Center may now be reimbursed for February expenses according to the February 1985 budget. Commissioner Dickerson has waived certain restrictions in order to allow this to occur. The restriction: prior DRS approval is required whenever a personnel line item is increased 8.6% or more. Due to extensive reorganization of the Center's staff during the winter, several personnel line items were increased more than 8.6%.

3. DO I RECOMMEND BELIEVING THIS WAS THE REASON THE CENTER'S FISCAL REIMBURSEMENT REQUESTS WERE HELD UP?

No way. Instead I think this is mostly a technicality that is being used to cover over DRS's problems. In addition, Harry Hall (of Development Team, Inc.) is a former associate commissioner of RSA and has remarked to Sharon Mistler that the 8.6% ceiling represents improper meddling by DRS in the management of an ILP.

4. DID DRS EXACT ANY PRICE FROM THE CENTER WHEN DICKERSON WAIVED THE NEED FOR PRIOR APPROVAL ON PERSONAL LINE ITEM INCREASES OF 8.6% OF MORE?

According to John Wade, yes. The Center has to expect a "negative allowance" in the budget for next year's DRS money. This seems to mean that next year the Center will not be able to raise salaries as much as it might wish. According to Bob Montgomery, this "negative allowance" can be taken up at a later date and its effect minimized.

5. IS THE CENTER FINISHED WITH FUNDING CONTROVERSIES WITH DRS?

Not quite; but there's only one issue remaining. At this moment, this does not appear to anything that warrants a great amount of dismay. The DRS auditor is scheduled to return to the Center on April 15 and examine our books more intensively regarding "program income." Apparently, the auditor feels that the Center has underreported "program income." Reports on program income filed during Richard Ruth's directorship show \$0 in program income. Sharon and I have discussed this and feel that the Center should continue to maintain that Development Team, Inc., rent is not program income to the Center, whereas the use of the Center's office by, for example, the Potomac Silent Club is program income to the Center.

(2)

6. ASSUMING THAT THE ISSUE OF PROGRAM INCOME IS SETTLED SOON AFTER APRIL 15, ARE THERE ANY MORE ISSUES THAT MUST BE SETTLED?

Yes, indeed, for according to John Wade, DRS is not receptive to contracting with ECVN, Inc., to operate the Center until July 1, 1985. The reason? First, the contract for the Center cannot be transferred to ECVN, Inc., until the DRS auditor finishes the audit. After that, it is too costly administratively to contract with ECVN, Inc., in May or June of 1985.

7. IF THIS SITUATIONS HOLDS UP, WHAT SHOULD BE THE LEGAL RELATIONSHIPS AMONG HUNV, INC.; ECVN, INC.; AND THE CENTER?

One option: HUNV subcontracts operating the Center to ECVN, Inc.

A second option: HUNV names a standing committee to operate the Center and selects seven people for the committee who are the same seven directors of ECVN, Inc.

Still, I think we should continue to think that once the issue of program income is resolved, Commissioner Dickerson will make good on his March 20 remark that he sees no reason to hold up transferring the contract for the Center.

8. WHAT ABOUT THE ISSUE OF A RULING OF THE STATE ATTORNEY GENERAL THAT PROHIBITS ILP'S FROM DOING ADVOCACY?

Apparently such an opinion exists and may be an unfortunate consequence of consumer support for the passage of H.B. 817. Nevertheless, the opinion of the attorney general conflicts with the directives of the federal legislation that provides ILP funding to Virginia. It may successfully be fought on that ground. Also, I understand from Jim Rothrock that legislative to overturn this ruling of the attorney general "is being considered."

9. IS THERE ANY PURELY GOOD NEWS?

Yes. Sharon finally located an official in Arlington County who is knowledgeable about the sale activities surrounding the property on which the Center sits. According to this official, the property has not been sold; the surveyors that were working in the back parking lot were working there by mistake; it is unlikely that the County will sell the property during 1985; and whenever a process commences to sell the property, the Center will be informed and its input will be solicited. The lease will be continued on a month to month basis.

MINUTES OF THE EXECUTIVE MEETING, MARCH 20, 1985

The meeting commenced at 5:30 p.m. Present were Larry Allison, John Collins, Robert Gorski, and Delbert Phillips. Karen Crooch and Michael Frisenger arrived. Ruth Phillips arrived prior to discussion on item #5 on the agenda. Sharon Mistler, Brenda Plum, and Sharon Rothman arrived prior to discussion of item #10 on the agenda. Doris Ray arrived prior to discussion of item #18 on the agenda.

1. The agenda submitted by Robert Gorski was approved with modifications.
2. There were no minutes of a past meeting of the Executive Committee needing approval.
3. The Executive Committee decided to seek, at a later date, clarification about the number of "new participants served" as indicated on the monthly statistical reports to DRS. Specifically, the Committee was unsure if this report was intended to count only a subcohort of all disabled persons newly served each month. It was thought that these statistics will have great significance in local fund raising efforts, and this issue should be one studied by the Financial Development Committee.
4. The President's memo of March 16 to Board members was adopted (except for one item connecting with a personnel matter) as part of the record of the Executive Committee meeting of March 20. This will expedite the preparation of minutes for the March 20 meeting.
5. The Committee heard from Ruth Phillips about her grant application to NIHR (see item #3 on the attached President's memo) and had no objections to its submission. Should the proposal be funded by NIHR, Delbert Phillips will work with Ruth to work out recommendations regarding licensing, ownership and profits distribution.
6. The Committee instructed Robert Gorski - when the uncertainty regarding the Center's use of its current facility is resolved - to follow up on the inquiry from the Client Assistance Program to rent space at the Center (see item #4 of the President's memo). Robert will obtain specific information regarding when, during the work week, the CAP representative will be on site and who will take responsibility for handling CAP business (including phone calls and mail) when the CAP representative is not on site. John Collins will talk with staff at the Norfolk Center and inquire about that Center's working relationship with the CAP project.
7. Robert Gorski reported on the meeting of the Advisory Council in late February, the Council's decision that the agenda for its spring meeting in May be a presentation from Center staff, and the Council's disinterest in being responsible for adding members to or deleting them from the Council. John Collins and Sharon Mistler will review the names of individuals so far suggested for Council membership and report recommendations to the Board. The amendment to the Bylaws to relieve the the Advisory Council of responsibility for approving Board policies was adopted unanimously.

policy 2?

page 2

8. Ruth Phillips's report on Policies and Procedures for a General Membership (attached) was adopted and Delbert Phillips was selected to head a Membership Development Committee.
9. The Executive Committee reviewed the policy for regular meetings of the Committee and the Board and decided to make no change except to move the April Board meeting from April 17 to April 24.
10. Sharon Mistler reported on the meeting between Al Dickerson, Doris Ray, Sharon Rothman, Brenda Plum, and herself on the afternoon of March 20. (See item #1 of the President's memo for background information.) Dickerson indicated he had been unaware of the manifold problems regarding reimbursement and a new contract with ECVN, Inc., and felt that the Center was being "jerked around." Dickerson will see that the financial reimbursement is processed in one week and that a new contract with ECVN, Inc., is "not held up." The 30-day period to transfer the contract from HUNV to ECVN commenced on March 11, 1985.
11. Sharon Mistler reported no further information from Arlington County regarding the status of the property the Center currently uses. (See item #2 of the President's memo for background information.) Several contacts had been made with real estate professionals regarding possible new sites for the Center. Staff of the Center estimate that they currently utilize a total of 3,500 square feet and need at least 2,300 square feet to operate.
12. The Executive Committee and staff members who were presented agreed that the upcoming Board-staff get together on March 25 be an informal pizza and soda party, commencing at 4 p.m.
13. ECVN must appear in small claims court soon to answer the complaint of the word processing firm which worked on the Fairfax Access project. Because the law requires ECVN to be represented by an attorney, Delbert Phillips will seek to identify and refer a competent counsel to Sharon Mistler.
14. The Center's satellite office at the McLean YMCA has not been opened yet due to the resignation of Hilda Foster. Marsha Mazz has recently started working part-time at the Center as an advocate. Two staff positions remain to be filled: employment specialist and administrative assistant.
15. Board members are invited to contact Brenda Plum in order to nominate anyone to be recognized at the Center's birthday party on April 12.

16. The Committee selected Robert Gorski to represent ECV at the April 12-15 meeting of the National Coalition of Independent Living Programs. Ruth Phillips will be the alternate. Robert announced that a National Conference on Independent Living is scheduled June 19-21 in Kansas.
17. The Committee resolved that Board members should visit the Center at least once a month during the day in order to make timely pick up of mail and keep in contact with members of the staff. Board members who cannot visit the Center more often should contact the Center by phone periodically and see that important mail is forwarded.
18. Sharon Mistler and Brenda Plum reported that the choice of hotels at which to hold a dinner in honor of Governor Robb's efforts in behalf of H.B. 817 are limited and that renting a large meeting hall was impractical. When a final recommendation can be made it will be communicated to Robert Gorski, who will share the information with the Board. Ruth suggested a chamber orchestra be present at the dinner.

The Executive Committee adjourned at approximately 8:20 p.m.

Attachment #2

Jan 25, 1985

Report from Ruth Phillips on Policies and Procedures for a General Membership

1. Membership categories
 - a. INDIVIDUAL MEMBER. Cost \$5 a year. The Individual receives a membership card.
 - b. SUPPORTING MEMBER. Cost \$50 a year. The Supporter receives a membership card and a gift certificate donated from local business.
 - c. GROUP MEMBER. Cost \$25 a year. Intended for community groups. Group member receives a membership card and use of ECVN facility at discount rate.
 - d. SPONSORING MEMBER. Cost \$250 a year. Sponsor receives a membership card.
 - e. DONOR/LIFE MEMBER. Cost \$1,000. Donor receives a gold membership card.
2. Materials promoting the General Membership should be developed and mailed to Center participants and other individuals and groups on the various Center mailing lists, including especially individuals and groups that have donated money to the Center. Promotional materials should be tailored according to the audience - participants should receive different materials from what someone who responded to the fund raising letter receives.
3. Participants are offered a one-year free membership.
4. Responders to last summer's fund raising letter should get a six-months free membership. After six months, send them a new mailing. Responders should be given full membership information on separate form from letter so as to allow them to contribute if they choose in first mailing.
5. The Treasurer should set up a system for collection and receipt of membership monies. This should include the establishment of a separate bank account or ledger sheet for keeping funds separate from ECVN operating funds. Also, the Treasurer may want to consider a P.O. Box or a Direct Deposit to the bank account.
6. The Board should create a "Standing Committee on Membership Development" consisting of at least one Board member and one member of the Advisory Council, plus individuals from the General Membership.

*Brochure & card
separate bookkeeping
members: center participants
refer to Bureau
~~interested~~ members of NV community, elsewhere (?)
need a common voice.*

Bylaws P2

MINUTES TO ECVN BOARD MEETING
FEBRUARY 15, 1985

The President called the meeting to order at approximately 7:35 p.m. Present were Delbert Phillips, Ruth Phillips, John Collins, Robert Gorski, Sharon Rothman, Sharon Mistler. Doris Ray arrived after the meeting had begun.

1. The Board approved the agenda for the meeting.
2. Minutes of the Board meeting of January 11, 1985 were approved as submitted.
3. The Board approved the draft of a letter from the President to the Japanese Ambassador praising the contributions of the international Japanese community to the success of last year's Japanese Bazaar fund raiser for ECVN. The letter was the suggestion of advisory council member Keiko Komatsubaru.
4. The President reported that Internal Revenue Service had assigned an employer identification number to ECVN, and has made no response to the application for tax exempt status. John Collins will communicate to Sharon Mistler the names of the appropriate Arlington County offices to which the Center must communicate its tax number in order to avoid local business taxes.
5. The Board approved an application for membership in the National Council of Independent Living Programs.
6. The Board discussed selecting a day and time for future regular meetings of the full board and of the executive committee. Since not all Board members were present, final selection was deferred pending their input to the President. The Board resolved to narrow the choices to 5:30 p.m. meetings, on either Wednesday or Thursday, in either the second or the third week of the month. Further, the Board resolved that the full Board and the executive committee will each meet on alternate months, commencing with March, in which the executive committee will meet.
7. The Board reviewed, amended, and adopted goals for the winter and spring quarters (See attachment #1). The first monthly report to the Board from staff will be due on March 15. The afternoon of March 25 was selected as the time and date of the next Board-staff get together, which will feature food, discussion about objectives, and discussion of budgets for the next fiscal year. Members of a committee to develop a long-range financial plan are Sharon Mistler, Robert Gorski, and Delbert Phillips.
8. Board members shared perceptions of their current and future roles as Board members; thoughts about aspects of the Center in which they are most interested; and of some of their personal expectations for the rest of the calendar year.

9. The Board selected Doris Ray to respond to John Wade's inquiry regarding what training was desired by the executive committee.

10. The President submitted a report on the Winter Quarter meeting of the Advisory Council (see attachment #2). As a result of input from the Advisory Council, the President announced the following amendment to the bylaws: In Article II, Section 4, delete the second sentence, which reads, "Also, the Council may approve policies made by the Board at the next meeting of the Council following the establishment of the policy."

11. The Board resolved that the date of the election and installation of the permanent Board of ECVN (as well as the date of electing and installing future regularly elected Board members) will be on or near the anniversary of the organization's incorporation, November 23. The Board designated John Collins and Robert Gorski as an Elections Committee with the responsibility of recommending, by August, procedures for electing Board members and appropriate bylaws amendments.

12. The Board reviewed and discussed Ruth Phillips's report on Policies and Procedures for a General Membership, and tabled taking action on the matter until the executive committee meeting in March.

13. Sharon Mistler announced that a five-month contract (running from February through June 1985) with DRS has been completed, signed by the ECVN president, and sent to DRS for its approval.

14. The Board reviewed the budget for the DRS fund and the funds from local jurisdictions during the February-June time period.

15. Sharon Mistler reported that the firm that did the word processing for the Fairfax Access Project has summoned ECVN to small claims court. The issue is the Center's refusal to pay a portion of the firm's bill which was above the original estimate and for which the firm has provided no written justification. Sharon also announced that the Center will likely have office space at the McLean YMCA to use as a satellite office one day a week. Sharon advised the Board of the federal grant proposal currently being written at the Center for next fiscal year's funding. The Board resolved that a bill addressed to both ECVN and HUNV by auditor Joe Godbout should be paid by ECVN. The services rendered by Godbout were for the Center during the time that is was a project of HUNV.

16. The Board discussed how to maintain effective communication with DRS.

17. The Board approved reimbursing the President \$11 for postage to be used for mailings to Board members and other business connected to fulfilling the duties of President.

The meeting adjourned at approximately 10:35 p.m.

Attachment #1

Winter Quarter Goals

1. Adopt a plan of policies and procedures for a General Membership.
2. The Advisory Council will hold a winter quarterly meeting; it will determine its role and function as an advisory body; it will determine a procedure for adding new members to the Council; at least 5 members will engage in advising staff or Board.
3. A plan will be adopted for electing permanent Board members in either the summer or the fall.
4. Board members will have periodic contact with staff members during working hours; there will be two organized Board-staff get togethers.
5. The Center staff will produce monthly, department reports (addressing significant staff actions) with which the Board can update policies and long-range plans.
6. Staff and Board will develop specific objectives for the Center's operations.
7. A committee will be established to develop a long-term financial plan for the Center.
8. The Board will develop a checklist with which to periodically monitor the operation of the Center's bookkeeping department.
9. A Public Relations Committee will be formed to formulate a plan and to promote an appropriate image for ECV.
10. Decide in an identity that ECV can have that will project a "come alive" feeling the community.
11. The Board will meet all legal requirements to operate as a corporation.
12. Develop at least 10 people in the community who do things on behalf of and for the benefits of the Center.

Spring Quarter Goals

1. ECV will get involved in some project or community effort that helps foster a positive identity in the community as an important resource in Northern Virginia. For example, a major fund raising event, a media project, or a cooperative effort with local disability commissions and consumer groups.
2. ECV will reach out to other disability groups and organizations by exchanging visits at meetings and offices.
3. Continue to implement a budget for the entire Center without any major problems occurring.
4. Adopt a plan for future fund raising.
5. Adopt a statement of a philosophical base.
6. Write job descriptions for each Board position.



INDEPENDENCE CENTER of Northern Virginia

4214 NINTH STREET, NORTH • ARLINGTON, VIRGINIA 22203 • Voice/TDD (703) 525-ECNV

Attachment #2

Dear Brenda,

I would like to make a written report to the Board about the Advisory Council meeting. (Or would you like to make the written report since you were the chair of the committee that helped the meeting to occur???? Let me know what you think.) In case you would rather I do it, at least review what I have below and tell me if I am missing anything important or if I have confused any of the issues that were discussed.

1. Four members of the Advisory Council showed for the meeting on January 30, 1985: Dorothy Grodos, Jan Kleiman, Sharon Wilkin, and Bob Donaldson. Because an interpreter had not been arranged for, Bob Donaldson did not stay for the meeting. He did not appear upset by the circumstances.

2. Also in attendance were Sharon Rothman, Brenda Plum and Sharon Mistler from the staff and Larry Allsion, Delbert Phillips, Robert Gorski, and Doris Ray from the Board.

3. The Advisors decided to call another meeting for February 28, 1985 at 12 noon and at the Center. On the agenda will be A) creating a list of resource needs for the Center, B) creating a list of individuals or groups who could be called upon to help meet those needs, and C) deciding on individuals or representatives of groups who would be offered membership on the Advisory Council.

4. Sharon Wilkin agreed to be interim chair of the Council. Brenda Plum will help Wilkin with preparations for the February 28 meeting.

5. The Advisors present at the January 30 meeting all strongly registered a disinclination for the Council to be responsible for approving policies of the Board of Directors. Instead, they felt the Council should only provide nonbinding review of Board policies.

6. The Advisors also indicated little interest in being involved in the election of members to the Board of Directors.

7. Issues which the Advisors discussed and on which there remain some difference of opinion include:

- a) the size of the Council - keep it small, about 25 members? or let it become large with 100 members?
- b) what should be the minimum number of disabled members of the Council - 20%? one-third? 51%? two-thirds?
- c) what is the best role for the General Membership to have in the corporation - no power to direct policy? some power?

Robert

Minutes of a meeting of the Board
Endeppendence Center of Northern Virginia, Inc.
November 23, 1984

Present: Ruth Phillips, Robert Gorski, John Collins, Delbert Phillips,
Herman Koenig

The meeting was called to order at approximately 8:10 pm and the agenda was adopted as presented.

1. The organization bylaws as drafted by Robert Gorski were adopted.
2. The follwing persons were elected as officers of the Board:
President - Robert Gorski
First Vice President - Doris Ray
Second Vice President - John Collins
Treasurer - Delbert Phillips
Secretary - Ruth Phillips
3. The next meeting of the Board was scheduled for December 20, 1984.
4. Organizational tasks were discussed and assigned to different members of the Board.
 - a) drafting policy and procuders for General Membership was assigned to Ruth Phillips and Delbert Phillips
 - b) contacting Bob Montgomery of DRS to inquire more precisely about the timetable for terminating the contract with HUNV and inaugurating one with ECNV was assigned to Herman Koenig.
 - c) completing and submitting an application to the Internal Revenue Service for tax exempt status was assigned to Robert Gorski
 - d) investigating ECNV, Inc.'s status concerning Arlington County busi-
ness taxes and licenses was assigned to John Collins
 - e) investigating the best lease arrangement with Arlington County for the facility now used by the Endeppendence Center was assigned to Delbert Phillips

The meeting was adjourned at approximately 8:40 pm.

Submitted on January 4, 1985

INDIVIDUALS

CULBERTSON, MISS KATHERYN C.
State Librarian and Archivist
Tennessee State Library and Archives
403 7th Avenue, North
Nashville, TN 37219

CYLKE, FRANK KURT, Chief
Division for the Blind and
Physically Handicapped
The Library of Congress
1291 Taylor Street, NW
Washington, DC 20542

DALY, J. HARVEY
2930 Stonybrook Drive
Bowie, MD 20715

DANBY, JOHN B.
11-15 12th Street
Fair Lawn, NJ 07410

DEVEREUX, MRS. DOROTHY L.
2721 Huapala Street
Honolulu, HI 96822

DILLARD, CHARLES O., M.D.
Walnut Hills - Evanston Medical Center
3036 Woodburn Avenue
Cincinnati, OH 45206

DOMS, KEITH, Director
The Free Library of Philadelphia
Logan Square
Philadelphia, PA 19103

DUNNIGAN, MISS DOROTHY
1341 South Champion Avenue
Columbus, OH 43206

Minutes of a meeting of the ECV Board
December 20, 1984

Present: Delbert Phillips, Robert Gorski

Since a quorum was not present, no meeting was held.

Minutes of a meeting of the ECNV Executive Committee
December 29, 1984

The meeting was held at the home of John Collins.

Present: John Collins, Ruth Phillips, Robert Gorski

The meeting was called to order at approximately 3:30 pm.

1. The existing HUNV Personnel Policy was adopted as the Personnel Policy for ECNV, subject to editorial revision (to be made at a later date) due to the change in the corporate structure for the Endependence Center. Ruth Phillips was assigned the task of reviewing the Personnel Policy and recommending the editorial revisions.
2. A policy of a \$5 per year membership fee, subject to the exceptions described in the bylaws, was adopted.
3. It was adopted that ECNV, Inc., would have a bank account at 1st American bank and that two signatories would be required on each outgoing check. Authorized signatories would include Delbert Philips, Robert Gorski, ~~Sharon Mistler~~ Sharon Mistler, and Ruth Phillips. If additional signatories are permitted by the bank, authorized signatories should include Doris Ray and Herman Koenig.
4. It was adopted that Ruth Phillips should write to the Board of HUNV and notify that Board that the founding members of ECNV, Inc., ~~had accomplished the tasks specified in the chapter resolution of September 20, 1984 and that ECNV, Inc., was prepared to assume responsibility for the Endependence Center.~~

The meeting adjourned at approximately 4:30 pm.

Submitted on Janaury 4, 1985