

Minutes: DSANV Board of Directors Meeting

Sunday, May 16, 2021 @ 6:00pm

Welcome – Board President Samantha Fredieu called the meeting to order at 6:02 pm. She started by thanking Amanda Hunt for leading the March 2021 Board meeting during her absence

Present: Charlotte Woodward, Amanda Hunt, Marcela Souaya, Samantha Fredieu, Andrew Humes, David Egan, Erin Thompson, Rob Di Brienza, Sarah Espanol, and Mary Ford

Absent: Kim Hudson (vacation), Alain Noriega, Kelly Smith, Abel Sussman and Justin Knapp

Approvals

- Consent Agenda: May Meeting Agenda, March 14, 2021 Board Meeting Minutes: Amanda motioned to approve the minutes and member applications:
 - Brian Reuwer, Reston, VA
 - Susan Lyons, McLean, VA
 - Sofia Qamar, Annandale, VA
 - Moon-Young Jun, Vienna, VA
 - Scott Bussom, (city not provided; only e-mail address)
 - Rebecca Emerson, Falls Church, VA

Executive Director Report

- Review of New Programs – the newest program, the DSANV Book Club, has launched
- Two new business operations volunteers have started to support Development in the areas of relationship building and social media coaching

Committee Reports

- Finance: Mary for Kim Hudson
 - The 2020 federal Paycheck Protection Program (PPP) loan has successfully been converted to a grant; staff are working to add 2021 PPP loan funds to the 2021 budget; will schedule a Finance committee meeting soon to review proposed budget changes
 - 2020 IRS Form 990 draft is complete; forwarded to Board for review
- Development: Marcela Souaya
 - Quarterly playgroup sessions are now being held in Arlington; a member from Fauquier County is preparing to start a group in that county
 - The 2021 DSAMV Spring picnic was held virtually on May 15
 - Videos showcasing individuals with Down syndrome at work, and entrepreneurs, are in progress and will be shared through the new DSANV LinkedIn site
- Governance: Samantha Fredieu
 - The Committee met on April 6, 2021 to review and discuss Board feedback provided on the final level of detail (Strategies and Tactics) of the **2021-2024 Strategic Plan**
 - The committee voted to recommend the draft Strategic Plan to the Board for approval; Samantha motioned to approve; Marcela seconded. The Plan was approved unanimously

Minutes: DSANV Board of Directors Meeting May 16, 2021, continued

Old Business

- DSANV 2021 Annual Meeting: Samantha reported the 2021-2022 Board of Director and Officer candidates were unanimously approved by members at the May 6, 2021 Annual Meeting
- Buddy Walk® 2021
 - Planning to hold a hybrid in-person/virtual event; Buddy Walk® Committee kickoff meeting is scheduled for May 25, 2021 at 7:00 pm
 - DSANV is coordinating with the Community Church of Ashburn to determine the feasibility of conducting a smaller walk, and other limited participation activities, on the church grounds with church member volunteers – in addition to the virtual program

New Business: 2021-2022 Board of Director Orientation

- Samantha conducted orientation for new and returning Directors; topics reviewed include:
 - Board members' legal and fiduciary duties to include: Duty of Care, Duty of Loyalty, Duty of Obedience, Duty to Inform
 - Board Governance policies
 - Highlights of the Bylaws
- Mary provided a summary of General Liability and Directors' and Officers' insurance coverage
- Samantha will add a Bylaw review to the Governance Committee's 2021-2022 agenda

Adjournment at 7:20pm

Executive Session – the board voted to approve an update to the Executive Director's contract regarding variable compensation

Next Meeting: July 11, 2021 @ 6:00PM

2021 Board Meeting schedule: Jan 10, Mar 14, May 9, Jul 11, Sept 12, Nov 14

Minutes submitted by Secretary Sarah Espanol

Sarah Espanol

July 4, 2021