

FINAL MINUTES
Virginia Office for Protection and Advocacy
Lansdowne, Virginia
Board Meeting
April 25, 2008

Members Present	Brent Brown, Raymond Burmester, Charles Cooper, William Fuller, Waja Grimm, Chris Harrison, Susan Kalanges, Rita Kidd, Patricia Meyer, Elizabeth Priaulx, C W Tillman
Members Absent	Maureen Hollowell, Dave Wilber
Guests Present	Ali Parker
Staff Present	Sherry Confer, Kim Mendella, Colleen Miller
Call to Order, Welcome, and Introductions	Brent Brown called the meeting to order at 1:39 p.m. Mr. Brown welcomed attendees and asked for introductions.
Mission Statement	Patricia Meyer read the Mission Statement.
Adopt Agenda	<p>Mr. Brown requested some amendments to the agenda. First, the Nominating Committee should be heard before the Executive Director Evaluation Committee. Second, the Resolution Honoring Dink Shackelford will be left in place but asked that the Executive Committee also be authorized to work on the resolution informally later that evening.</p> <p>Waja Grimm made a MOTION to adopt the agenda as amended. Chris Harrison SECONDED the MOTION and the Board adopted the agenda unanimously.</p>
Approval of January 30, 2008 Minutes	No additions or comments were offered to amend the minutes. Charles Cooper made a MOTION to approve the minutes as presented. Rita Kidd SECONDED the MOTION and the Board unanimously approved the minutes.
Public Comment	No public comment was offered.

Executive Committee

- “Emergency Definition”
- Proposed Procedures for Director
- Resolution Honoring Dink Shackelford

Mr. Brown referred the Board to look at the Proposed Policy regarding the Executive Director’s leave. Mr. Brown stated that this was the Board’s first read, and it will be voted on at the next Board meeting. If anyone from the Board had any questions or comments, they should let him know by fax or e-mail.

The Executive Committee moved a definition for “emergency” under the Freedom of Information Act (FOIA), that was offered at the January Board meeting. As it was brought forward by the Executive Committee, Mr. Brown instructed the Board that no second is required for the action item. Mr. Brown led the vote to pass the item as read: *“A sudden unexpected happening that reasonably could not have been anticipated, as decided by the Chair.”* The MOTION carried unanimously.

Mr. Brown presented Raymond Burmester with a certificate of appreciation on behalf of the Board for his contribution to the Board. Mr. Burmester’s Board term expires June 30, 2008.

Mr. Harrison made a MOTION to authorize the Executive Committee to draft a written resolution to honor Dink Shackelford to be read into the permanent records of VOPA and for appropriate copies to be sent to the survivors. Susan Kalanges SECONDED the MOTION and the motion carried unanimously.

Nominating Committee

- Presentation of Nominating Slate and Nominations from the Floor
- Election of 2008-2009 Offices

The Nominating Committee met on March 24, 2008 and unanimously recommended Susan Kalanges for the position of Chair and Patricia Meyer for the position of Vice-Chair. Mr. Brown opened the floor of additional nominations for the positions of Chair and Vice-Chair. Mr. Harrison nominated himself for the position of Vice-Chair.

Ms. Kidd made a MOTION to close the nominations for the position of Chair. Ms. Grimm SECONDED the MOTION. Ms. Kalanges was elected to the position of Chair by a unanimous vote.

Ms. Grimm made a MOTION to close the nominations for Vice-Chair. Ms. Kalanges SECONDED the MOTION and the motion carried unanimously. Ms. Kidd suggested that the contested election for Vice-Chair be held by ballot instead of verbal vote. The nominees were given an opportunity to speak of their fitness for office. Each Board member was given a ballot. There were 5 votes for Dr. Meyer, 3 votes for Mr. Harrison and 1 abstention. Dr. Meyer was elected the new Vice-Chair of VOPA Governing Board. (Note: the election of vice chair was later declared void because of the use of paper ballots.)

Executive Director
Evaluation Committee –
Closed Session

Mr. Harrison made a MOTION to conduct a closed meeting of the Board on April 25, 2008 at 2:10 p.m. for the purpose of conducting business pertaining to personnel matters. This meeting is specifically authorized to be conducted in closed session pursuant to Section 22.2-3711.1 of the Virginia Code. Mr. Burmester SECONDED the MOTION and the motion was unanimously approved.

The closed meeting concluded at 4.35 p.m. Mr. Brown asked each member to certify as to the content of the closed meeting to the best of each member's knowledge, that only public business matters lawful exempted by FOIA open meeting requirements were heard and considered; and only such public business that was identified in the motion to close the meeting was heard and considered. Each member, individually, so certified. Dr. Fuller made a MOTION to increase the Executive Director's salary by 3 percent. Ms. Kidd SECONDED the MOTION and the motion was approved unanimously.

Mr. Brown referred the Board members to a handout on the procedures for next year's evaluation on the Executive Director. The procedures will be discussed by the Executive Committee and any revisions will be proposed at the next meeting.

Mr. Harrison made a MOTION to adjourn the meeting. Dr. Meyer SECONDED the MOTION to adjourn the meeting. The vote was unanimous and the meeting was adjourned at 4:38 p.m. The next meeting of the VOPA Board will be July 22, 2008.

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July 22, 2008