

**Aging Together Executive Committee Meeting - Zoom  
12:00 Friday, November 17, 2023**

**MINUTES**

**Attending:** Ray Parks, Chair  
Crystal Hale, Vice Chair  
Gail Crooks, Treasurer  
Ellen Phipps, Executive Director

1. Ray called the meeting to order at 12:10 p.m. Today's meeting, scheduled for the 3<sup>rd</sup> Friday, was an exception due to the Veterans' Day Holiday last week. Consensus was reached to schedule a recurring Executive Committee Meeting for the 1<sup>st</sup> Friday every other month, starting in January.
2. The agenda was reviewed and approved unanimously.
3. Discussion continued regarding the need for an external audit vs. an external financial review. Ellen reported that it was hard to pin down exact quotes from accounting firms, but that ballpark estimates for an external audit were in the \$10K to \$15K range. Pros & cons regarding advice for nonprofits were briefly discussed. It was noted that, to date, the lack of an external audit has not precluded AT from receiving any funding from any source. There doesn't seem to be any compelling reason to pursue an external audit at this time, but all agreed that we should have a standard statement representing the organization's commitment to fiscal responsibility.

**ACTION:** The Executive Committee recommends that Aging Together should obtain an external financial review by an accounting firm other than the one currently contracted by AT, to be triggered by turnover in the Treasurer's or Executive Director's Office, but no less frequently than every three (3) years.

4. Committee Charters: Executive Committee Charter edits were completed as directed by the Board. Ellen will give the final version to Caroline to post with the documents maintained on the website. Advancement will add charter completion to their agenda.
5. Atlantic Union Account signature changes were completed, with Ray and Gail added as approved co-signers.
6. Following up on a complaint about the level of ASL/interpreter services at the Culpeper Expo, Ellen shared advice she had received, including that from Butch Davies, Lisa Peacock, and Cindy Colson with CNE. She also reached out to the Disability Resource Center. There are organizations with professional ASL interpreters willing to work with nonprofits at reduced rates.

Discussion: Our desire is to be as inclusive as possible, and we are obligated to make our best effort, but to what extent? What is reasonable? Several ideas were shared, including seeking funding to support the effort, defining adequate notice, information to include on publications, technology/closed captioning, etc.

Ellen will continue to gather information from various sources and will draft a statement of policy/procedures for review and discussion at the February Board Meeting.

7. The future Regular Board Meeting schedule has been set as the result of Doodle Poll responses. Ellen will issue the invitations for 12:00—to include box lunches—on the first Friday of every other month starting in February 2024.
8. Adjournment - The next Board Meeting will be an abbreviated session starting at 12:00 on Friday, December 8 (prior to the Board Retreat at Virginia Regional Transit).