

Crossroads Institute

Board of Directors

July 18, 2018 – 12:00 PM

Agenda:

I. Call to Order

II. Approval of Agenda and the Consent Agenda

Minutes May 16, 2018

June, 2018 Financials

III. New Business

Welcome, John Lael to the Crossroads Board

Recognition of the WCC's Security Team

Carl Richardson's resignation from the Board

FY '19 Meeting Calendar

Letter of Engagement for Robinson Farmer and Cox Audit

Twin County Community Foundation Grant – Nicki Edwards

IV. Continuing Business

Physics Dual Enrollment – Update, Dean Sprinkle

ADA Compliance Visit Report

Board Appointments: C. M. Mitchell re-appointed by BRCEDA

Carroll County Appointment, Pending

Galax City Appointment, Pending

Committee Appointments: Building/Property Committee

Replace: Dick Dalton -

Carl Richardson -

V. Reports:

Facilities Manager

Higher Education Site Manager

Executive Director

VI. Board Member Comments

VII. Closed Session - None

VIII. Adjournment

Crossroads Institute
Board of Directors
4:30 PM
May 16, 2018
Crossroads Institute
Galax, Virginia

Members Attending: Kenneth Belton, CHAIR
Willie Greene
Rex Hill
C. M. Mitchell
Bill Shepley
Steve Truitt
Kelly Wilmore

Staff Attending: Brenda Sutherland,
EXECUTIVE DIRECTOR

Linda Richardson,
SECRETARY OF THE BOARD
AND FACILITIES MANAGER

Nicki Edwards,
HIGHER EDUCATION CENTER
SITE MANAGER

It was determined a quorum was present, and the meeting was called to order by Chairman Kenneth Belton. Minutes of the previous meeting held April 4, 2018 were presented as well as the April financial report. After review, C. M. Mitchell moved to approve the consent agenda items as presented. Willie Greene seconded, and the motion was passed.

New Business

In new business, an operating budget proposal worksheet for FY19 was presented to the Board for approval. The spreadsheet included projected end-of-the-year figures for FY18 and proposed budget line items and figures for the upcoming fiscal year beginning July 1st. Brenda Sutherland and Linda Richardson explained various aspects, including an increased amount for Capital Replacements. It was explained that one HVAC unit on the roof needs replacing, as does our primary water heater at the main facility. Quotes are being obtained for the HVAC unit that no longer cools; and Galax's City Engineer, Edwin Ward, is studying our water heater needs and will advise us what will best do the job. The unit that is leaking and needs replacing is a 400-gallon heater. Mr. Ward has indicated we may only need a 200-gallon capacity or else a few smaller units strategically placed in the building. Either way, the cost savings in not continuously heating 400 gallons of water will soon pay for new equipment, we are told. Following review and discussion, a motion to adopt the FY19 CREI operating budget as presented was made by Kelly Wilmore. A second was made by Bill Shepley, and the motion passed by unanimous vote.

In other new business, Board Member Dick Dalton's resignation letter was discussed – effective May 1, 2018 (just two months short of the end of his term), due to a move to the Charlotte, North Carolina, area. Mr. Dalton's seat on the Board fell in the "backgrounds and interests" [*Section D*] category of appointments – one of four appointments made by the CREI Board itself. A new appointment must meet that same requirement. The Executive Director then made a recommendation to appoint Mr. John Lael, Airport Manager of Twin County Regional Airport in Carroll County. [Mr. Dalton was representative of the Carroll County locality, also.] Mrs. Sutherland stated she has touched base with Mr. Lael to gauge his interest in serving and was told he desires to give back to the community and feels this would be an excellent opportunity. She did say the Board may wish to wait until our next meeting in July to make an appointment, after time to consider. The consensus of the Board, however, was to go ahead and make an appointment at this meeting. Kelly Wilmore made a motion to accept the Executive Director's recommendation to appoint Mr. John Lael to the CREI Board of Directors to serve a regular four-year term (2018-2022). A second was made by Bill Shepley, and the motion passed by unanimous vote. Mr. Lael will be invited to the July annual organizational meeting.

Continuing Business

In continuing business, Brenda Sutherland informed the Board that Dean Sprinkle was unable to attend today's meeting with an updated report on the status of located physics instructor, Mary Norris, for dual enrollment. She continued to report what she knows, which is that Ms. Norris says she has more credits than WCC has been sent and that they will be furnished to Dr. Sprinkle's office for his evaluation.

Reports

Linda Richardson was asked to give the Facilities Manager's report. She reported:

- On April 19th, a spring career fair was held for the community at Crossroads. [A summary of the fair was provided to the Board.] The event partners deemed it successful, with approximately 175 job seekers attending. The 43 businesses/organizations who participated represented over 300 job openings.
- The first week in May, we had our spring preventive maintenance HVAC inspection. A few small repairs were identified, plus the needed replacement of RTU #1 (discussed earlier with the budget).
- Finally, we have I.T. network upgrades planned for July. Our contract with Lingo Networks allows for upgrade of our leased network equipment every three years, thus allowing us to try and keep up with the demand. She, Brenda Sutherland, and Nicki Edwards met with representatives from Lingo recently to consider our options. Work on the upgrades will begin in June, with a new three-year agreement beginning in July. Our leased equipment cost will go from \$124/month to \$270/month, and will include additional wireless access points. Our phone costs will remain the same, as will website hosting costs. Additionally, Lingo has offered to double our dedicated fiber speed from 25 megabytes to 50 megabytes for an additional \$100 per month. With our use of distance learning at the Higher Education Center, plus live-streaming for trainings and meetings, she feels it's a no-brainer.

Nicki Edwards, Site Manager at the Higher Education Center, was asked to give a report of her activities there. She reported:

- Things are flowing along as they should be. Certified testing continues steady, with four more lined up in the next few weeks.
- The *Elementary and Middle School S.T.E.M.* professional development session was a huge success. The *Opioid Crisis* workshop filled up immediately, and we had to add 10 more seats for a total of 85. We had an impressive guest list: Delegate Israel O'Quinn gave the welcome, and Congressman Morgan Griffith attended the workshop for most of the morning session. The Appalachia HIDTA (High Intensity Drug Trafficking Area) representative and keynote speaker, Chad Napier, was awesome. There was excellent feedback, and all evaluation results were very positive.
- A few seats have been added to the upcoming *Crisis Management* workshop, so it is now absolutely full. She and Courtney Conner of UVA-Wise didn't hold as many professional development workshops this semester; but the ones they facilitated are pretty intensive, and she said they are exceptionally pleased with the results.

Brenda Sutherland was asked to give the Executive Director's report. She reported:

- A meeting of the Virginia Economic Development Partnership (VEDP) here yesterday [May 15th] went well. The partners were given a loaf of bread from Squealer's kitchen and some information about Crossroads. While here, they spoke with some of our tenants about the work they do here. There is talk of a regional VEDP meeting coming up, and she would like to offer Crossroads as a venue for that meeting.
- The Crossroads Institute is scheduled to have an Americans with Disabilities Act (ADA) accessibility survey on Thursday, May 31st. The Department on Aging and Rehabilitative Services (DARS) has contracted with the Appalachian Independence Center to conduct the survey, which takes approximately three-to-four hours. The findings will be reported to us before they leave, we are told.

Executive Director's Report (Cont.)

- Sometime ago, The Results Companies asked if they might be permitted to put their logo on the left side (facing) of our building façade. They were given permission, but nothing has since happened. She has recently followed up with a company official and was told it was not budgeted last year, but they are hopeful it will be this year.
- On May 29th, we will be hosting a Galax Middle School 7th Grade visit to Crossroads. There will be three groups of around 30 students each, and they will be learning about educational and other services available at Crossroads, plus information on starting a small business. SBDC's Mandy Archer is helping to coordinate this event.
- She concluded with saying that flower shopping is planned for the following day to spruce up outside our main building and around the Higher Education Center.

Board Member Comments

None were made.

With no further business to address, Kelly Wilmore moved to adjourn, C. M. Mitchell seconded, and the Chairman declared the meeting adjourned at 5:15 pm.

The next regularly-scheduled meeting date is our annual organizational meeting on Wednesday, July 18th, at noon, and lunch will be served.

Respectfully submitted,

Linda Richardson – Secretary

Crossroads Institute
Financial Report FY Ending June 30, 2018 - Cash Basis

June 2018

	Jun 18
Ordinary Income/Expense	
Income	
45000 · Investments	
45020 · Dividend, Interest (Securities)	6.13
Total 45000 · Investments	6.13
46400 · Other Types of Income	
46447 · Copier/Phone/Postage Reimbursed	134.27
46470 · Concessions	1,000.00
46477 · Seminar/Workshop/Testing Fees	92.00
Total 46400 · Other Types of Income	1,226.27
47500 · Rentals-Leased Space	
47500.2 · Tenant Leases	5,438.08
47500.3 · Rentals-Leased Space - Results	10,187.50
47510 · Facility Use Rental	717.89
Total 47500 · Rentals-Leased Space	16,343.47
Total Income	17,575.87
Expense	
62200 · Utilities	
62210 · Network Operations	637.50
62220 · Telephone, Telecommunications	240.27
62240 · Electric	7,509.77
Total 62200 · Utilities	8,387.54
62800 · Facilities and Equipment	
62820.1 · General Maintenance	1,531.56
62840.0 · Phase II Expansion	120.00
62840.1 · Outside Maintenance	1,331.64
62859 · Debt Service	12,169.09
65048 · CBRE Lease Commissions	1,610.51
Total 62800 · Facilities and Equipment	16,762.80
63000 · Personnel	12,770.44
65000 · Operations	
65010 · Marketing/Ads	28.00
65035.1 · Office Expense/Postage	
65033 · IT Equipment Lease	123.99
65040 · Office Supplies/Postage	21.84
65041 · Copier Lease/Copies	359.33
65042 · Bank Fees	7.50
Total 65035.1 · Office Expense/Postage	512.66
65045 · Professional Fees	500.00
65050.1 · Custodial Equipment & Supplies	106.92
65065 · Website Develop. & Maintenance	90.15
Total 65000 · Operations	1,237.73
Total Expense	39,158.51
Net Cash Increase/(Decrease)	-21,582.64
Net Increase/(Decrease)	-21,582.64

Beg. Cash	175,541.83
Decrease	-21,582.64
End. Cash	153,959.19

Crossroads Institute
Financial Report FY Ending June 30, 2018 - Cash Basis
July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
40000 · PY Carryover	
40000.1 · Phase II Expansion	3,210.44
40000.3 · Youth Program/TAKY	1,462.39
40000.6 · Cash Balance	132,676.12
Total 40000 · PY Carryover	137,348.95
45000 · Investments	
45020 · Dividend, Interest (Securities)	75.48
Total 45000 · Investments	75.48
46400 · Other Types of Income	
46410 · Local Contribution	75,000.00
46440 · Electricity Reimbursement	5,751.37
46447 · Copier/Phone/Postage Reimbursed	3,256.79
46465 · Conferences	3,750.00
46470 · Concessions	2,247.24
46477 · Seminar/Workshop/Testing Fees	649.00
46490 · Other Reimbursement	1,275.00
46495 · TCLI Tuition / Fees	635.00
Total 46400 · Other Types of Income	92,564.40
46420 · Unrestricted Capital Donations	2,900.00
47500 · Rentals-Leased Space	
47500.1 · Rentals-Leased Space - WCC	292,895.64
47500.2 · Tenant Leases	88,270.16
47500.3 · Rentals-Leased Space - Results	122,250.00
47510 · Facility Use Rental	5,341.86
Total 47500 · Rentals-Leased Space	508,757.66
Total Income	741,646.49
Expense	
62200 · Utilities	
62210 · Network Operations	5,042.50
62220 · Telephones, Telecommunications	2,883.24
62230 · Garbage/Sewer/Water	7,811.30
62240 · Electric	127,533.87
62250 · Gas	2,274.78
Total 62200 · Utilities	145,545.69
62800 · Facilities and Equipment	
62815 · Capital Additions/Replacement	16,024.73
62816 · Loan Origination Costs	1,639.95
62820.1 · General Maintenance	13,013.16
62822 · Insurance	14,850.00
62835 · Serv Contract/Inspection	19,687.63
62840.0 · Phase II Expansion	3,264.99
62840.1 · Outside Maintenance	11,868.61
62859 · Debt Service	143,953.91
65048 · CBRE Lease Commissions	6,442.04
Total 62800 · Facilities and Equipment	230,745.02
63000 · Personnel	165,696.75
63500 · Worker's Comp	2,690.00

Crossroads Institute
Financial Report FY Ending June 30, 2018 - Cash Basis
July 2017 through June 2018

	Jul '17 - Jun 18
65000 · Operations	
65010 · Marketing/Ads	851.16
65015 · Licenses/Dues	55.00
65035.1 · Office Expense/Postage	
65033 · IT Equipment Lease	1,487.88
65040 · Office Supplies/Postage	5,054.97
65041 · Copier Lease/Copies	4,585.35
65042 · Bank Fees	30.00
Total 65035.1 · Office Expense/Postage	11,158.20
65045 · Professional Fees	9,670.00
65050.1 · Custodial Equipment & Supplies	14,564.78
65055 · Travel	34.78
65065 · Website Develop. & Maintenance	805.04
Total 65000 · Operations	37,138.96
65100 · Grants/Conferences/other	
65150 · Conferences	5,285.88
65175 · TCLI	585.00
Total 65100 · Grants/Conferences/other	5,870.88
Total Expense	587,687.30
Net Cash Remaining	153,959.19
Net Cash	153,959.19

Cash in Bank	153,959.19
PY Carryover	-137,348.95
CY Principal Pmts	<u>+ 50,941.01</u>
YTD Net Income	67,551.25

LGIP	100.20
FCB Checking	7,302.67
SNB Checking	12,092.30
FCB Money Mrkt	<u>134,464.02</u>
Total	153,959.19

Crossroads Institute
Financial Report FY18 : Budget vs. Actual
 July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
40000 · PY Carryover			
40000.1 · Phase II Expansion	3,210.44	3,210.44	0.00
40000.3 · Youth Program/TAKY	1,462.39	1,462.39	0.00
40000.4 · TCLI	0.00		
40000.5 · LGIP/MMK Interest	0.00		
40000.6 · Cash Balance	132,676.12	132,676.12	0.00
40000.7 · Sign Contribution (SREC)	0.00		
Total 40000 · PY Carryover	137,348.95	137,348.95	0.00
45000 · Investments			
45020 · Dividend, Interest (Securities)	75.48		
Total 45000 · Investments	75.48		
46400 · Other Types of Income			
46410 · Local Contribution	75,000.00	75,000.00	0.00
46440 · Electricity Reimbursement	5,751.37	6,500.00	-748.63
46447 · Copier/Phone/Postage Reimbursed	3,256.79	4,000.00	-743.21
46465 · Conferences	3,750.00	2,000.00	1,750.00
46470 · Concessions	2,247.24	2,000.00	247.24
46477 · Seminar/Workshop/Testing Fees	649.00	2,000.00	-1,351.00
46485 · WCC Refurbishment Reimbursement	0.00	10,000.00	-10,000.00
46488 · Sign Reimbursement	0.00	2,000.00	-2,000.00
46490 · Other Reimbursement	1,275.00	1,000.00	275.00
46495 · TCLI Tuition / Fees	635.00	1,000.00	-365.00
Total 46400 · Other Types of Income	92,564.40	105,500.00	-12,935.60
46420 · Unrestricted Capital Donations	2,900.00		
47500 · Rentals-Leased Space			
47500.1 · Rentals-Leased Space - WCC	292,895.64	293,394.66	-499.02
47500.2 · Tenant Leases	88,270.16	88,540.00	-269.84
47500.3 · Rentals-Leased Space - Results	122,250.00	122,250.00	0.00
47510 · Facility Use Rental	5,341.86	6,000.00	-658.14
Total 47500 · Rentals-Leased Space	508,757.66	510,184.66	-1,427.00
Total Income	741,646.49	753,033.61	-11,387.12
Expense			
62200 · Utilities			
62210 · Network Operations	5,042.50	5,000.00	42.50
62220 · Telephone, Telecommunications	2,883.24	3,000.00	-116.76
62230 · Garbage/Sewer/Water	7,811.30	7,400.00	411.30
62240 · Electric	127,533.87	140,000.00	-12,466.13
62250 · Gas	2,274.78	3,000.00	-725.22
Total 62200 · Utilities	145,545.69	158,400.00	-12,854.31
62800 · Facilities and Equipment			
62815 · Capital Additions/Replacement	16,024.73	15,000.00	1,024.73
62816 · Loan Origination Costs	1,639.95		
62819 · WCC Refurbishment	0.00	10,000.00	-10,000.00
62820.1 · General Maintenance	13,013.16	24,000.00	-10,986.84
62822 · Insurance	14,850.00	15,000.00	-150.00
62835 · Serv Contract/Inspection	19,887.63	20,000.00	-312.37
62840.0 · Phase II Expansion	3,264.99	3,210.44	54.55
62840.1 · Outside Maintenance	11,868.61	12,000.00	-131.39
62859 · Debt Service	143,953.91	141,881.40	2,072.51

Crossroads Institute
Financial Report FY18 : Budget vs. Actual
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget
62870 · Property Insurance	0.00		
65048 · CBRE Lease Commissions	6,442.04	6,442.04	0.00
Total 62800 · Facilities and Equipment	230,745.02	247,533.88	-16,788.86
63000 · Personnel	165,696.75	161,600.00	4,096.75
63500 · Worker's Comp	2,690.00	2,900.00	-210.00
65000 · Operations			
65010 · Marketing/Ads	851.16	1,000.00	-148.84
65015 · Licenses/Dues	55.00	500.00	-445.00
65035.1 · Office Expense/Postage			
65033 · IT Equipment Lease	1,487.88	1,500.00	-12.12
65040 · Office Supplies/Postage	5,054.97	5,000.00	54.97
65041 · Copier Lease/Copies	4,585.35	5,000.00	-414.65
65042 · Bank Fees	30.00		
Total 65035.1 · Office Expense/Postage	11,158.20	11,500.00	-341.80
65045 · Professional Fees	9,670.00	10,500.00	-830.00
65050.1 · Custodial Equipment & Supplies	14,564.78	16,000.00	-1,435.22
65055 · Travel	34.78	1,000.00	-965.22
65065 · Website Develop. & Maintenance	805.04	800.00	5.04
65071 · Staff Training	0.00	300.00	-300.00
65076 · Seminar/Workshop Expenses	0.00	1,000.00	-1,000.00
Total 65000 · Operations	37,138.96	42,600.00	-5,461.04
65100 · Grants/Conferences/other			
65090 · Youth Prog./TAKY	0.00	1,462.39	-1,462.39
65150 · Conferences	5,285.88	2,000.00	3,285.88
65175 · TCLI	585.00	1,000.00	-415.00
Total 65100 · Grants/Conferences/other	5,870.88	4,462.39	1,408.49
Total Expense	587,687.30	617,496.27	-29,808.97
Net Ordinary Income	153,959.19	135,537.34	18,421.85
Net Income	153,959.19	135,537.34	18,421.85

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Accrual Basis

Crossroads Institute
Vendor Disbursements
 July 2017 through June 2018

Type	Date	Num	Name	Amount
Blue Ridge Crossroads Economic Dev				
Check	08/09/2017	4017	Blue Ridge Crossroads Economic ...	-141.25
Total Blue Ridge Crossroads Economic Dev				-141.25
AEP				
Check	07/11/2017	3990	AEP	-7,858.89
Check	08/09/2017	4006	AEP	-9,049.44
Check	09/12/2017	4038	AEP	-8,340.04
Check	10/11/2017	4058	AEP	-7,942.20
Check	11/13/2017	4082	AEP	-9,306.88
Check	12/12/2017	4101	AEP	-11,217.49
Check	01/09/2018	4123	AEP	-15,500.24
Check	02/13/2018	4145	AEP	-15,253.46
Check	03/12/2018	4163	AEP	-12,295.15
Check	04/11/2018	4184	AEP	-12,929.67
Check	05/09/2018	4201	AEP	-10,330.64
Check	06/11/2018	4222	AEP	-7,509.77
Total AEP				-127,533.87
Brenda Sutherland				
Check	09/25/2017	4057	Brenda Sutherland	-54.00
Total Brenda Sutherland				-54.00
Burnette Backhoe & Construction				
Check	12/19/2017	4122	Burnette Backhoe & Construction	-1,050.00
Total Burnette Backhoe & Construction				-1,050.00
CB Richard Ellis of Virginia, Inc.				
Check	09/25/2017	4052	CB Richard Ellis of Virginia, Inc.	-1,610.51
Check	12/12/2017	4109	CB Richard Ellis of Virginia, Inc.	-1,610.51
Check	03/12/2018	4176	CB Richard Ellis of Virginia, Inc.	-1,610.51
Check	06/11/2018	4235	CB Richard Ellis of Virginia, Inc.	-1,610.51
Total CB Richard Ellis of Virginia, Inc.				-6,442.04
Cincinnati Insurance Company				
Check	08/17/2017	4025	Cincinnati Insurance Company	-31.00
Check	09/25/2017	4055	Cincinnati Insurance Company	-3,891.00
Check	12/18/2017	4119	Cincinnati Insurance Company	-3,891.00
Check	03/20/2018	4180	Cincinnati Insurance Company	-3,931.00
Total Cincinnati Insurance Company				-11,744.00
Clark Gas				
Check	07/11/2017	3991	Clark Gas	-83.58
Check	10/11/2017	4059	Clark Gas	-177.24
Check	12/18/2017	4116	Clark Gas	-679.31
Check	01/09/2018	4126	Clark Gas	-452.29
Check	02/13/2018	4147	Clark Gas	-428.55
Check	04/11/2018	4185	Clark Gas	-453.81
Total Clark Gas				-2,274.78
Clark Powell Audiovisual Tech				
Check	10/26/2017	4077	Clark Powell Audiovisual Tech	-1,608.78
Total Clark Powell Audiovisual Tech				-1,608.78
Creek Bottom Brews				
Check	09/25/2017	4056	Creek Bottom Brews	-4,306.38
Total Creek Bottom Brews				-4,306.38
Crooked Creek				
Check	07/11/2017	3983	Crooked Creek	-1,600.00
Total Crooked Creek				-1,600.00

Crossroads Institute
Vendor Disbursements
 July 2017 through June 2018

Type	Date	Num	Name	Amount
Cummins Atlantic				
Check	07/11/2017	3982	Cummins Atlantic	-2,787.03
Check	11/13/2017	4092	Cummins Atlantic	-1,129.64
Total Cummins Atlantic				-3,916.67
David Burnette				
Check	09/12/2017	4028	David Burnette	-34.78
Total David Burnette				-34.78
Dixie's Baked Goods				
Check	06/11/2018	4223	Dixie's Baked Goods	-28.00
Total Dixie's Baked Goods				-28.00
E&L Diamond				
Check	07/11/2017	3980	E&L Diamond	-659.97
Check	08/09/2017	4008	E&L Diamond	-693.04
Check	08/17/2017	4021	E&L Diamond	-6,748.00
Check	09/25/2017	4047	E&L Diamond	-438.24
Check	12/12/2017	4104	E&L Diamond	-96.25
Check	02/13/2018	4149	E&L Diamond	-557.90
Check	02/21/2018	4160	E&L Diamond	-4,860.00
Check	04/18/2018	4196	E&L Diamond	-325.53
Check	06/11/2018	4227	E&L Diamond	-1,141.13
Total E&L Diamond				-15,520.06
EEIS				
Check	01/09/2018	4129	EEIS	-100.00
Total EEIS				-100.00
Fielder Electric				
Check	04/11/2018	4187	Fielder Electric	-254.44
Total Fielder Electric				-254.44
Fire Equip				
Check	07/19/2017	4000	Fire Equip	-1,217.00
Check	01/09/2018	4130	Fire Equip	-400.00
Total Fire Equip				-1,617.00
Fire Technologies Inc				
Check	07/19/2017	4001	Fire Technologies Inc	-500.00
Total Fire Technologies Inc				-500.00
First Citizens Bank				
Check	07/19/2017	4004	First Citizens Bank	-4,054.99
Check	08/17/2017	4022	First Citizens Bank	-18.49
Check	09/25/2017	4054	First Citizens Bank	-50.00
Check	10/26/2017	4078	First Citizens Bank	-161.22
Check	11/20/2017	4098	First Citizens Bank	-719.28
Check	01/23/2018	4143	First Citizens Bank	-49.00
Check	03/20/2018	4178	First Citizens Bank	-102.00
Check	05/21/2018	4215	First Citizens Bank	-5.90
Check	06/25/2018	4236	First Citizens Bank	-75.82
Total First Citizens Bank				-5,236.70

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Accrual Basis

Crossroads Institute
Vendor Disbursements
 July 2017 through June 2018

Type	Date	Num	Name	Amount
Galax City				
Check	07/11/2017	3994	Galax City	-613.30
Check	07/11/2017	3995	Galax City	-12,184.02
Check	08/09/2017	4018	Galax City	-12,892.42
Check	09/12/2017	4041	Galax City	-678.00
Check	09/12/2017	4042	Galax City	-12,936.95
Check	10/26/2017	4076	Galax City	-18,644.90
Check	11/13/2017	4084	Galax City	-813.00
Check	11/13/2017	4096	Galax City	-12,971.01
Check	11/20/2017	4097	Galax City	-1,264.00
Check	12/18/2017	4120	Galax City	-12,974.97
Check	01/09/2018	4125	Galax City	-795.00
Check	01/09/2018	4140	Galax City	-13,109.77
Check	02/13/2018	4159	Galax City	-12,820.53
Check	03/12/2018	4165	Galax City	-678.00
Check	03/20/2018	4181	Galax City	-12,905.55
Check	04/18/2018	4198	Galax City	-18,451.79
Check	05/09/2018	4203	Galax City	-570.00
Check	05/21/2018	4218	Galax City	-12,994.40
Check	06/25/2018	4238	Galax City	-12,770.44
Total Galax City				-171,068.05
Gazette				
Check	10/11/2017	4070	Gazette	-57.95
Total Gazette				-57.95
General Sales				
Check	07/11/2017	3985	General Sales	-665.69
Check	08/09/2017	4011	General Sales	-1,217.27
Check	09/25/2017	4050	General Sales	-1,195.99
Check	11/13/2017	4087	General Sales	-1,093.77
Check	12/12/2017	4106	General Sales	-715.84
Check	01/09/2018	4134	General Sales	-668.30
Check	02/13/2018	4152	General Sales	-815.81
Check	03/12/2018	4170	General Sales	-982.92
Check	04/18/2018	4197	General Sales	-791.97
Check	05/21/2018	4221	General Sales	-729.17
Total General Sales				-8,876.73
Grayson County PSA				
Check	07/11/2017	3993	Grayson County PSA	-400.00
Check	09/12/2017	4040	Grayson County PSA	-400.00
Check	11/13/2017	4083	Grayson County PSA	-400.00
Check	01/09/2018	4124	Grayson County PSA	-400.00
Check	03/12/2018	4164	Grayson County PSA	-400.00
Check	05/09/2018	4204	Grayson County PSA	-400.00
Total Grayson County PSA				-2,400.00
Great America Financial Services				
Check	07/11/2017	3987	Great America Financial Services	-199.00
Check	08/09/2017	4012	Great America Financial Services	-199.00
Check	09/12/2017	4037	Great America Financial Services	-199.00
Check	10/11/2017	4071	Great America Financial Services	-199.00
Check	11/13/2017	4093	Great America Financial Services	-199.00
Check	12/12/2017	4112	Great America Financial Services	-199.00
Check	01/09/2018	4136	Great America Financial Services	-279.17
Check	02/13/2018	4155	Great America Financial Services	-199.00
Check	03/12/2018	4173	Great America Financial Services	-199.00
Check	04/11/2018	4193	Great America Financial Services	-199.00
Check	05/09/2018	4211	Great America Financial Services	-199.00
Check	06/11/2018	4231	Great America Financial Services	-199.00
Total Great America Financial Services				-2,468.17

Crossroads Institute
Vendor Disbursements
July 2017 through June 2018

Type	Date	Num	Name	Amount
Hall's Pest Control Service				
Check	03/12/2018	4177	Hall's Pest Control Service	-200.00
Total Hall's Pest Control Service				-200.00
Hawks Carpet Outlet				
Check	07/19/2017	3998	Hawks Carpet Outlet	-16,024.73
Total Hawks Carpet Outlet				-16,024.73
Hines Lawn & Custodial				
Check	01/09/2018	4133	Hines Lawn & Custodial	-4,554.40
Total Hines Lawn & Custodial				-4,554.40
Jackson Insurance				
Check	12/18/2017	4118	Jackson Insurance	-1,933.00
Total Jackson Insurance				-1,933.00
Jane L. Patton, CPA, LLC				
Check	07/19/2017	4002	Jane L. Patton, CPA, LLC	-500.00
Check	08/09/2017	4016	Jane L. Patton, CPA, LLC	-500.00
Check	09/12/2017	4044	Jane L. Patton, CPA, LLC	-500.00
Check	10/26/2017	4079	Jane L. Patton, CPA, LLC	-500.00
Check	11/13/2017	4091	Jane L. Patton, CPA, LLC	-500.00
Check	12/18/2017	4117	Jane L. Patton, CPA, LLC	-500.00
Check	01/09/2018	4132	Jane L. Patton, CPA, LLC	-500.00
Check	02/13/2018	4158	Jane L. Patton, CPA, LLC	-500.00
Check	03/20/2018	4179	Jane L. Patton, CPA, LLC	-500.00
Check	04/11/2018	4192	Jane L. Patton, CPA, LLC	-500.00
Check	05/21/2018	4217	Jane L. Patton, CPA, LLC	-500.00
Check	06/11/2018	4234	Jane L. Patton, CPA, LLC	-500.00
Total Jane L. Patton, CPA, LLC				-6,000.00
Johnson Controls				
Check	01/09/2018	4131	Johnson Controls	-2,840.74
Total Johnson Controls				-2,840.74
Lacy, Campbell & Munique				
Check	10/11/2017	4062	Lacy, Campbell & Munique	-45.00
Check	12/18/2017	4115	Lacy, Campbell & Munique	-1,639.95
Total Lacy, Campbell & Munique				-1,684.95
LEAF				
Check	07/11/2017	3988	LEAF	-99.00
Check	08/09/2017	4013	LEAF	-99.00
Check	09/12/2017	4035	LEAF	-99.00
Check	10/11/2017	4072	LEAF	-99.00
Check	11/13/2017	4094	LEAF	-99.00
Check	12/12/2017	4113	LEAF	-99.00
Check	01/09/2018	4137	LEAF	-142.73
Check	02/13/2018	4156	LEAF	-99.00
Check	03/12/2018	4174	LEAF	-198.00
Check	05/09/2018	4212	LEAF	-99.00
Check	06/11/2018	4232	LEAF	-99.00
Total LEAF				-1,231.73

Crossroads Institute
Vendor Disbursements
 July 2017 through June 2018

Type	Date	Num	Name	Amount
Lineberry's Lawn Care & Landscaping, LLC				
Check	08/17/2017	4027	Lineberry's Lawn Care & Landscap...	-890.00
Check	09/12/2017	4043	Lineberry's Lawn Care & Landscap...	-890.00
Check	10/11/2017	4064	Lineberry's Lawn Care & Landscap...	-890.00
Check	11/13/2017	4086	Lineberry's Lawn Care & Landscap...	-890.00
Check	12/12/2017	4103	Lineberry's Lawn Care & Landscap...	-890.00
Check	01/09/2018	4128	Lineberry's Lawn Care & Landscap...	-890.00
Check	02/13/2018	4148	Lineberry's Lawn Care & Landscap...	-890.00
Check	03/12/2018	4167	Lineberry's Lawn Care & Landscap...	-890.00
Check	04/11/2018	4191	Lineberry's Lawn Care & Landscap...	-890.00
Check	05/09/2018	4205	Lineberry's Lawn Care & Landscap...	-890.00
Check	06/11/2018	4226	Lineberry's Lawn Care & Landscap...	-1,010.00
Total Lineberry's Lawn Care & Landscaping, LLC				-9,910.00
Lingo (MGW) Networks				
Check	07/11/2017	3992	Lingo (MGW) Networks	-924.25
Check	08/09/2017	4007	Lingo (MGW) Networks	-924.25
Check	08/17/2017	4019	Lingo (MGW) Networks	-999.99
Check	09/12/2017	4039	Lingo (MGW) Networks	-924.25
Check	10/11/2017	4060	Lingo (MGW) Networks	-924.25
Check	11/13/2017	4085	Lingo (MGW) Networks	-1,074.25
Check	12/12/2017	4102	Lingo (MGW) Networks	-924.25
Check	01/09/2018	4127	Lingo (MGW) Networks	-924.25
Check	02/13/2018	4146	Lingo (MGW) Networks	-904.25
Check	03/12/2018	4166	Lingo (MGW) Networks	-924.25
Check	04/11/2018	4186	Lingo (MGW) Networks	-1,074.25
Check	05/09/2018	4202	Lingo (MGW) Networks	-924.25
Check	06/11/2018	4224	Lingo (MGW) Networks	-1,211.91
Total Lingo (MGW) Networks				-12,658.65
Lowes				
Check	07/11/2017	3984	Lowes	-63.52
Check	08/09/2017	4009	Lowes	-108.12
Check	09/12/2017	4031	Lowes	-136.08
Check	10/11/2017	4066	Lowes	-207.37
Check	11/13/2017	4089	Lowes	-158.97
Check	12/12/2017	4105	Lowes	-69.99
Check	01/23/2018	4141	Lowes	-26.99
Check	02/13/2018	4151	Lowes	-174.63
Check	03/12/2018	4169	Lowes	-922.49
Check	04/11/2018	4188	Lowes	-89.85
Check	05/09/2018	4208	Lowes	-124.88
Check	06/11/2018	4225	Lowes	-431.67
Total Lowes				-2,514.56
Merritt Supply, Inc.				
Check	09/12/2017	4030	Merritt Supply, Inc.	-59.08
Check	10/11/2017	4065	Merritt Supply, Inc.	-83.76
Check	02/13/2018	4150	Merritt Supply, Inc.	-13.67
Check	03/12/2018	4168	Merritt Supply, Inc.	-64.08
Check	05/09/2018	4206	Merritt Supply, Inc.	-18.54
Check	06/25/2018	4237	Merritt Supply, Inc.	-13.90
Total Merritt Supply, Inc.				-253.03
Newark Element14				
Check	09/12/2017	4034	Newark Element14	-67.68
Total Newark Element14				-67.68
Northwest Office Solutions				
Check	07/11/2017	3989	Northwest Office Solutions	-135.90
Total Northwest Office Solutions				-135.90

Crossroads Institute
Vendor Disbursements
 July 2017 through June 2018

Type	Date	Num	Name	Amount
Pitney Bowes				
Check	08/17/2017	4024	Pitney Bowes	-105.00
Total Pitney Bowes				-105.00
Pitney Bowes Purchase Power				
Check	09/12/2017	4045	Pitney Bowes Purchase Power	-100.00
Total Pitney Bowes Purchase Power				-100.00
Prof Rental				
Check	07/11/2017	3986	Prof Rental	-12.60
Check	08/09/2017	4010	Prof Rental	-12.60
Check	09/12/2017	4032	Prof Rental	-12.60
Check	10/11/2017	4067	Prof Rental	-12.60
Check	11/13/2017	4088	Prof Rental	-12.60
Check	12/12/2017	4107	Prof Rental	-12.60
Check	01/23/2018	4142	Prof Rental	-5.40
Check	02/13/2018	4153	Prof Rental	-10.80
Check	04/11/2018	4190	Prof Rental	-21.76
Check	05/09/2018	4209	Prof Rental	-10.80
Check	06/11/2018	4229	Prof Rental	-16.20
Total Prof Rental				-140.56
Robert Alexander Leonard				
Check	10/11/2017	4063	Robert Alexander Leonard	-40.00
Total Robert Alexander Leonard				-40.00
Robert J Young Company				
Check	08/09/2017	4014	Robert J Young Company	-95.05
Check	09/12/2017	4036	Robert J Young Company	-69.13
Check	10/11/2017	4073	Robert J Young Company	-75.48
Check	10/11/2017	4074	Robert J Young Company	-27.00
Check	11/20/2017	4099	Robert J Young Company	-86.32
Check	12/12/2017	4114	Robert J Young Company	-42.55
Check	01/09/2018	4138	Robert J Young Company	-38.40
Check	02/13/2018	4157	Robert J Young Company	-87.25
Check	03/12/2018	4175	Robert J Young Company	-42.48
Check	04/11/2018	4194	Robert J Young Company	-52.06
Check	05/09/2018	4213	Robert J Young Company	-72.50
Check	06/11/2018	4233	Robert J Young Company	-61.33
Total Robert J Young Company				-749.55
Robinson, Farmer, Cox				
Check	09/25/2017	4051	Robinson, Farmer, Cox	-3,625.00
Total Robinson, Farmer, Cox				-3,625.00
Safeguard Business Systems				
Check	05/21/2018	4214	Safeguard Business Systems	-163.41
Total Safeguard Business Systems				-163.41
Schindler Elevator Corporation				
Check	12/12/2017	4111	Schindler Elevator Corporation	-3,008.16
Total Schindler Elevator Corporation				-3,008.16
Shelton Key-N-Lock				
Check	09/12/2017	4029	Shelton Key-N-Lock	-170.00
Total Shelton Key-N-Lock				-170.00
SimplexGrinnell				
Check	04/11/2018	4195	SimplexGrinnell	-572.09
Total SimplexGrinnell				-572.09

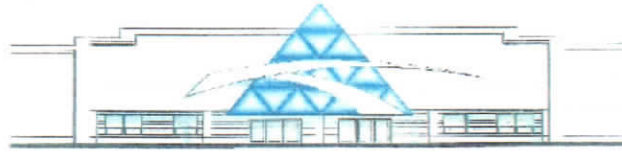
Crossroads Institute
Vendor Disbursements
 July 2017 through June 2018

Type	Date	Num	Name	Amount
Skyline National Bank				
Check	07/19/2017	4005	Skyline National Bank	-1,610.45
Check	08/17/2017	4026	Skyline National Bank	-1,610.45
Check	09/25/2017	4046	Skyline National Bank	-1,610.45
Check	10/26/2017	4081	Skyline National Bank	-1,610.45
Check	11/20/2017	4100	Skyline National Bank	-1,610.45
Check	12/18/2017	4121	Skyline National Bank	-1,610.45
Check	01/09/2018	4139	Skyline National Bank	-344.31
Check	01/23/2018	4144	Skyline National Bank	-1,610.45
Check	02/21/2018	4161	Skyline National Bank	-1,610.45
Check	02/21/2018	4162	Skyline National Bank	-345.64
Check	03/20/2018	4182	Skyline National Bank	-1,610.45
Check	03/20/2018	4183	Skyline National Bank	-345.64
Check	04/18/2018	4199	Skyline National Bank	-1,610.45
Check	04/18/2018	4200	Skyline National Bank	-345.64
Check	05/21/2018	4219	Skyline National Bank	-1,610.45
Check	05/21/2018	4220	Skyline National Bank	-345.64
Check	06/25/2018	4239	Skyline National Bank	-1,610.45
Check	06/25/2018	4240	Skyline National Bank	-345.64
Total Skyline National Bank				-21,397.91
Squealers				
Check	07/19/2017	3999	Squealers	-467.50
Check	08/09/2017	4015	Squealers	-112.00
Check	09/12/2017	4033	Squealers	-175.00
Check	11/13/2017	4095	Squealers	-292.50
Check	12/12/2017	4110	Squealers	-975.00
Check	05/09/2018	4210	Squealers	-292.50
Total Squealers				-2,314.50
State Corporation Commission				
Check	10/11/2017	4061	State Corporation Commission	-25.00
Total State Corporation Commission				-25.00
State Electric Supply Company				
Check	07/19/2017	4003	State Electric Supply Company	-36.82
Total State Electric Supply Company				-36.82
Treasurer of Virginia				
Check	10/26/2017	4075	Treasurer of Virginia	-30.00
Total Treasurer of Virginia				-30.00
Tri-Cities Lock & Safe, LLC				
Check	07/11/2017	3981	Tri-Cities Lock & Safe, LLC	-258.00
Check	09/25/2017	4048	Tri-Cities Lock & Safe, LLC	-150.00
Check	11/13/2017	4090	Tri-Cities Lock & Safe, LLC	-64.00
Check	03/12/2018	4171	Tri-Cities Lock & Safe, LLC	-50.00
Total Tri-Cities Lock & Safe, LLC				-522.00
Twin County Computers				
Check	10/26/2017	4080	Twin County Computers	-825.00
Total Twin County Computers				-825.00
Twin County Refrigeration, LLC				
Check	09/25/2017	4049	Twin County Refrigeration, LLC	-230.00
Total Twin County Refrigeration, LLC				-230.00

Crossroads Institute
Vendor Disbursements
 July 2017 through June 2018

Type	Date	Num	Name	Amount
USDA Rural Development				
Check	07/19/2017	7/19/17	USDA Rural Development	-10,213.00
Check	08/21/2017	8/21/17	USDA Rural Development	-10,213.00
Check	09/19/2017	9/19/17	USDA Rural Development	-10,213.00
Check	10/19/2017	10/19...	USDA Rural Development	-10,213.00
Check	11/19/2017	11/19...	USDA Rural Development	-10,213.00
Check	12/19/2017	12/19...	USDA Rural Development	-10,213.00
Check	01/19/2018	1/19/18	USDA Rural Development	-10,213.00
Check	02/19/2018	2/19/18	USDA Rural Development	-10,213.00
Check	03/19/2018	3/19/18	USDA Rural Development	-10,213.00
Check	04/19/2018	4/19/18	USDA Rural Development	-10,213.00
Check	05/21/2018	5/21/18	USDA Rural Development	-10,213.00
Check	06/19/2018	6/19/18	USDA Rural Development	-10,213.00
Total USDA Rural Development				-122,556.00
Virginia Air Distributors, Inc.				
Check	06/11/2018	4228	Virginia Air Distributors, Inc.	-257.00
Total Virginia Air Distributors, Inc.				-257.00
Wagner Food Equipment Inc.				
Check	05/09/2018	4207	Wagner Food Equipment Inc.	-94.32
Total Wagner Food Equipment Inc.				-94.32
Walmart				
Check	07/11/2017	3996	Walmart	-105.79
Check	08/17/2017	4020	Walmart	-37.78
Check	09/25/2017	4053	Walmart	-98.96
Check	10/11/2017	4068	Walmart	-154.94
Check	12/12/2017	4108	Walmart	-30.16
Check	01/09/2018	4135	Walmart	-71.35
Check	02/13/2018	4154	Walmart	-116.53
Check	04/11/2018	4189	Walmart	-24.27
Check	05/21/2018	4216	Walmart	-33.18
Check	06/11/2018	4230	Walmart	-46.24
Total Walmart				-719.20
Wytheville Office Supply				
Check	07/11/2017	3997	Wytheville Office Supply	-221.91
Check	08/17/2017	4023	Wytheville Office Supply	-199.96
Check	10/11/2017	4069	Wytheville Office Supply	-451.96
Check	03/12/2018	4172	Wytheville Office Supply	-258.93
Total Wytheville Office Supply				-1,132.76
No name				
Check	03/31/2018			-7.50
Check	04/30/2018			-7.50
Check	05/31/2018			-7.50
Check	06/30/2018			-7.50
Total no name				-30.00
TOTAL				-587,687.30

THE CROSSROADS INSTITUTE



RESOLUTION OF THE CROSSROADS INSTITUTE'S BOARD IN RECOGNITION AND APPRECIATION OF

The Crossroads Institute's Security Team of Wytheville Community College

WHEREAS, the Crossroads Institute is a welcoming facility with a mission of contributing to the continued revitalization of the region's economy and the offering of a brighter future for the citizens of the Twin Counties through an innovative center for educational and economic development; and,

WHEREAS, the Institute is a multifaceted regional collaboration with many contributing partners to include Wytheville Community College; and,

WHEREAS, the Crossroads' Board takes the safety and security of the Institute and all who work, learn, occupy and visit within it very seriously and are cognizant of the efforts and steps taken by Wytheville Community College and the members of the Crossroads Institute's Security Team to help ensure all our safety; and,

WHEREAS, without the safe environment enjoyed by the services provided by the Security Team, the Institute and its partners would have a greater challenge with advancing our individual and collective missions.

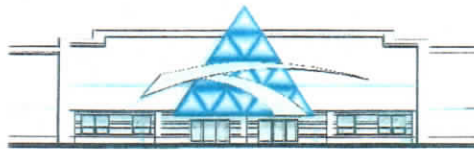
NOW, THEREFORE, BE IT RESOLVED, that the Board of the Crossroads Institute does hereby recognize the Crossroads Institute's Security Team of Wytheville Community College for their many contributions to the Institute and its mission, and we extend to them our utmost appreciation for the service they provide to our employees, tenants, students and visitors.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of the Crossroads Institute shall proudly display this resolution within the Institute so that our recognition and appreciation can be witnessed and shared for all those who enter.

Adopted this 18th Day July, 2018, in the City of Galax, Virginia.

By: _____
Kenneth R. Belton, Chair
The Crossroads Institute

Attest: The Crossroads Institute
Staff



Crossroads Institute

CROSSROADS INSTITUTE
Proposed Board Meeting Calendar
For FY '19

September 19, 2018

November 30 **OR** December 14, 2018 (9 AM)
(Friday Breakfast in Conference Room)

January 16, 2019

March 20, 2019

May 15, 2019

July 17, 2019
(Annual Organizational Meeting & Luncheon)

Unless otherwise noted,
meetings are in the Crossroads Institute Café Meeting Room
on Wednesdays at 4:30 PM.

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

June 26, 2018

Crossroads Rural Entrepreneurial Institute, Inc.
Attn: Brenda Sutherland, Director
1117 East Stuart Drive
Galax Virginia 24333

Dear Mrs. Sutherland:

We are pleased to confirm our understanding of the services we are to provide for the year ended June 30, 2018.

We will prepare the annual financial statements of Crossroads Rural Entrepreneurial Institute, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and perform a review engagement with respect to those financial statements.

Our Responsibilities

The objective of our engagement is to—

- 1) prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you, and
- 2) obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our review engagement in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct* and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the financial statements and performing the review engagement.

A review engagement includes primarily applying analytical procedures to your financial data and making inquiries of management. A review engagement is substantially less in scope than an audit engagement, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review engagement does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents; or other procedures ordinarily performed in an audit engagement. Accordingly, we will not express an opinion regarding the financial statements.

BLACKSBURG OFFICE
STREET AND MAILING ADDRESS:
108 SOUTH PARK DRIVE
BLACKSBURG, VIRGINIA 24060

CORBIN STONE, C.P.A., Managing Director

TELEPHONE: (540) 552-7322
FAX: (540) 552-0338

E-MAIL: cstone@rfca.com
INTERNET: www.rfca.com



Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our review procedures that indicates fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Other Services

We will prepare the Organization's federal information return for the year ended June 30, 2018 based on information provided by you. We will also prepare the financial statements of the Organization in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for the statements to be in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- 1) The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- 4) The prevention and detection of fraud.

- 5) To ensure that the Entity complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 7) To provide us with—
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the review engagement.
 - unrestricted access to persons within the Entity of whom we determine it necessary to make inquiries.
- 8) To provide us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

We will issue a written report upon completion of our review of Crossroads Rural Entrepreneurial Institute, Inc. 's financial statements. Our report will be addressed to the Board of Directors of Crossroads Rural Entrepreneurial Institute, Inc. . We cannot provide assurance that an unmodified accountant's review report will be issued. Circumstances may arise in which it is necessary for us to report known departures from accounting principles generally accepted in the United States of America, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If, for any reason, we are unable to complete the review of your financial statements, we will not issue a report on such statements as a result of this engagement.

You agree to include our accountant's review report in any document containing financial statements that indicates such financial statements have been reviewed by us and, prior to inclusion of the report, to ask our permission to do so.

Other Relevant Information

Corbin C. Stone, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

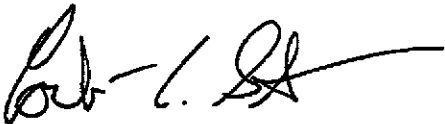
Our fees shall not exceed \$3,100 for the review and \$640 for preparation of the Form 990. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

ROBINSON, FARMER, COX ASSOCIATES



Corbin C. Stone
Certified Public Accountant
Member

This letter correctly sets forth the understanding of Crossroads Rural Entrepreneurial Institute, Inc.

By: Brenda L. Sutherland

Title: Executive Director

ADA Accessibility Report Conducted 31 May 2018

- Handicapped parking space signage is low, must be 60 inches from the bottom of the sign
- Need two (2) handicapped parking spaces designated as "Van Accessible"
- All nine (9) doors have an opening force or closing speed that is not in compliance. All are now requiring 13 – 15 pounds of pressure to open and closing speed was between 3 – 4 seconds. To be in compliance they must take at least 5 seconds or more to close and open with 5 pounds maximum force
- Install a power-assisted door, with signage directing individuals to this door
- Permanent room signage on 8 of the rooms was too high. The lowest character must be a minimum of 48 inches above the finished floor and the highest character no more than 60 inches above the floor
- Restroom doors all require between 16 – 18 pounds of force to open and had a closing speed of 3 – 4 seconds. Must adjust or replace doors to open easily with 5 pounds of maximum force and minimum of 5 second closing time
- Paper towel dispensers are located at inaccessible heights in all four restrooms. Must be at a height no more than 48 inches from the floor.

Virginia Employment Commission Findings

- Move a desk to ensure wheelchair accessibility. The identified desk has been moved, to meet the requirement of the recommendations
- TTY device needed and equipped with the International Symbol of Access, this was ordered, but had not arrived at the time of the visit

Survey conducted by Appalachian Independence Center

David Barrett, Executive Director

Anna Bryant, ILA/Community & Systems Advocacy Specialist

BLUERIDGECROSSROADS
economic development authority

RECEIVED

JUN 25 2018

Carroll – Galax – Grayson VIRGINIA

COPY

June 25, 2018

Linda S. Richardson
Secretary – CREI Board of Directors
1117 E. Stuart Drive
Suite 178
Galax, Virginia 24333

RE: Appointment

Dear Linda:

Pursuant to your request dated 06/12/2018 please accept this transmittal as confirmation that Mr. C. M. Mitchell was appointed by the BRCEDA Board to a second four-year term on the CREI Board beginning July 2018. This appointment was made by the BRCEDA Board at their meeting held on June 18, 2018.

Mr. Mitchell's contact information should remain the same as currently listed.

Thank you for your cooperation.

Sincerely,



Dan Campbell
Interim Regional Director
BRCEDA

pc: C. M. Mitchell cmitchell@galaxva.com

The Blue Ridge Crossroads Region is Virginia's "Entrepreneurial Region."

CROSSROADS INSTITUTE

Establishment of Terms

By-Laws Article II Section 1
(amended 8/19/15)

Updated June, 2018

	<u>Organization</u>	<u>Establishment Representation</u>	<u>Full Term</u>	<u>Representative</u>			
Category A:	BRCEDA	BRCEDA Carroll County Rep.	4 yrs.	Gary Larrowe 2015-2016 (serving out an SREC appointment)	Nikki Cannon 2015-2016 (began Sept. 2015 - 9 mos.)	Nikki Cannon 2016-2020 (replaced Oct. 2016)	Steve Truitt 2016-2020 (1st Full Term) (began Oct. 2016)
	BRCEDA	BRCEDA Grayson County Rep.	4 yrs.	Jonathan Sweet 2015-2019 (began Sept. 2015 - 14 mos.)	Mitch Smith 2016-2019 (replaced Sept. 2017)	Bill Shepley 2017-2019 (began Sept. 2017)	Mitch Smith, Alternate
	BRCEDA	BRCEDA Galax City Rep.	4 yrs.	C. M. Mitchell 2015-2018 (1st Full Term)	C. M. Mitchell 2018-2022 (2nd Full Term)		
Category B:	Gov. Body	Grayson County	4 yrs.	Kenneth Belton 2015-2016 (began July 2015 - 12 mos.)	Kenneth Belton 2016-2020 (1st Full Term)		
	Gov. Body	Smyth County	4 yrs.	Dr. Mike Robinson 2015-2016	VACANCY		
	Gov. Body	Carroll County	4 yrs.	Phil McCraw 2014-2018 (1st Full Term)	Rex Hill 2017-2018 (began March 2017)		
	Gov. Body	Galax City	4 yrs.	Willie Greene 2014-2018 (1st Full Term)			
Category C:	Pres. / Supts.	Grayson County	4 yrs.	Dr. Larry Massie interim (July - Nov. 2015)	Kelly Wilmore 2015-2019 (1st Full Term) (began Dec. 2015)		
	Pres. / Supts.	Galax City	4 yrs.	Bill Sturgill 2015-2019 (2nd Full Term)			
	Pres. / Supts.	Carroll County	4 yrs.	Dr. Strader Blankenship 2012-2016 (1st Full Term)	Dr. Strader Blankenship 2016-2020 (2nd Full Term) (12 mos.)	Dr. Shirley Perry 2017-2020 (1st Full Term) (began July 2017)	
	Pres. / Supts.	WCC	4 yrs.	Dr. Dean Sprinkle 2015-2019 (1st Full Term)			
Category D:	Background		4 yrs.	Carl Richardson 2014-2018 (1st Full Term)			
	Background		4 yrs.	Allan Funk 2012-2016 (1st Full Term)	Allan Funk 2016-2020 (2nd Full Term)	Kelly Poe, Alternate	
	Background		4 yrs.	Dr. Mark Burnette 2015-2019 (2nd Full Term)			
	Background		4 yrs.	Dick Dalton 2014-2018 (1st Full Term)	John Lael 2018-2022 (1st Full Term)		

“Strengthening Your Facilitation Skills” Training, August 14 and 15. The meeting on August 14 will be meeting from 10:00 – 5:00 and on August 15, 8:30 – 4:30. Lunch, snacks and training notebook will be provided. The cost is \$115, payable at the time of registration.

Registration site: <https://tinyurl.com/2018SYFS>

Any questions, please call Dr. Martha Walker at 434-766-6761 or walker53@vt.edu or call Kevin Spurlin at 773-2491

Twin County Leadership Initiative

Dates: September 11th, 19th and 25th and October 2nd, 9th and 16th

Time: 4:00 p.m. – 6:00 p.m.

Where: Crossroads Institute Conference Room

September 11th, Session I, Leadership

September 19th, Session II, Effective Communication

September 25th, Session III, Workplace Etiquette & Professionalism

October 2nd, Session IV, Building A Leadership Team

October 9th Session V, Community and Strategic Planning

There will be a panel of area business leaders, three, one from each jurisdiction

October 16th session VI: Local Government

A panel of local government officials are invited, three, one from each jurisdiction

And Graduation