

VAPDC Business Meeting – FY2022

Friday, July 30, 2021

Online via Zoom

AGENDA

- ▽ **Call to Order/Roll Call** *Allen Kimball “Kim” Callis, President*
- ▽ **Review of Minutes** *Kevin Byrd, Secretary*
- ▽ **President’s Report** *Allen Kimball “Kim” Callis*
- ▽ **Executive Director’s Report** *David Blount, VAPDC Executive Director*
- ▽ **2021 Audit Committee Report** *Robert K. Coiner, Audit Chair*
- ▽ **Treasurer’s Report** *Kevin Byrd, Treasurer*
 - ✓ 2020-2021 Financial Report
 - ✓ Approval of FY22 VAPDC Budget
- ▽ **Old Business**
- ▽ **New Business**
 - ✓ Nominating Committee Report/
Election of 21-22 Officers and Directors *Robert K. Coiner, Nominating Chair*

Proposed Slate of Officers and Directors 2021-2022

Officers

President: Allen Kimball (Kim) Callis, Southside PDC

First Vice President: Lou Ann Wallace, Cumberland Plateau PDC

Second Vice President: Martha Heeter, PlanRVA

Secretary/Treasurer: Kevin Byrd, New River Valley RC

Immediate Past President: Robert K. Coiner, Rappahannock Rapidan RC

Directors

Jennifer Bowles, West Piedmont PDC

Deborah Gosney, Southside PDC

Robert Lazaro, Northern Virginia RC

Patrick Mauney, Rappahannock-Rapidan RC

Jordan Miles, Commonwealth Regional Council

Dwayne Tuggle, Central Virginia PDC

- ▽ **Recognitions and Announcements** *Allen Kimball “Kim” Callis*
- ▽ **Adjournment** *Allen Kimball “Kim” Callis*



VAPDC Business Meeting – 2020 Summer Series

Thursday, July 16, 2020; 11:30 am – 12:00 pm

Online

Minutes

Call to Order - Allen Kimball “Kim” Callis, President, called the meeting to order and thanked the group for being in attendance. The following PDCs were represented, constituting a quorum: Central Virginia PDC; Crater PDC; Cumberland Plateau PDC; George Washington RC; Mount Rogers PDC; New River Valley RC; Northern Shenandoah Valley RC; Plan RVA (Richmond Regional PDC); Rappahannock-Rapidan RC; Southside PDC; Commonwealth RC; Thomas Jefferson PDC; West Piedmont PDC

Kim Callis asked for a motion to amend the agenda and move the financial reports to follow the minutes approval. Bob Coiner made a motion to amend the agenda as requested, seconded by Lou Ann Wallace. The motion was approved on a voice vote.

Review of Minutes - Kevin Byrd, Secretary, noted that the minutes from the 2019 Business Meeting were contained in the meeting packets provided. Bob Coiner made a motion, seconded by Deborah Gosney, to approve the minutes as presented. The minutes were approved on a voice vote.

2020 Audit Committee Report - Robert K. Coiner, Audit Chair, provided the Audit Committee report for FY20. He noted that the Audit Committee had reviewed the financial activity of the VAPDC for the past twelve-month period and determined that all activity was relevant to the operations of the Association, and fell within the guidelines for expenditures as detailed in the budget and approved by the Board of Directors.

The Audit Committee consisted of Robert K. Coiner, Mayor of Gordonsville, Rappahannock-Rapidan RC, VAPDC Audit Committee Chair; Stephanie Creedle, Southside PDC; Dennis Morris, Executive Director, Crater PDC; and Kevin Byrd, Executive Director, New River Valley RC, VAPDC Secretary/Treasurer.

Treasurer’s Report - Kevin Byrd, Treasurer provided the financial reports for the membership.

▽ **2019-2020 Financial Report** - Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2020. He noted that VAPDC’s total assets totaled \$173,587.75. Bob Coiner made a motion, seconded by Deborah Gosney, to approve the FY20 Financial Report. It was approved on a voice vote.

▽ **Approval of FY21 VAPDC Budget** - Kevin Byrd noted that the draft budget for FY21 was included in the Business Meeting packet. He gave an overview of the proposed budget, noting that the Board of Directors recommended approval of the draft budget. Linda Millsaps made a motion, seconded by Lou Ann Wallace, to approve the FY21 proposed budget. The motion was approved on a voice vote.

President’s Report – Kim Callis provided the following highlights from the past year (FY20):

- ▽ The VAPDC funding initiative to provide an additional \$14,000 per year in state money to each PDC was successful, only to be revoked when the State scaled back the budget after the pandemic hit. VAPDC continues to work on this issue with the General Assembly as it revises the current biennial budget.
- ▽ VAPDC continued to strengthen partnerships with statewide organizations and state agencies. A few examples:
 - VAPDC made a roundtable presentation at the VML annual conference
 - VAPDC addressed the VACo Board of Directors at its annual conference
 - VAPDC has been a member of a special VML working group on the Coronavirus Relief Act funding
 - Continued meetings with state agencies
 - Worked with DHCD to streamline the annual PDC reporting process

Kim thanked the PDCs for all they do for their communities, recognizing their resiliency and creativeness.

Executive Director's Report - David Blount thanked the group for their continued support in helping the organization cast a wider net and making external partnerships a top priority. He also noted that there was good engagement and support from all the PDCs during the General Assembly session for the PDC funding initiative that was approved at the 2019 business meeting.

New Business

- ∇ **Proposed Bylaw Changes** - David Blount noted that a matrix of proposed bylaw changes was provided in the meeting packet. He briefly reviewed the changes and noted that the VAPDC Board has recommended approval. Melody Foster made a motion to approve the bylaw changes as presented and recommended by the Board of Directors. Dave Hoback seconded the motion and it was approved on a voice vote.
- ∇ **Nominating Committee Report** – On behalf of Nominating Committee Chair Robert K. Coiner, David Blount provided the Nominating Committee report. The slate of officers and directors was presented as follows:

2020-2021 PROPOSED SLATE OF OFFICERS & DIRECTORS

Officers

- ✓ **President:** Allen Kimball "Kim" Callis, Southside PDC
- ✓ **First Vice President:** Donald Hart, Accomack-Northampton PDC
- ✓ **Second Vice President:** Martha Shickle, Plan RVA (Richmond Regional PDC)
- ✓ **Secretary/Treasurer:** Kevin Byrd, New River Valley RC
- ✓ **Immediate Past President:** Robert K. Coiner

Directors

- ✓ **Board Member:** Deborah Gosney, Southside PDC
- ✓ **Board Member:** Bob Lazaro, Northern Virginia RC
- ✓ **Board Member:** Patrick Mauney, Rappahannock-Rapidan RC
- ✓ **Board Member:** Linda Millsaps, George Washington RC
- ✓ **Board Member:** Dwayne Tuggle, Central Virginia PDC
- ✓ **Board Member:** Lou Ann Wallace, Cumberland Plateau PDC

President Kim Callis asked for nominations from the floor and hearing none, Chip Boyles made a motion to close the nominations, seconded by Linda Millsaps, and the motion was approved on a voice vote. Melody Foster made a motion to elect the officers and directors as presented, seconded by Chip Boyles. The motion was approved on a voice vote.

Recognitions and Announcements – Kim Callis congratulated the Board members on their election, welcoming new Board member Dwayne Tuggle from the Central Virginia PDC. He noted that the first Board meeting of FY21 will be Wednesday, August 5, 2020. Information is forthcoming.

David Blount reminded the group that VAPDC Awards nominations are due on Monday, July 20. The Awards committee will convene following the deadline and select recipients. The group also will determine how and when to present the awards.

Adjournment – There being no further business, the meeting was adjourned at 12:04 pm

Minutes prepared by:

Connie Long, Association Builders

Reviewed and respectively submitted by:

Kevin Byrd, Secretary/Treasurer

July 30, 2021

Memorandum

**TO: VAPDC Membership
VAPDC Board of Directors**

**BY: Audit Committee
Robert K. Coiner, Audit Committee Chair**

RE: Financial Activity for Fiscal Year Ending June 30, 2021

The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2020 and ending June 30, 2021, for both the regular checking account as well as the Market Index (Investment) account and has determined that all activity was relevant to the operations of the Association, and fell within the guidelines for expenditures as detailed in the budget and approved by the Board of Directors.

Audit Committee:

Robert Coiner, Audit Committee Chair, Rappahannock-Rapidan Planning District Commission
Stephanie Creedle, Southside Planning District Commission
Denny Morris, Crater Planning District Commission (Retired)
Kevin Byrd, VAPDC Treasurer, New River Valley Regional Commission

Virginia Association of Planning District Commissions
Balance Sheet Ending June 30, 2021

Balance Sheet
As of June 30, 2021

ASSETS

Current Assets Checking/Savings

Investment CD - 15 month	41,324.72
Investment CD - 9 month	41,076.99
Money Market Account	5,007.91
Operating Account	100,793.98
Total Checking/Savings	<u>188,203.60</u>
Other Current Assets	
Total Current Assets	188,203.60

TOTAL ASSETS **188,203.60**

LIABILITIES & EQUITY

Equity

Unrestricted Net Assets	177,521.08
Net Income	10,682.52
Total Equity	<u>188,203.60</u>

TOTAL LIABILITIES & EQUITY **188,203.60**

MEMORANDUM

To: VAPDC Board of Directors

From: Kevin Byrd, Secretary/Treasurer

Date: June 14, 2021

Re: FY22 Proposed Budget for VAPDC

Attached to this memo is the proposed FY22 budget for your review and consideration. The VAPDC dues for FY22 remain the same as FY21. The proposed budget projects a net income of \$285. Many considerations for the COVID-19 pandemic were taken into account when planning FY22 revenue and expenses. David Blount and Connie Long provided input throughout the budget planning process and it was greatly appreciated as we collectively navigate another fiscal year with modified VAPDC programs for FY22.

Notes regarding the budget differences between FY21 and the proposed FY22 budget are listed below.

Income:

Summer Conference format change will decrease both the revenue and expenditures; projecting \$500 in net revenue

Winter Conference budget is based on the model from FY20; on-site in Richmond with a breakfast program which secured approximately \$1,800 in net revenue

Training conference revenue is net neutral and to be determined for FY22

Dues are proposed to remain level with FY21

Interest income is modest, projected to be \$100 total

Sponsorships are projected to decrease from \$18,000 to \$12,000 based on fewer in-person engagement opportunities

Expenses:

Minor adjustments in the expenditures to include NADO dues at \$1,000, up from \$750 based on NADO dues adjustment over a two year period. This is the second and last adjustment.

Travel budget decreased from \$3,500 to \$2,500 based on FY20 expenses and reduced travel anticipated in FY22

Decreased Summer Conference expenses from \$23,500 to \$1,000 due to online format for FY22

Decreased Congressional Briefing from \$1,500 to \$1,200 based on FY20 planning expenses

For informational purposes while considering the FY22 budget, VAPDC had the following account balances as of May 31, 2020 and reflects an overall positive change in net assets of \$4,698.07 from May 31, 2020.

Investment CD-15 month	\$41,324.72
Investment CD-9 month	\$41,076.99
Money Market Account	\$5,007.87
Operating Account	\$106,001.84
Total Assets	\$193,411.42

Overall, VAPDC is financially stable and remains viable because 100% of the regions pay dues annually.

Virginia Association of Planning District Commissions
Budget Overview: July 2021 through June 2022

Income

Conference Income

2021 Summer Series	\$ 1,500.00
2022 Winter Conference	\$ 4,800.00
Training Conference	\$ 2,000.00
Total Conference	\$ 8,300.00

Dues & Memberships

Associate Memberships	\$ 200.00
Association Dues	\$ 89,300.00
Total Dues & Memberships	\$ 89,500.00

Interest Income

Checking Account Interest	\$ 20.00
CD Accounts Interest	\$ 80.00
Total Interest Income	\$ 100.00

Sponsorships

\$ 12,000.00

Total Income

\$109,900.00

Expense

Administrative Expense

Bank Charges and Fees	\$ 50.00
Corporate Filing Fees	\$ 25.00
General Administrative	\$ 1,500.00
Insurance	\$ 250.00
Legal Services	\$ 150.00
NADO Dues	\$ 1,000.00
President's Expenses	\$ 500.00
Travel	\$ 2,500.00
Total Administrative Expense	\$ 5,975.00

Contractual Support

Association Support Contract	\$ 39,690.00
Phone/Fax/Email-Support Contract	\$ 900.00
Executive Director Contract	\$ 50,000.00
Total Contractual	\$ 90,590.00

Communications

Awards & Recognitions	\$ 500.00
Website	\$ 350.00
Email Marketing	\$ 600.00
Printing/Banner	\$ 1,000.00
Total Communications	\$ 2,450.00

Conference

2021 Summer Series	\$ 1,000.00
2022 Winter Conference	\$ 3,000.00
Training Conference	\$ 2,000.00
Total Conference	\$ 6,000.00

Meetings

Board Meetings	\$ 1,000.00
Executive Director's Meetings	\$ 400.00
Leadership Retreat	\$ 2,000.00
Congressional Briefing	\$ 1,200.00
Total Meetings	\$ 4,600.00

Total Expense

\$109,615.00

Net Income

\$ 285.00

VAPDC VOTING PRIVILEGES

		<i>Population</i>	<i>Number of Votes per PDC (State Funding, Legislation, Bylaws)</i>	<i>Number of Votes per Qualified Representative (other)</i>
PDC-1	LENOWISCO	87,591	2	1
PDC-2	Cumberland Plateau	104,100	2	1
PDC-3	Mount Rogers	187,185	2	1
PDC-4	New River Valley	185,098	2	1
PDC-5	Roanoke Valley Alleghany	335,039	2	1
PDC-6	Central Shenandoah	303,916	2	1
PDC-7	Northern Shenandoah	239,973	2	1
PDC-8	Northern Virginia	2,532,330	8	1
PDC-9	Rappahannock- Rapidan	180,438	2	1
PDC-10	Thomas Jefferson	259,432	2	1
PDC-11	Region 2000	263,749	2	1
PDC-12	West Piedmont	239,215	2	1
PDC-13	Southside	81,722	2	1
PDC-14	Commonwealth Regional Council	103,028	2	1
PDC-15	Richmond Regional	1,109,084	4	1
PDC-16	George Washington	376,649	2	1
PDC-17	Northern Neck	50,111	2	1
PDC-18	Middle Peninsula	91,702	2	1
PDC-19	Crater	535,351	3	1
PDC-22	Accomack- Northampton	44,592	2	1
PDC-23	Hampton Roads	1,738,513	6	1
Total			55	21

Population based on July 1, 2020 estimate, Weldon Cooper Center for Public Service

Votes shall be cast by the qualified representative of member commissions. The chairman or designated alternate and the executive director shall be the qualified representatives of a member commission.

All motions shall be carried by a single majority of the qualified representatives present and voting, except for all amendments to the bylaws and actions relating to the state funding and state legislation which requires a two-third vote of the member commissions present and voting (per number of votes as shown above).