



VAPDC Business Meeting – FY2023

Thursday, July 21, 2022

Hotel 24 South, Staunton, Virginia

AGENDA

- Call to Order/Roll Call** *Allen Kimball “Kim” Callis, President*
- Review of Minutes ATTACHMENT** *Kevin Byrd, Secretary*
- President’s Report** *Allen Kimball “Kim” Callis*
- Executive Director’s Report** *David Blount, VAPDC Executive Director*
- 2022 Audit Committee Report ATTACHMENT** *Robert K. Coiner, Audit Chair*
- Treasurer’s Report** *Kevin Byrd, Treasurer*
- ▽ 2021-2022 Financial Report ATTACHMENT
- ▽ Approval of FY23 VAPDC Budget ATTACHMENT
- Old Business**
- New Business**
- ▽ Nominating Committee Report/
Election of 22-23 Officers and Directors ATTACHMENT *Robert K. Coiner, Nominating Chair*
- Proposed Slate of Officers and Directors 2022-2023***
- Officers**
- President:** Lou Ann Wallace, Cumberland Plateau PDC
First Vice President: Dwayne Tuggle, Central Virginia PDC
Second Vice President: Patrick Mauney, Rappahannock-Rapidan RC
Secretary/Treasurer: Kevin Byrd, New River Valley RC
Immediate Past President: Allen Kimball (Kim) Callis, Southside PDC
- Directors**
- Josepha Bolling-Thompson, Mount Rogers PDC
Jennifer Bowles, West Piedmont PDC
Robert Crum, Hampton Roads PDC
Brandon Davis, Northern Shenandoah Valley RC
Deborah Gosney, Southside PDC
Jordan Miles, Commonwealth RC
- Recognitions and Announcements** *Lou Ann Wallace, 1st Vice President*
- Adjournment** *Lou Ann Wallace, 1st Vice President*



VAPDC Business Meeting – FY2022

Friday, July 30, 2021, 9 am

Online via Zoom

MINUTES

Call to Order/Roll Call - 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: Cumberland Plateau PDC (2); New River Valley RC (4); Central Shenandoah PDC (6); Northern Virginia RC (8); Rappahannock-Rapidan RC (9); Thomas Jefferson PDC (10); Central Virginia RC (11); West Piedmont PDC (12); Southside PDC (13); Commonwealth RC (14); PlanRVA (15); George Washington RC (16); Crater PDC (19); Accomack-Northampton PDC (22)

Review of Minutes – Kevin Byrd, Secretary, noted that the minutes from the 2020 Business Meeting were contained in the meeting packets provided prior to the meeting. Bob Coiner made a motion, seconded by Melody Foster to approve the minutes as presented. The minutes were approved on a voice vote.

2021 Audit Committee Report – Robert K. Coiner, Audit Chair, provided the Audit Committee report for FY21. 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, Crater PDC (Retired); and Kevin Byrd, Executive Director, New River Valley RC, VAPDC Secretary/Treasurer.

Treasurer’s Report – Kevin Byrd, Treasurer provide the financial reports for the membership.

- ▽ **2020-2021 Financial Report** – Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2021. He noted that VAPDC’s assets totaled \$188,203.60. Bob Lazaro made a motion, seconded by Deborah Gosney, to approve the FY21 Financial Report. It was approved on a voice vote.
- ▽ **Approval of FY22 VAPDC Budget** – Kevin Byrd noted that the draft budget for FY22 was included in the Business meeting packet provided prior to the meeting. He provided an overview of the proposed budget, noting that the Board of Directors recommended approval of the draft budget. Bob Coiner made a motion, seconded by Josepha Thompson to approve the FY22 proposed budget. The motion was approved on a voice vote.

President’s Report – Allen Kimball “Kim” Callis, President thanked the audience for the participation and support during the past challenging months. He noted that VAPDC has remained relevant thanks to everyone’s involvement and the online programming instituted early in 2020. He outlined the following highlights:

- ▽ **General Assembly**
 - The VAPDC funding initiative to provide an additional \$14,000 per year in state money to each PDC was successful the second time around. After having been approved, then taken back at the start of the pandemic, VAPDC was able to secure the increase (again) in the 2021 General Assembly session to be effective in the current fiscal year.
 - VAPDC successfully promoted a bill to give certain political subdivisions, including PDCs, an additional two months to have an audit performed and submitted to the Auditor of Public Accounts. This came as a result of discussions the Executive Directors Committee had with representatives of the APA.

- ▽ **Virginia Housing** - After several months of discussions with Virginia Housing, the Agency announced in June that they were awarding \$40 million to PDCs over the next three years for affordable housing initiatives. Many of the PDCs have a long-standing relationship with Virginia Housing.
- ▽ **More outreach** - VAPDC continues to reach out to various state agencies and relevant organizations. During the past year, VAPDC was approached by
 - DMME to have input into a solar survey project.
 - The Secretary of Agriculture's office to discuss food access issues.
 - The Joint Legislative Audit and Review Commission to discuss affordable housing and transportation issues with PDCs as part of its research work.
- ▽ VAPDC was part of panel presentation at the **Environment Virginia Symposium** in the spring, discussing the Watershed Implementation Technical Assistance Program that 15 PDCs lead in cooperation with the Virginia Department of Environmental Quality.
- ▽ VAPDC joined the effort to urge that a federal co-chair be appointed for the **Southeast Crescent Regional Commission**, an entity that would provide services in a handful of southern states and that was authorized by Congress more than a dozen years ago.
- ▽ Despite the challenges of COVID, the VAPDC Board continued to meet virtually.
- ▽ The Association hosted informative winter and summer online meetings that brought intriguing topics and informed speakers to the table. Thanks were expressed to the VAPDC Program Committee members for their hard work.
- ▽ VAPDC re-booted a regular newsletter communication to its constituents.

Kim Callis expressed excitement for the year ahead looking to our "next normal." The goal is to continue to raise the profile of PDCs and the important work they do in their regions. Additionally build a stronger connection between the PDCs and VAPDC.

Executive Director's Report – David Blount, VAPDC Executive Director provided a brief update and report of the Association's activities over the past year.

New Business

- ▽ **Nominating Committee Report** – Immediate Past President Bob Coiner provided the Nominating Committee report and slate of officers and directors for FY22 as follows:

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

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

Recognitions and Announcements – Kim Callis congratulated the Board members on their election and welcoming the new Board members.

Adjournment - There being no further business, the meeting was adjourned at 10:03 am.

Minutes prepared by:

Connie Long, Association Builders

Reviewed and respectively submitted by:

Kevin Byrd, Secretary/Treasurer



June 30, 2022

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, 2022

The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2021 and ending June 30, 2022, 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

Kevin Byrd, VAPDC Treasurer, New River Valley Regional Commission



VAPDC Balance Sheet
As of June 30, 2022

ASSETS

Current Assets Checking/Savings

Investment CD - 15 month	41,324.72
Investment CD - 9 month	41,126.35
Money Market Account	5,008.39
Operating Account	115,306.84
Total Checking/Savings	<u>\$202,766.30</u>
Other Current Assets	
Total Current Assets	\$202,766.30

TOTAL ASSETS	\$202,766.30
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LIABILITIES & EQUITY

Equity

Opening Balance Equity	0.00
Unrestricted Net Assets	188,203.60
Net Income	14,562.70
Total Equity	<u>\$202,766.30</u>

TOTAL LIABILITIES & EQUITY	\$202,766.30
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MEMORANDUM

To: VAPDC Board of Directors
From: Kevin Byrd, Secretary/Treasurer
Date: June 6, 2022
Re: FY23 Proposed Budget for VAPDC

Attached to this memo is the proposed FY23 budget for your review and consideration. The VAPDC dues for FY23 remain the same as FY22. The proposed budget projects a net income of \$325. The FY23 budget reflects similarly to pre-pandemic operations for the association. David Blount and Connie Long provided input during the budget planning process and it was greatly appreciated as we are envisioning association events and programs post-pandemic. .

Notes regarding the budget differences between FY22 and the proposed FY23 budget are listed below.

Income:

- Summer Conference returning to in-person, anticipating \$2,000 in net revenue
- Winter Conference budget is based on the model from FY20; on-site in Richmond with a breakfast program, anticipating \$500 in net revenue
- Training conference revenue is net neutral and to be determined for FY23
- Dues are proposed to remain level with FY22
- Interest income is modest, projected to be \$100 total
- Sponsorships are projected at \$13,000. There is potential to generate additional sponsorships given in-person events returning in FY23. FY19 sponsorships reached \$18,000.

Expenses:

- Expense categories largely held the same as FY22 with the exception of Summer/Winter Conferences designed to generate modest revenue to cover expenses not captured by dues/sponsorships
- FY23 budget shows VAPDC QuickBooks Online expense. Previously, there was no cost because the VAPDC books were kept on the NRVRC QuickBooks desktop software.

For informational purposes while considering the FY23 budget, VAPDC had the following account balances as of May 31, 2022 and reflects an overall change in net assets of -\$3,289.5 from May 31, 2021. The change in net position is largely attributed to decrease in sponsorship revenue from the previous fiscal year and adding a Quickbooks expense of close to \$1,000.

Investment CD-15 month	\$41,324.72
Investment CD-9 month	\$41,126.35
Money Market Account	\$5,008.31
Operating Account	\$102,662.54
Total Assets	\$190,121.92

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 2022 though June 2023**

INCOME		
Conference Income		
2022 Summer Conference	\$	17,000.00
2023 Winter Conference	\$	3,500.00
Training Conference	\$	2,000.00
Total Conference	\$	22,500.00
Dues & Memberships		
Associate Memberships	\$	-
PDC/RC Association Dues	\$	89,300.00
Total Dues & Memberships	\$	89,300.00
Interest Income		
Checking Account Interest	\$	20.00
Investment Account Interest	\$	80.00
Total Interest Income	\$	100.00
Sponsorships	\$	13,000.00
TOTAL INCOME	\$	124,900.00
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
QuickBooks Online	\$	960.00
Total Administrative Expense	\$	6,935.00
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/Brand Collateral	\$	1,000.00
Total Communications	\$	2,450.00
Conference		
2022 Summer Conference	\$	15,000.00
2023 Winter Conference	\$	3,000.00
Training Conference	\$	2,000.00
Total Conference	\$	20,000.00
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	\$	124,575.00
NET INCOME	\$	325.00

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	83,165	2	1
PDC-2	Cumberland Plateau	99,286	2	1
PDC-3	Mount Rogers	185,864	2	1
PDC-4	New River Valley	184,523	2	1
PDC-5	Roanoke Valley Alleghany	335,084	2	1
PDC-6	Central Shenandoah	307,875	2	1
PDC-7	Northern Shenandoah	244,972	2	1
PDC-8	Northern Virginia	2,547,686	8	1
PDC-9	Rappahannock- Rapidan	184,006	2	1
PDC-10	Thomas Jefferson	267,273	2	1
PDC-11	Region 2000	263,298	2	1
PDC-12	West Piedmont	237,917	2	1
PDC-13	Southside	79,604	2	1
PDC-14	Commonwealth Regional Council	100,735	2	1
PDC-15	Richmond Regional	1,129,539	4	1
PDC-16	George Washington	387,068	2	1
PDC-17	Northern Neck	50,064	2	1
PDC-18	Middle Peninsula	93,085	2	1
PDC-19	Crater	555,482	3	1
PDC-22	Accomack- Northampton	45,544	2	1
PDC-23	Hampton Roads	1,749,665	6	1
Total			55	21

Population based on July 1, 2021 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).