



Business Meeting – 2018 Summer Conference
Thursday, July 26, 2018; 11:15 am – 12:00 pm
Hotel Roanoke & Conference Center, Roanoke, Virginia
MINUTES

Call to Order - Robert K. Coiner, 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; Mount Rogers PDC; New River Valley RC; Roanoke Valley-Alleghany RC; Central Shenandoah PDC; Northern Shenandoah PDC; Rappahannock-Rapidan RC; Thomas Jefferson PDC; Region 2000 LGC; West Piedmont PDC; Southside PDC; Commonwealth RC; Richmond Regional PDC; George Washington RC; Northern Neck PDC; Middle Peninsula PDC; Crater PDC; Accomack-Northampton PDC; and Hampton Roads PDC.

Review of Minutes - Kevin Byrd, Secretary noted that the minutes from the 2017 Business Meeting were contained in the meeting packets provided. A motion was made and seconded to approve the minutes as presented. The minutes were approved on a voice vote.

President's Report - Robert K. Coiner made brief remarks noting that VAPDC:

- ∇ Established regular meetings for the Executive Directors group to discuss issues and host a variety of speakers
- ∇ Established a committee to follow through on recommendations from the 2017 Strategic Planning process, developing a job description for a part-time Executive Director for the Association
- ∇ Conducted an internal Salary Survey
- ∇ Hosted an Agency Appreciation Reception in February with several state agencies in attendance as well as the Lt. Governor Justin Fairfax
- ∇ Continued strategic planning efforts with a Leadership Retreat in April
- ∇ Created a new VAPDC Sponsorship program to better serve the needs of our partners
- ∇ Hosted a Federal Forum event in Washington, DC
- ∇ Presented the VAPDC Legislator of the Year Award to Senator Mark Warner
- ∇ Planned and implemented, in conjunction with the Virginia Association of Metropolitan Planning Organizations (VAMPO) a Staff Training Conference
- ∇ Planned and implemented the 2018 Summer Conference for the first time in Roanoke

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

- ∇ **2018 Audit Committee Report** – Robert K. Coiner, Audit Chair provided the Audit Committee report for FY18. The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2017 and ending June 30, 2018, 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.

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.

- ∇ **2017-2018 Financial Report** – Treasurer Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2018. He noted that VAPDC's total assets totaled \$189,364.49.
- ∇ **Approval of FY19 VAPDC Budget** – Kevin Byrd noted that the draft budget for FY19 was included in the Business Meeting packets. Kevin noted that the Board of Directors has recommended approval of the draft budget. A motion was made and seconded to approve both the FY18 Financial Report and the proposed FY19 Budget. The FY18 Financial Report and the FY19 Proposed Budget were approved on a voice vote.

New Business

Nominating Committee Report/Election of 18-19 Officers and Directors - Billy W. Martin, Sr., Immediate Past President and Nominating Committee Chair provided the Nominating Committee report.

The slate of officers and directors was presented as follows:

Officers for 2018-2019

- ▽ **President: Robert K. Coiner, Rappahannock-Rapidan Regional Commission**
- ▽ **First Vice President: Rick Randolph, Thomas Jefferson Planning District Commission**
- ▽ **Second Vice President: Bonnie Riedesel, Central Shenandoah Planning District Commission**
- ▽ **Secretary/Treasurer: Kevin Byrd, New River Valley Regional Commission**
- ▽ **Immediate Past President: Billy W. Martin, Sr., Roanoke Valley-Alleghany Regional Commission**

Directors for 2018-2019

- ▽ **Board Member: Allen Kimball (Kim) Callis, Southside Planning District Commission**
- ▽ **Board Member: Donald Hart, Accomack-Northampton Planning District Commission**
- ▽ **Board Member: Robert Lazaro, Northern Virginia Regional Commission**
- ▽ **Board Member: Patrick Mauney, Rappahannock-Rapidan Regional Commission**
- ▽ **Board Member: Gail Moody, Southside Planning District Commission**
- ▽ **Board Member: Lou Ann Wallace, Cumberland Plateau Planning District Commission**

Billy W. Martin asked for nominations from the floor and hearing none, called for a motion to close the nominations and elect the offices and directors as presented. The motion was seconded and approved on a voice vote. The slate was accepted as presented.

Adjournment - Robert K. Coiner called for a motion and it was seconded to adjourn the Annual Business Meeting.

Minutes prepared by:

Connie Long, Association Builders

Reviewed and respectively submitted by:

Kevin Byrd, Secretary/Treasurer