



Business Meeting – 2017 Summer Conference
Thursday, July 20, 2017; 11:15 am – 12:00 pm
Norfolk Waterside Marriott, Norfolk, 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; Region 2000 LGC; West Piedmont PDC; Southside PDC; Commonwealth RC; Richmond Regional PDC; George Washington RC; Northern Neck PDC; Middle Peninsula PDC; Crater PDC; and Accomack-Northampton PDC.

Review of Minutes - Kevin Byrd, Secretary noted that the minutes from the 2016 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 produced two successful conferences and the annual Training Conference for PDC staff (OMB's "Super Circular" – A Course for Planning Agencies and Their Award Partners.) He also noted that the following awards were presented at the VAPDC Winter Awards Dinner: Secretary Aubrey Layne (Robert W. Baker Achievement Award); Past VAPDC President Coleman Speece (President's Award); Senator Frank Ruff (Legislator of the Year); John W. McCarthy, Rappahannock Rapidan RC (Gordon Dixon Regionalism Award); Northern Virginia Regional Commission (Robert M. deVoursney Best Practices Award. PDC executive directors have been meeting with state agency staff members to renew and enhance relationships; continuing to promote the message of regional collaboration. VAPDC completed its business year by working with the National Association of Development Organizations (NADO) to conduct an Association Assessment to chart the future of VAPDC. As part of this planning effort the Association conducted a peer exchange with the Kentucky Association to learn from their best practices.

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

▽ **2017 Audit Committee Report** - Nancy Collins, Audit Chair provided the Audit Committee report for FY17. The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2016 and ending June 30, 2017, 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: Nancy Collins, Chief Financial Officer, Hampton Roads PDC, VAPDC Audit Committee Chair; Dennis Morris, Executive Director, Crater PDC; Thomas Shepperd, York County Supervisor, Hampton Roads PDC; Robert Coiner, Mayor of Gordonsville, Rappahannock Rapidan RC, VAPDC President; and Kevin Byrd, Executive Director, New River Valley RC, VAPDC Secretary/Treasurer.

▽ **2016-2017 Financial Report** – Treasurer Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2017. He noted that VAPDC's total assets totaled \$132,363.64

▽ **Approval of FY18 VAPDC Budget** – Kevin Byrd noted that the draft budget for FY18 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 FY17 Financial Report and the proposed FY18 Budget. The FY17 Financial Report and the FY18 Proposed Budget were approved on a voice vote.

New Business

Nominating Committee Report/Election of 17-18 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 2017-2018

- ▽ President: **Robert K. Coiner**, Rappahannock-Rapidan Regional Commission
- ▽ First Vice President: **Tom Shepperd**, Hampton Roads 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 2017-2018

- ▽ Board Member: **John Gilstrap**, West Piedmont Planning District Commission
- ▽ Board Member: **Donald Hart**, Accomack-Northampton Planning District Commission
- ▽ Board Member: **Patrick Mauney**, Rappahannock-Rapidan Regional Commission
- ▽ Board Member: **Jack Miller**, Middle Peninsula Planning District Commission
- ▽ Board Member: **Gail Moody**, Southside Planning District Commission
- ▽ Board Member: **Tim Ware**, George Washington Regional 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.

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