



VAPDC Business Meeting – FY2024
Thursday, July 27, 2023
Hilton Norfolk The Main
AGENDA

Call to Order/Roll Call

Lou Ann Wallace, President

Review of Minutes ATTACHMENT
ACTION REQUIRED

Lou Ann Wallace

President's Report

Lou Ann Wallace

Executive Director's Report

David Blount, VAPDC Executive Director

2023 Audit Committee Report ATTACHMENT

Robert K. Coiner, Audit Chair

Treasurer's Report

Lou Ann Wallace

▽ 2022-2023 Financial Report ATTACHMENT
ACTION REQUIRED

▽ Approval of FY24 VAPDC Budget ATTACHMENT
ACTION REQUIRED

Old Business

New Business

▽ **Nominating Committee Report**
Election of 23-24 Officers and Directors
ACTION REQUIRED

Kim Callis, Nominating Chair

Proposed Slate of Officers and Directors 2023-2024

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

Robert Crum, Hampton Roads PDC

Brandon Davis, Northern Shenandoah Valley RC

Deborah Gosney, Southside PDC

Mike Hankins, Commonwealth RC

Dr. Mark Moore, Crater PDC

Recognitions and Announcements

Lou Ann Wallace

Adjournment

Lou Ann Wallace

Other Attachments:

▽ PDC Voting Privileges 2023



VAPDC Business Meeting – FY2023

Thursday, July 21, 2022

Hotel 24 South, Staunton, Virginia

AGENDA

Call to Order/Roll Call - Allen Kimball “Kim” Callis, President called the meeting to order and thanked the group for being in attendance. He thanked the Annual Partner and Summer Conference sponsors. The following PDCs were represented, constituting a quorum: Cumberland Plateau (2); Mount Rogers PDC (3); New River Valley RC (4); Central Shenandoah PDC (6); Northern Shenandoah Valley RC (7); Rappahannock Rapidan RC (9); Thomas Jefferson PDC (10); Central Virginia RC (11); West Piedmont PDC (12); Southside PDC (13); Commonwealth RC (14); George Washington RC (16); Accomack-Northampton PDC (22)

Review of Minutes - Kevin Byrd, Secretary, noted that the minutes from the 2021 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.

President’s Report - Allen Kimball “Kim” Callis provided a president’s report, noting highlights from FY21-22 as follows:

- ∇ Still in the middle of the COVID pandemic, VAPDC worked to provide support, information, and assistance to help the 21 PDCs navigate the pandemic.
- ∇ VAPDC held successful virtual offerings in place of two Summer Conferences and one Winter conference.
- ∇ Re-launched a regular VAPDC online quarterly newsletter.
- ∇ Collaborated with Virginia Housing to shape a PDC Housing Development Program that is steering \$40 million to PDCs for developing affordable units.
- ∇ Secured an additional \$14,000 per year in state funding for each PDC through the legislative
- ∇ Initiated and supported legislation to provide PDCs with additional time to provide their financial audits to the state.
- ∇ Worked with Senator Warner’s office to pull together about 100 local and regional officials for a virtual workshop on the new federal Infrastructure bill.

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

2022 Audit Committee Report - Robert K. Coiner, Audit Chair, provided the Audit Committee report for FY22. 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; and Kevin Byrd, Executive Director, New River Valley RC, VAPDC Secretary/Treasurer.

Treasurer's Report

- ▽ **2021-2022 Financial Report** – Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2022. He noted that VAPDC's assets totaled \$202,766.30. Bob Coiner made a motion, seconded by Deborah Gosney, to approve the FY22 Financial Report. It was approved on a voice vote.
- ▽ **Approval of FY23 VAPDC Budget** – Kevin Byrd noted that the draft budget for FY23 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. Melody made a motion, seconded by Bob Coiner to approve the FY23 proposed budget. The motion was approved on a voice vote.

New Business

- ▽ **Nominating Committee Report** – Immediate Past Chair, Robert K. Coiner provided the Nominating Committee Report and slate of officers and directors for FY23 as follows:

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

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 Chip Boyles. The motion was approved on a voice vote.

Recognitions and Announcements - Lou Ann Wallace, newly elected VAPDC President thanked the group and noted that she is please to serve in the role of VAPDC President. She made brief remarks about the coming year. She congratulated Kim Callis for a successful term and thanked him for his leadership. Lou Ann presented Kim Callis with a statue recognizing his leadership and service to VAPDC.

Adjournment - There being no further business, the meeting was adjourned at 9:30 am.



June 30, 2023

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, 2023

The Audit Committee has reviewed the financial activity of the VAPDC for the past 12-month period, beginning July 1, 2022 and ending June 30, 2023, 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 Regional Commission

Michael Armbrister, West Piedmont 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, 2023

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		137,322.37
Total Checking/Savings		\$224,782.31
Other Current Assets		
Total Current Assets		\$224,782.31

TOTAL ASSETS		\$224,782.31
---------------------	--	---------------------

LIABILITIES & EQUITY

Equity

Opening Balance Equity		0.00
Unrestricted Net Assets		206,932.96
Net Income		17,849.35
Total Equity		\$224,782.31

TOTAL LIABILITIES & EQUITY		\$224,782.31
---------------------------------------	--	---------------------

MEMORANDUM

To: VAPDC Board of Directors
From: Kevin Byrd, Secretary/Treasurer
Date: June 8, 2023
Re: FY24 Proposed Budget for VAPDC

Attached to this memo is the proposed FY24 budget for your review and consideration. The VAPDC dues for FY24 remain the same as FY23. The proposed budget projects a net income of \$3,175. The FY24 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 continuing to evolve the association events and programs post-pandemic. As Treasurer, I am recommending increases for contractual services for both the Executive Director contract and the Association Builders contract. This marks the first adjustment to the Executive Director contract since the role was added to VAPDC, and the first adjustment to the Association Builders contract in well over five years. The adjustment is 10% for both, which equates to \$5,000 for the Executive Director contract and \$4,000 for Association Builders. The 10% was arrived at by considering inflation and cost of living adjustments over multiple years.

Notes regarding the budget differences between FY23 and the proposed FY24 budget are listed below.

Income:

- Summer Conference, anticipating \$2,000 in net revenue
- Winter Conference webinar series budgeted at \$2,500 based on FY23 revenue
- Training conference revenue is net neutral and to be determined for FY24
- Dues are proposed to remain level with FY23
- Interest income is modest, projected to be \$100 total
- Sponsorships are projected at \$18,000. FY23 revenue was \$24,000, mainly due to new broadband sponsors

Expenses:

- Expense categories largely held the same as FY23 with the exception of a 10% increase to contractual services line item as recommended by the Treasurer.
- Awards was increased \$100 from \$500 to \$600 to account for increased pricing
- The 2024 Winter Conference webinar series includes a speaker honorarium of \$500, if needed.

For informational purposes while considering the FY24 budget, VAPDC had the following account balances as of May 31, 2023 and reflects an overall change in net assets of \$17,764.08 from May 31, 2022. The change in net position is largely attributed to increases in sponsorship revenue from the previous fiscal year and some May expenses have not be entered due to timing of expense transmittal to the Treasurer.

Investment CD-15 month	\$41,324.72
Investment CD-9 month	\$41,126.35
Money Market Account	\$5,008.79
Operating Account	\$120,426.14
Total Assets	\$207,866.00

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 2023 though June 2024

INCOME

Conference Income	
2023 Summer Conference	\$ 17,000.00
Summer Conference Sponsorships	\$ 5,000.00
2024 Online Winter Series	\$ 2,500.00
Winter Series Sponsorships	\$ 1,000.00
Training Conference	\$ 2,000.00
Leadership Retreat	\$ 300.00
Total Conference	\$ 27,800.00
Dues & Memberships	
Associate Memberships	\$ -
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
Annual Sponsorships	
Annual Virginia Partners	\$ 18,000.00
Total Annual Sponsors	\$ 18,000.00
Total Income	\$ 135,200.00

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	\$ 43,690.00
Phone/Fax/Email-Support Contract	\$ 900.00
Executive Director Contract	\$ 55,000.00
Total Contractual	\$ 99,590.00
Communications	
Awards & Recognitions	\$ 600.00
Website	\$ 350.00
Email Marketing	\$ 750.00
Printing/Banner/Brand Collateral	\$ 1,000.00
Zoom Video Conferencing	\$ 200.00
Total Communications	\$ 2,900.00
Conference	
2023 Summer Conference	\$ 15,000.00
2024 Online Winter Series	\$ 500.00
Training Conference	\$ 2,000.00
Total Conference	\$ 17,500.00
Meetings	
Board Meetings	\$ 1,000.00
Executive Director's Meetings	\$ 400.00
Leadership Retreat	\$ 2,500.00
Congressional Briefing	\$ 1,200.00
Total Meetings	\$ 5,100.00
Total Expense	\$ 132,025.00
Net Income	\$ 3,175.00

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	82,161	2	1
PDC-2	Cumberland Plateau	97,953	2	1
PDC-3	Mount Rogers	184,721	2	1
PDC-4	New River Valley	184,284	2	1
PDC-5	Roanoke Valley Alleghany	334,282	2	1
PDC-6	Central Shenandoah	308,788	2	1
PDC-7	Northern Shenandoah	247,824	2	1
PDC-8	Northern Virginia	2,558,969	8	1
PDC-9	Rappahannock- Rapidan	186,145	2	1
PDC-10	Thomas Jefferson	270,319	2	1
PDC-11	Region 2000	263,698	2	1
PDC-12	West Piedmont	235,018	2	1
PDC-13	Southside	78,901	2	1
PDC-14	Commonwealth Regional Council	100,905	2	1
PDC-15	Richmond Regional	1,146,251	4	1
PDC-16	George Washington	395,898	2	1
PDC-17	Northern Neck	50,460	2	1
PDC-18	Middle Peninsula	93,373	2	1
PDC-19	Crater	568,080	3	1
PDC-22	Accomack- Northampton	45,965	2	1
PDC-23	Hampton Roads	1,751,852	6	1
Total			55	21

Population based on July 1, 2022 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).