



VAPDC Business Meetings, July 29, 2011

VAPDC Business Meeting – 2011 Summer Conference

July 29, 2011

Cavalier Hotel, Virginia Beach, Virginia

11:30 am- 12:15 pm

AGENDA

I. Call to Order Martin Nohe, President

II. Review of Minutes* Kevin Byrd, Nominated Secretary

III. President's Report Martin Nohe

IV. Treasurer's Report Kevin Byrd, Nominated Treasurer

- ✓ 2010-2011 Financial Report*
- ✓ Approval of 11-12 VAPDC Budget*
- ✓ 2011 Audit Committee Report Nancy Collins, Audit Chair

V. Old Business

VI. New Business

- ✓ Nominating Committee Report/ Coleman Speece, Immediate

Election of 11-12 Officers and Directors Past President

2011-2012 PROPOSED SLATE OF OFFICERS & DIRECTORS

Officers

President: Martin Nohe, Northern Virginia RC (8)

First Vice President: Stran Trout, Richmond Regional PDC (15)

Second Vice President: James A. Baldwin, Cumberland Plateau PDC (2)

Secretary/Treasurer: Kevin Byrd, New River Valley PDC (4)

Immediate Past President: Coleman Speece, Southside PDC (13)

Directors

1. Jerry Davis, AICP, Northern Neck PDC (17)
2. Mark Gibb, Northern Virginia RC (8)
3. Bruce C. Goodson, Hampton Roads PDC (23)
4. Willie T. Greene, Sr., Mount Rogers PDC (3)
5. F. Woodrow Harris, Crater PDC (19)
6. Bonnie Riedesel, Central Shenandoah PDC (6)

VII. Adjournment Martin Nohe

Other Attachments

- Voting Procedures
- Voting Privileges

**Denotes attachments*



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MINUTES

Call to Order, Martin Nohe, President – Marty Nohe called the meeting to order and thanked everyone for being in attendance. Marty stressed why PDCs are needed to work on issues/concerns that cross jurisdictional boundaries and noted that VAPDC Conferences are a prime example of working together to learn from one another and get things done.

Review of Minutes, Kevin Byrd, Secretary-Elect – Kevin Byrd noted that the minutes from the 2010 Business Meeting were posted on the VAPDC website prior to the meeting and were distributed as well. Kevin Byrd made a motion to accept the minutes as presented. Jim Baldwin seconded the motion and it was approved on a voice vote.

Treasurer's Report, Kevin Byrd, Treasurer-Elect – A sign in sheet was distributed for the PDCs to sign in and determine if there was a quorum. The following PDCs were represented constituting a quorum:

- Cumberland Plateau PDC (2)
- Mount Rogers PDC (3)
- New River Valley PDC (4)
- Roanoke Valley-Alleghany RC (5)
- Central Shenandoah PDC (6)
- Northern Shenandoah Valley RC (7)
- Northern Virginia RC (8)
- Rappahannock-Rapidan RC (9)
- Thomas Jefferson PDC (10)
- Region 2000 LGC (11)
- West Piedmont PDC (12)
- Southside PDC (13)
- Richmond Regional PDC (15)
- George Washington RC (16)
- Northern Neck PDC (17)
- Middle Peninsula PDC (18)
- Crater PDC (19)
- Accomack-Northampton PDC (22)
- Hampton Roads PDC (23)

- ✓ 2010-2011 Financial Report*
- ✓ Approval of 11-12 VAPDC Budget*
- ✓ 2011 Audit Committee Report

Nancy Collins, Audit Chair

Old Business

New Business

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Election of 11-12 Officers and Directors
- Coleman Speece, Immediate
Past President

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II. PDC Voting Privileges

Jerry Davis

III. Adjournment

Martin Nohe

Other Attachments

- Voting Procedures
- Voting Privileges

**Denotes attachments*

VAPDC VOTING PROCEDURES

The Bylaws of the Association State:

Article V - Membership and Qualifications

Section 2 - A chairman or designated alternate shall be qualified as a representative of a member Commission while serving an appointment to that Planning District Commission and such qualification shall continue only so long as the appointment continues.

Section 3 - An executive director shall be qualified as a representative of a member Commission while employed by that Planning District Commission and such qualification shall continue only so long as that employment continues.

Article VI - Membership Privileges

Section 1 - All qualified representatives of member Commissions shall have the right to make, second, and discuss motions and to vote on motions at any meeting of the Association.

Section 2 - All qualified representatives of member Commissions shall have the right to vote in any election of an officer or director of the Association, except when the filling of a vacancy is the responsibility of the Executive Board.

Section 3 - All qualified representatives of member Commissions shall have the right to vote on any matter properly before the Association which requires membership action.

Section 4 - Qualified representatives of a member Commissions shall have one vote for each 400,000 population of a Planning District, except when the bylaws require that a single vote be cast by the member Planning District Commission.

Section 5 - Qualified representatives of a member Commissions may not vote by proxy, except on those matters which the bylaws permit proxy voting.

Article XI - Meetings

Section 5 - One more than fifty (50) percent of the member Commissions shall constitute a quorum at any association meeting. A member Commission shall be counted as represented for the purpose of determining that quorum is present when the first of its qualified representatives is present and voting.

Section 6 - All motions shall be carried by a simple majority vote of the qualified representatives of the member Commissions present and voting, except for amendments to the bylaws and actions relating to state and legislation and state funding. An amendment to the bylaws or an action relating to state legislation or state funding shall be carried in the following manner: each member Commission shall cast one vote. Member Commissions shall have an additional vote for each 400,000 population of a Planning District Commission or increments thereof and the motion shall be carried by a two-thirds vote for all member commissions present and voting.

Section 7 - Voting by proxy shall be allowed for an amendment to the bylaws, for action relating to state legislation or state funding, or for a matter taken up under the provision in Section 4 above [special meetings]. Every proxy shall be in writing signed by the person authorizing such proxy and shall be limited to a single specified meeting.

VAPDC VOTING PRIVILEGES 2011-2012---Proposed Changes---07.29.11

		Population	Number of Votes per PDC (State Funding, Legislation, Bylaws)	Number of Votes per Qualified Representative (other)
PDC-1	LENOWISCO	91,019	2	1
PDC-2	Cumberland Plateau	118,279	2	1
PDC-3	Mount Rogers	190,020	2	1
PDC-4	New River Valley	165,146	2	1
PDC-5	Roanoke Valley Alleghany	264,541	2	1
PDC-6	Central Shenandoah	258,789	2	1
PDC-7	Northern Shenandoah	185,282	2	1
PDC-8	Northern Virginia	1,815,197	4	1
PDC-9	Rappahannock- Rapidan	134,785	2	1
PDC-10	Thomas Jefferson	199,648	2	1
PDC-11	Region 2000	228,616	2	1
PDC-12	West Piedmont	250,195	2	1
PDC-13	Southside	88,159	2	1
PDC-14	Commonwealth Regional Council	97,103	2	1
PDC-15	Richmond Regional	865,941	3	1
PDC-16	George Washington	241,044	2	1
PDC-17	Northern Neck	49,353	2	1
PDC-18	Middle Peninsula	83,684	2	1
PDC-19	Crater	167,129	2	1
PDC-22	Accomack- Northampton	51,398	2	1
PDC-23	Hampton Roads	1,533,192	4	1
Total		7,078,520	47	21

Population based on 2000 U.S. Census 7-3-01

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 require a two-third vote of the member commissions present and voting.

Virginia Association of Planning District Commissions

TREASURER'S REPORT Balance Sheet Ending June 30, 2011

ASSETS

Current Assets

Checking/Savings

SunTrust Checking + Interest 75,795.68

SunTrust Market Index 84,697.58

Total Checking/Savings 160,493.26

Total Current Assets 160,493.26

TOTAL ASSETS 160,493.26

LIABILITIES & EQUITY

Equity

Opening Balance Equity 107,975.99

Unrestricted Net Assets 45,501.12

Net Income 5,016.15

Total Equity 160,493.26

TOTAL LIABILITIES & EQUITY 160,493.26

VAPDC Proposed Budget: 2011-2012

	Notes	FY2012 Proposed Budget	FY2011 Actual	FY2011 Final Budget
REVENUES				
Association Dues	1	51,750.00	52,000.00	52,000.00
Associate Memberships	2	1,000.00	0.00	1,000.00
Conference: GIS	3	0.00	795.14	0.00
Conference: Summer		17,000.00	17,052.29	15,000.00
Conference: Winter		6,000.00	6,195.50	10,000.00
Corporate Supporters		5,600.00	5,600.00	2,000.00
Checking Account Interest		30.00	34.43	20.00
Investment Account Interest		30.00	26.91	30.00
Investment Account Appropriation	4	0.00	0.00	8,100.00
Total Revenues		81,410.00	81,704.27	88,150.00
Expenditures				
Association Builders (A.B.)	5	36,000.00	36,300.00	36,000.00
Phone/Fax/Email	6	900.00	900.00	900.00
General Administrative Expense	7	2,000.00	1,702.25	2,175.00
Travel		1,500.00	1,249.44	1,500.00
Bank Charges & Fees		50.00	0.00	50.00
President's Expenses		500.00	0.00	500.00
Corporate Registration	8	25.00	25.00	25.00
Insurance & Bonding	9	250.00	0.00	250.00
Legal Fees	10	150.00	150.00	150.00
Awards & Recognition		300.00	248.00	300.00
Executive Directors' Meetings		400.00	135.83	1,100.00
Leadership Retreat		750.00	504.00	2,500.00
Conference: Summer	11	18,000.00	16,360.80	18,000.00
Conference: Winter		6,500.00	6,052.05	10,000.00
Legislative Education		0.00	0.00	10,000.00
Communications (Website/PR)		3,000.00	0.00	3,500.00
Board Meetings		500.00	113.10	1,200.00
Strategic Planning (DecideSmart)	12	16,000.00	12,863.79	0.00
Miscellaneous	13	0.00	331.87	0.00
Total Expenditures		86,825.00	76,936.13	88,150.00
Net Surplus / (Deficit)		(5,415.00)	4,768.14	0.00
1	NVRC & HRPDC: \$4,600; RRPDC \$3,450; other 17 PDCs: \$2,000; If MPPDC rejoins, dues revenue will be \$54,050.			
2	Associate Membership levels: Private-sector: \$250; Not-for-profit: \$100; Individual: \$50; Student: \$25.			
3	Revenue indicated includes: \$256.31 from 2009 GIS Conference and \$538.83 from 2010 GIS Conference. In FY2011, the Board voted to discontinue its sponsorship of the Annual GIS Conference			
4	Funds from the SunTrust Market Index Account will be used to offset any FY2011 operating deficit.			
5	Proposed FY 2012 AB contract assumes that the Treasurer will maintain VAPDC Finances.			
6	Reimbursement is set at a flat rate of \$75/month.			
7	Includes office supplies, postage, printing, copying and miscellaneous office expenses.			
8	Annual Registration Fee to the State Corporation Commission.			
9	Neither the Treasurer, nor AB were bonded in FY2011, but will be in FY2012.			
10	Legal services providing "Registered Agent" for the Association.			
11	"FY2011 Actual". Amount includes expenses for both the 2010 and 2011 Summer Conferences.			
12	Contract with DecideSmart was entered into mid-year and was not included in the FY2011 budget.			
13	Includes VAPDC's NADO membership (\$250.00), flowers sent to Tom Christoffel following his son's death (\$68.23), and \$13.64 to reimburse GWRC for FY2010 VAPDC postage			