



VAPDC Business Meeting – 2010 Summer Conference

July 30, 2010

Virginia Beach Resort Hotel & Conference Center

3:45 pm – 4:30 pm

AGENDA

- | | | |
|------|--|---------------------------------------|
| I. | Call to Order | Coleman Speece, President |
| II. | Review of Minutes | Robert Wilson, Secretary |
| III. | President's Report | Coleman Speece |
| IV. | Treasurer's Report | Robert Wilson, Treasurer |
| | ✓ 2009-2010 Financial Report | |
| | ✓ Approval of 10-11 VAPDC Budget | |
| | ✓ 2010 Audit Committee Report | Nancy Collins, Audit Chair |
| V. | Old Business | |
| VI. | New Business | |
| | ✓ Nominating Committee Report/
Election of 10-11 Officers and Directors | Joyce French, Nominating
Committee |

2010-2011 PROPOSED SLATE OF OFFICERS & DIRECTORS

Officers

President: Marty Nohe, Northern Virginia RC

First Vice President: Stran Trout, Richmond Regional PDC

Second Vice President: Jim Baldwin, Cumberland Plateau PDC

Secretary/Treasurer: Bob Wilson, George Washington RC

Past President: Coleman Speece, Southside PDC

Directors

1. Bruce Goodson, Hampton Roads PDC
2. Woody Harris, Crater PDC
3. Willie Green, Mount Rogers PDC
4. Jerry Davis, Northern Neck PDC
5. Kevin Byrd, New River Valley PDC
6. Mark Gibb, Northern Virginia

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|------|--------------------|-------------|
| VII. | Adjournment | Martin Nohe |
|------|--------------------|-------------|

Virginia Association of Planning District Commissions

TREASURER'S REPORT
Balance Sheet Ending June 30, 2010

ASSETS

**Current
Assets**

Checking/Savings

SunTrust Checking + Interest

70,805.85

SunTrust Market Index

84,671.26

Total Checking/Savings

155,477.11

Total Current Assets

155,477.11

TOTAL ASSETS

155,477.11

LIABILITIES & EQUITY

Equity

Opening Balance Equity

107,975.99

Unrestricted Net Assets

45,107.39

Net Income

2,393.73

Total Equity

155,477.11

TOTAL LIABILITIES & EQUITY

155,477.11

VAPDC Proposed Budget: 2010-2011

	Notes	FY2011 Proposed Budget	FY2010 Actual	FY2010 Final Budget
REVENUES				
Association Dues	1	52,000.00	50,000.00	50,000.00
Associate Memberships	2	1,000.00		
Conference: GIS 2009	3			2,500.00
Conference: Summer		15,000.00	11,215.00	12,000.00
Conference: Winter		10,000.00	11,575.00	5,000.00
Corporate Supporters		2,000.00	2,000.00	2,000.00
Checking Account Interest		20.00	30.91	50.00
Investment Account Interest		30.00	42.62	1,500.00
Investment Account Appropriation	4	8,100.00		
Total Revenues		88,150.00	74,863.53	73,050.00
Expenditures				
Association Builders (A.B.)	5	36,000.00	33,000.00	32,400.00
Phone/Fax/Email	6	900.00	900.00	900.00
General Administrative Expense	7	2,175.00	2,018.88	3,275.00
Travel		1,500.00	1,374.40	500.00
Bank Charges & Fees		50.00	36.00	50.00
President's Expenses		500.00	420.81	1,000.00
Corporate & Legal Expenses		25.00	25.00	25.00
Insurance & Bonding	8	250.00	150.00	250.00
Professional Services Fees	9	150.00		150.00
Awards & Recognition		300.00	243.00	500.00
Executive Directors' Meetings		1,100.00	1,099.58	1,000.00
Leadership Retreat		2,500.00	2,279.61	1,000.00
Conference: GIS 2010	10			
Conference: Summer	11	18,000.00	13,930.24	12,000.00
Conference: Winter		10,000.00	11,519.78	5,000.00
Legislative Education		10,000.00		10,000.00
Communications (Website/PR)		3,500.00	3,179.77	5,000.00
Board Meetings	12	1,200.00	1,076.22	
Total Expenditures		88,150.00	71,253.29	73,050.00
Net Surplus / (Deficit)		0.00	3,610.24	

1	NVRC: \$7,500; HRPDC: \$6,000; RRPDC \$4,500; other 17 PDCs (including Commonwealth R.C.): \$2,000.
2	Membership levels: Private-sector: \$250; Not-for-profit: \$100; Individual: \$50; Student: \$25.
3	The 2009 GIS Conference lost approx. \$5,000, so VAPDC and VAMLIS each lost their \$2,500 in "seed money."
4	Funds from the SunTrust Market Index Account will be used to offset any operating deficit.
5	Proposed FY 2011 A.B. contract would provide their first increase since VAPDC engaged them. In FY 2010, July and August 2009 were under the previous contract at \$3,000/month, which included bookkeeping thereafter handled by the treasurer; the monthly rate for the last 10 months of FY 2010 was \$2,700.
6	Reimbursement is set at a flat rate of \$75/month.
7	Includes office supplies, postage, printing, copying and miscellaneous, all of which were broken out in FY 2010.
8	Neither the Treasurer nor Association Builders were bonded in FY 2010, but they will be in FY 2011.
9	Legal services for VAPDC's annual registration with the State Corporation Commission.
10	The Board will decide at the Summer Conference whether to continue sponsoring the annual GIS Conference with VAMLIS. If the answer is yes, \$2,500 in seed money will need to be included in the final budget
11	New 2010 conference venue at The Cavalier is anticipated to result in higher expenses than in FY 2010.
12	No "Board Meetings" line item was included in the approved FY 2010 budget.

VAPDC VOTING PRIVILEGES 2010-2011

		<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	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	7	6
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-15	Richmond Regional	865,941	4	3
PDC-16	George Washington	241,044	2	1
PDC-17	Northern Neck	49,353	2	1
PDC-19	Crater	167,129	2	1
PDC-22	Accomack- Northampton	51,398	2	1
PDC-23	Hampton Roads	1,533,192	6	5
Total		7,078,520	53	32

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.

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 Business Meeting – 2009 Summer Conference
July 31, 2009
Virginia Beach Resort Hotel & Conference Center
MINUTES

Call to Order, Coleman Speece, President – Coleman Speece called the meeting to order and distributed a sign-in sheet for the PDCs to sign in and determine if there was a quorum. The following PDCs were represented constituting a quorum:

LENOWISCO PDC (1); Cumberland Plateau PDC (2); Mount Rogers PDC (3); New River Valley PDC (4); Roanoke Valley-Allegheny 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); Crater Planning PDC (19); Accomack-Northampton PDC (22); Hampton Roads PDC (23)

Review of Minutes, Robert Wilson, Secretary – Bob Wilson noted that the minutes from the 2008 Business Meeting were posted on the VAPDC website prior to the meeting and were distributed as well. Bob Wilson made a motion to accept the minutes as presented. Dave Rundgren seconded the motion and it was approved on a voice vote.

President's Report, Coleman Speece, President – Coleman Speece welcomed the group and noted the Association is moving forward on a number of fronts. He noted that while the Commonwealth Regional Council is not currently a member, through conversations with Mary Hickman, they hoped to rejoin in the next budget year. Mary has asked to receive notices

Treasurer's Report, Robert Wilson, Treasurer -

- **2008-2009 Financial Report** – Bob Wilson provided the balance sheet financial report as of June 30, 2009. He noted that VAPDC's assets totaled 153,083.38. Income for FY09 was \$160,913.38 with expenses of \$131,421.71 providing VAPDC with a net income of \$29,491.67 for FY09.
- **Approval of 09-10 VAPDC Budget** – Bob Wilson noted that the draft budget for FY10 has been included in the Business Meeting packets as well as posted on the website prior to the meeting. With both revenue and expenses of \$73,050, VAPDC's proposed budget for FY10 is balanced. Bob noted the following related to the budget:
 - ✓ PDC dues have been rolled back to the FY07 rate totaling \$50,000 in this budget year
 - ✓ The overall budget number is approximately \$100,000 less than normal due to the removal of the GIS Conference from the budget
 - ✓ The VAPDC Treasurer will be taking over the finances for the Association to save money in the budget. QuickBooks has been purchased to ensure the Association's finances are kept in the same format
 - ✓ VAPDC needs to develop a plan for utilizing the line items for Legislative Education and Communications
 - ✓ Change the line item from Legislative Education to Governmental Relations

Wayne Strickland made a motion to adopt the budget as presented, seconded by Chris Price and the budget was adopted on a voice vote.

- **2009 Audit Committee Report**, Nancy Collins, Audit Chair
Nancy Collins reported that she, Dave Rundgren and Bob Wilson met to conduct the audit of the FY09 financials. Nancy reported that after reviewing all expenditures and deposits, the numbers accurately reflect the finances of the Association. A letter had been forwarded to Coleman Speece, VAPDC President with the Audit Committee's report.

New Business

- **Nominating Committee Report/Election of 09-10 Officers and Directors**, Joyce French, Nominating Committee Member – Joyce French gave the nominating committee report in the absence of Jim Baldwin, Chair.

The slate of officers and directors was presented as follows:

Officers

President: Coleman Speece, Southside Planning District Commission (13)

First Vice President: Martin Nohe, Northern Virginia Regional Commission (8)

Second Vice President: James A. Baldwin, Cumberland Plateau Planning District Commission (2)

Secretary/Treasurer: Robert H. Wilson, AICP, George Washington Regional Commission (16)

Past President: VACANT

Directors

Jerry Davis, AICP, Northern Neck Planning District Commission (17)

G. Mark Gibb, Northern Virginia Regional Commission (8)

Willie T. Greene, Sr., Mount Rogers Planning District Commission (3)

Dennis K. Morris, Crater Planning District Commission (19)

Chris Price, AICP, Northern Shenandoah Valley Regional Commission (7) James Risner,
Rappahannock-Rapidan Regional Commission (9)

Joyce French made a motion to accept the slate of officers and directors as presented, seconded by Wayne Strickland. The motion was approved on a voice vote.

There being no further business, the 2009 Annual Meeting was adjourned.

Minutes prepared by:

Connie Long & Liz Garrett, Association Builders, LLC

Reviewed and respectfully submitted by:

Robert H. Wilson, Secretary/Treasurer