



Business Meeting

2015 Summer Conference

August 6, 2015

VAPDC Business Meeting – 2015 Summer Conference

Thursday, August 6, 2015; 1:00 pm – 1:45 pm

Virginia Beach Resort Hotel & Conference Center

AGENDA

- ∇ **Call to Order** Billy W. Martin, Sr., President
- ∇ **Review of Minutes** Kevin Byrd, Secretary
- ∇ **President’s Report** Billy W. Martin, Sr.
- ∇ **Treasurer’s Report** Kevin Byrd, Treasurer
 - ✓ 2015 Audit Committee Report Nancy Collins, Audit Chair
 - ✓ 2014-2015 Financial Report
 - ✓ Approval of FY16 VAPDC Budget
- ∇ **Old Business**
- ∇ **New Business**
 - ✓ Nominating Committee Report/
Election of 15-16 Officers and Directors F. Woodrow Harris, Nominating
Committee Chair
- 2015-2016 PROPOSED SLATE OF OFFICERS & DIRECTORS**
- Officers**
 - ✓ President: **Billy W. Martin, Sr.**, Roanoke Valley-Alleghany RC
 - ✓ First Vice President: **Robert K. Coiner**, Rappahannock Rapidan RC
 - ✓ Second Vice President: **Tim Ware**, George Washington RC
 - ✓ Secretary/Treasurer: **Kevin Byrd**, New River Valley PDC
 - ✓ Immediate Past President: **F. Woodrow Harris**, Crater PDC
- Directors**
 - ✓ Board Member: **Gail Moody**, Southside PDC
 - ✓ Board Member: **Bonnie Riedesel**, Central Shenandoah PDC
 - ✓ Board Member: **Tom Shepperd**, Hampton Roads PDC
 - ✓ Board Member: **James Snead**, West Piedmont PDC
 - ✓ Board Member: **Wayne Strickland**, Roanoke Valley-Alleghany RC
 - ✓ Board Member: **Martha Shickle**, Northern Shenandoah Valley RC
- ∇ **Announcements** Billy W. Martin, Sr.
- ∇ **Adjournment** Billy W. Martin, Sr.

VAPDC Business Meeting – 2014 Summer Conference

Friday, July 25, 2014; 12:45 pm – 1:30 pm

Williamsburg Lodge

MINUTES

Call to Order - Woodrow Harris, President called the meeting to order and thanked everyone for being in attendance. The following PDCs were represented constituting a quorum: LENOWISCO PDC; Cumberland Plateau PDC; Mount Rogers PDC; New River Valley PDC; Roanoke Valley-Alleghany RC; Central Shenandoah PDC; Northern Shenandoah Valley RC; Northern Virginia RC; Rappahannock-Rapidan RC; Thomas Jefferson PDC; Region 2000 LGC; West Piedmont PDC; Southside PDC; Richmond Regional PDC; George Washington RC; Middle Peninsula PDC; Crater PDC; Accomack-Northampton PDC; and Hampton Roads PDC.

Review of Minutes - Kevin Byrd, Secretary noted that the minutes from the 2013 Business Meeting were distributed to the PDCs prior to the meeting and were posted on the VAPDC website. Kevin Byrd made a motion to accept the minutes as presented and the motion was seconded. The minutes were approved on a voice vote.

President's Report - Woodrow Harris, President made brief remarks about the past year and thanked the group for their support. He referred the group to the most recent issue of VAPDC Connections online newsletter for a detailed report. Woody recognized Denny Morris and Willie Greene who will be rotating off the board and thanked them for their service.

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

- ▽ **2014 Audit Committee Report** - Nancy Collins, Audit Chair provided the Audit Committee report for FY14. The Audit Committee has reviewed the financial activity of the VAPD for the past twelve month period, beginning July 1, 2013 and ending June 30, 2014, 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 determined and approved by the Board of Directors and the approved budget. The Audit Committee consisted of: Nancy Collins, Chair, Hampton Roads PDC; Dennis Morris, Crater PDC; Jerry Davis, Northern Neck PDC; and Kevin Byrd, VAPDC Treasurer, New River Valley PDC.
- ▽ **2013-2014 Financial Report** – Treasurer Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2014. He noted that VAPDC's liabilities and equity totaled \$132,511.74.
- ▽ **Approval of FY15 VAPDC Budget** – Kevin Byrd noted that the draft budget for FY15 has been included in the Business Meeting packets. Kevin noted that the Board of Directors has recommended approval of the draft budget. There was a motion made and seconded to approve both the FY14 Financial Report and the proposed FY15 Budget. The FY14 Financial Report and the FY15 Proposed Budget were approved on a voice vote.

New Business

Nominating Committee Report/Election of 14-15 Officers and Directors - Martin Nohe, Immediate Past President and Nominating Committee Chair provided the Nominating Committee report.

The slate of officers and directors was presented as follows:

Officers for 2014-2015

- ▽ President: **Billy W. Martin, Sr.**, Roanoke Valley-Alleghany RC
- ▽ First Vice President: **Robert K. Coiner**, Rappahannock Rapidan RC
- ▽ Second Vice President: **Tim Ware**, George Washington RC
- ▽ Secretary/Treasurer: **Kevin Byrd**, New River Valley PDC
- ▽ Immediate Past President: **F. Woodrow Harris**, Crater PDC

Directors

- ▽ Board Member: **Gail Moody**, Southside PDC
- ▽ Board Member: **Bonnie Riedesel**, Central Shenandoah PDC
- ▽ Board Member: **Tom Shepperd**, Hampton Roads PDC
- ▽ Board Member: **James Snead**, West Piedmont PDC
- ▽ Board Member: **Wayne Strickland**, Roanoke Valley-Alleghany RC
- ▽ Board Member: **Scott York**, Northern Virginia RC

Marty Nohe asked for nominations from the floor and hearing none called for a motion to close the nominations and elect the officers and directors as presented. There was a motion made and seconded to approve the slate of officers and directors as presented. The motion was approved on a voice vote.

Recognitions and Announcements - Billy W. Martin, Sr., President thanked Woody Harris for his service and presented him with a plaque of recognition and a gift from VAPDC. Billy made brief remarks and thanked the group for their support.

Special Recognition - Wayne Strickland made brief remarks about Dan Kavanagh, former executive director for the Middle Peninsula PDC who recently passed away. Wayne presented a donation check from VAPDC to the Middle Peninsula Chesapeake Bay Public Access Program in Dan's memory.

Adjournment - Billy W. Martin, Sr. called for a motion and it was seconded to adjourn the meeting.

Minutes prepared by:

Connie Long, Association Builders, LLC

Reviewed and respectively submitted by:

Kevin Byrd, Secretary/Treasurer

Virginia Association of Planning District Commissions
Balance Sheet Ending June 30, 2015

Balance Sheet
As of June 30, 2015

ASSETS

Current Assets Checking/Savings

Investment CD - 15 month	41,221.37
Investment CD - 9 month	41,015.42
Money Market Account	5,002.79
Operating Account	56,040.94
Total Checking/Savings	<u>143,280.52</u>
Total Current Assets	<u>143,280.52</u>

TOTAL ASSETS **143,280.52**

LIABILITIES & EQUITY

Equity

Unrestricted Net Assets	132,592.11
Net Income	10,688.41
Total Equity	<u>143,280.52</u>

TOTAL LIABILITIES & EQUITY **143,280.52**

**Virginia Association of Planning District Commissions
Draft Budget Overview: July 2015 through June 2016**

Income		
Conference Income		
	2014 Summer Conference	\$ 18,000.00
	2015 Winter Conference	\$ 13,500.00
	Training Conference	\$ 1,200.00
	Total Conference	\$ 32,700.00
Dues & Memberships		
	Associate Memberships	\$ 500.00
	Association Dues	\$ 54,050.00
	Total Dues & Memberships	\$ 54,550.00
Interest Income		
	Checking Account Interest	\$ 20.00
	CD Accounts Interest	\$ 100.00
	Total Interest Income	\$ 120.00
	Sponsorships	\$ 11,000.00
	Surplus Funds to Balance Budget	\$ 8,930.00
	Total Income	\$ 107,300.00
Expense		
Administrative Expense		
	Bank Charges and Fees	\$ 50.00
	Credit Card Processing	\$ 900.00
	Corporate Filing Fees	\$ 25.00
	General Administrative	\$ 2,000.00
	Insurance	\$ 250.00
	Legal Services	\$ 150.00
	NADO Dues	\$ 500.00
	President's Expenses	\$ 500.00
	Travel	\$ 1,500.00
	Total Administrative Expense	\$ 5,875.00
Association Builders		
	Contract	\$ 37,800.00
	Phone/Fax/Email-Assoc. Bldrs	\$ 900.00
	Total Association Builders	\$ 38,700.00
Communications		
	Awards & Recognitions	\$ 500.00
	Website	\$ 4,125.00
	Email Marketing	\$ 500.00
	Printing/Banner	\$ 2,000.00
	Total Communications	\$ 7,125.00
Conference		
	2014 Summer	\$ 18,000.00
	2015 Winter	\$ 13,500.00
	Training Conference	\$ 1,000.00
	Total Conference	\$ 32,500.00
Meetings		
	Board Meetings	\$ 500.00
	Agency Head Meeting	\$ 1,200.00
	Executive Director's Meetings	\$ 400.00
	Leadership Retreat	\$ 1,000.00
	Total Meetings	\$ 3,100.00
Strategic Plan		
	DecideSmart Contract	\$ 18,000.00
	Consultant Expenses	\$ 2,000.00
	Total Strategic Plan	\$ 20,000.00
	Total Expense	\$ 107,300.00
Net Income		\$ -

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	94,174	2	1
PDC-2	Cumberland Plateau	113,976	2	1
PDC-3	Mount Rogers	193,595	2	1
PDC-4	New River Valley	178,237	2	1
PDC-5	Roanoke Valley Alleghany	274,759	2	1
PDC-6	Central Shenandoah	286,781	2	1
PDC-7	Northern Shenandoah	222,152	2	1
PDC-8	Northern Virginia	2,230,623	4	1
PDC-9	Rappahannock- Rapidan	166,054	2	1
PDC-10	Thomas Jefferson	234,712	2	1
PDC-11	Region 2000	252,634	2	1
PDC-12	West Piedmont	249,182	2	1
PDC-13	Southside	86,402	2	1
PDC-14	Commonwealth Regional Council	104,609	2	1
PDC-15	Richmond Regional	1,002,696	3	1
PDC-16	George Washington	327,773	2	1
PDC-17	Northern Neck	50,429	2	1
PDC-18	Middle Peninsula	90,826	2	1
PDC-19	Crater	173,463	2	1
PDC-22	Accomack- Northampton	45,553	2	1
PDC-23	Hampton Roads	1,622,394	4	1
Total		8,041,024	47	21

Population based on 2010 U.S. Census Data as Calculated by DHCD

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.