



# Business Meeting

2014 Summer Conference

July 25, 2014

VAPDC Business Meeting – 2014 Summer Conference

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

Williamsburg Lodge

AGENDA

- ∇ **Call to Order** Woodrow Harris, President
- ∇ **Review of Minutes** Kevin Byrd, Secretary
- ∇ **President's Report** Woodrow Harris
- ∇ **Treasurer's Report** Kevin Byrd, Treasurer
  - ✓ 2013-2014 Financial Report
  - ✓ 2014 Audit Committee Report
  - ✓ Approval of FY15 VAPDC BudgetNancy Collins, Audit Chair
- ∇ **Old Business**
- ∇ **New Business**
  - ✓ Nominating Committee Report/  
Election of 14-15 Officers and Directors Martin Nohe, Nominating  
Committee Chair
- 2014-2015 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: **Scott York**, Northern Virginia RC
- ∇ **Recognitions and Announcements** Billy W. Martin, Sr.
  - ✓ **Special Recognition**, *Wayne Strickland*
- ∇ **Adjournment** Billy W. Martin, Sr.

**VAPDC Business Meeting – 2013 Summer Conference**  
Friday, July 26, 2013, Wintergreen Resort & Conference Center  
**MINUTES**

**Call to Order** - Woodrow Harris, President called the meeting to order and thanked everyone for being in attendance. President Harris called roll and 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; Northern Neck PDC; Middle Peninsula PDC; Crater PDC; Accomack-Northampton PDC; Hampton Roads PDC

**Review of Minutes**, Kevin Byrd, Secretary – Kevin Byrd noted that the minutes from the 2012 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 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 what's on the horizon for 2013/2014.

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

▽ **2012-2013 Financial Report** – Treasurer Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2013. He noted that VAPDC's liabilities and equity totaled \$137,819.23.

▽ **2013 Audit Committee Report** – Nancy Collins, Audit Chair provided the Audit Committee report for FY13. The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2012 and ending June 30, 2013, for both the regular checking account as well as the market Index (Investment) Account and had determined that all activity was relevant to the operations of the Association, and fell within the guidelines for expenditures as determined by the Board of Directors and the approved Budget.

▽ **Approval of the FY14 Budget** – Kevin Byrd noted that the draft budget for FY14 has been included in the Business Meeting packets. Kevin noted that the Board of Directors has recommended approval of the draft budget.

There was motion made and seconded to approve both the FY13 Financial Report and the proposed FY14 Budget. The FY13 Financial Report and FY14 Proposed Budget were approved on a voice vote.

▽ **Old Business**

**Collaborative Governance Initiative** – Woodrow Harris reviewed the proposed Collaborative Governance Initiative (CGI) as presented by Bill Leighty.

Elements of CGI:

- Increase general fund support of PDCs by \$500,000
- Implement JLARC "Encouraging Local Cooperation Through State Incentives" report by funding ten, \$150,000 planning grants to encourage regional cooperation
- Gain commitment of new administration to issue Executive Order on Regional Cooperation
- Lay the groundwork for revitalizing the Regional Competitiveness Program

Next Steps by DecideSmart if CGI is Approved:

- Develop written document outlining supporting points for CGI
- Develop "message points" for meetings with legislators and key officials
- Develop a schedule of "key meetings" with state policy and budget officials and assist in arranging the meetings. (DHCD, DPB, House Appropriations staff and Senate Finance staff are the key players in this plan)

Next Steps by VAPDC if CGI is Approved:

- VAPDC, as an organization, needs to agree to the initiative
- VAPDC members need to agree to a unified voice in promoting the CGI (no individual requests for funds)
- Individual VAPDC members need to make CGI part of their legislative package
- Individual PDCs need to meet with their legislators and brief them on CGI
- VAPDC leadership needs to agree to attend “key meetings” outlined by DecideSmart

CGI Timing:

- DecideSmart will complete documentation by August 15<sup>th</sup>
- ASAP: Approach gubernatorial candidates about EO; Include CGI in individual PDC legislative program
- Additional budget submission due by agencies on September 9, 2013 (DHCD needs to be our “sponsor”)
- September-October “key meetings” to be scheduled

There was a motion made and seconded to approve the Collaborative Governance Initiative as presented by DecideSmart. The motion was approved on a voice vote.

**New Business**

Nominating Committee Report/Election of 13-14 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 2013-2014**

- **President:** Woody Harris, Crater PDC
- **First Vice President:** Billy Martin, Roanoke Valley-Alleghany RC
- **Second Vice President:** Tim Ware, George Washington RC
- **Secretary/Treasurer:** Kevin Byrd, New River Valley PDC
- **Immediate Past President:** Martin Nohe, Northern Virginia RC

**Directors for 2012-2013**

- **Board Member:** Robert Coiner, Rappahannock Rapidan PDC
- **Board Member:** Willie Greene, Mount Rogers PDC
- **Board Member:** Dennis Morris, Crater PDC
- **Board Member:** Bonnie Riedesel, Central Shenandoah PDC
- **Board Member:** Tom Sheppard, Hampton Roads PDC
- **Board Member:** James Snead, West Piedmont PDC

Marty Nohe asked for nominations from the floor and hearing none called for a motion to close 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** - Woodrow Harris thanked the board members for their service and recognized Aaron Burdick and Dwight Farmer who are rotating off the Board.

**Adjournment** - Woodrow Harris thanked the group for their attendance and adjourned 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, 2014**

	<u>Jul '13 - Jun 14</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
<b>Conference Income</b>			
<b>Summer Conference</b>			
2013 Summer Conference	10,992.00	19,750.00	55.66%
2014 Summer Conference	<u>6,720.00</u>		
<b>Total Summer Conference</b>	17,712.00	19,750.00	89.68%
Training Conference	1,125.00	900.00	125.0%
<b>Winter Conference</b>			
2013 Winter Conference	425.00		
2014 Winter Conference	<u>12,835.00</u>	<u>12,000.00</u>	<u>106.96%</u>
<b>Total Winter Conference</b>	<u>13,260.00</u>	<u>12,000.00</u>	<u>110.5%</u>
<b>Total Conference Income</b>	<u>32,097.00</u>	<u>32,650.00</u>	<u>98.31%</u>
<b>Dues &amp; Memberships</b>			
Associate Memberships	325.00	500.00	65.0%
Association Dues	<u>54,050.00</u>	<u>54,050.00</u>	<u>100.0%</u>
<b>Total Dues &amp; Memberships</b>	54,375.00	54,550.00	99.68%
<b>Interest Income</b>			
Checking Account Interest	13.65	20.00	68.25%
Investment Account Interest	<u>72.66</u>	<u>215.00</u>	<u>33.8%</u>
<b>Total Interest Income</b>	86.31	235.00	36.73%
<b>Sponsorships</b>			
Gold Sponsor	3,187.50		
Silver Sponsor	1,500.00		
Sponsor (less than \$250)	3,500.00		
Sponsorships - Other	<u>1,000.00</u>	<u>7,000.00</u>	<u>14.29%</u>
<b>Total Sponsorships</b>	9,187.50	7,000.00	131.25%
<b>Surplus Funds</b>	<u>0.00</u>	<u>12,315.00</u>	<u>0.0%</u>
<b>Total Income</b>	<u>95,745.81</u>	<u>106,750.00</u>	<u>89.69%</u>
<b>Gross Profit</b>	95,745.81	106,750.00	89.69%
<b>Expense</b>			
<b>Administrative Expense</b>			
Bank Charges & Fees	51.00		
Corporate Filing Fees	0.00	25.00	0.0%
Credit Card Processing	884.51	750.00	117.94%
General Administrative	1,032.20	2,000.00	51.61%
Insurance	0.00	250.00	0.0%
Legal Services	150.00	150.00	100.0%
NADO Dues	0.00	250.00	0.0%
President's Expenses	0.00	500.00	0.0%
Travel	1,284.94	1,500.00	85.66%
Administrative Expense - Other	<u>42.40</u>		
<b>Total Administrative Expense</b>	<u>3,445.05</u>	<u>5,425.00</u>	<u>63.5%</u>

<b>Association Builders</b>			
Contract	37,500.00	37,800.00	99.21%
Phone/Fax/Email - Assoc. Bldrs	<u>926.00</u>	<u>900.00</u>	<u>102.89%</u>
<b>Total Association Builders</b>	<b>38,426.00</b>	<b>38,700.00</b>	<b>99.29%</b>
<b>Communications</b>			
Awards & Recognitions	754.88	400.00	188.72%
Banners	45.00		
Email Marketing Tools	480.00	800.00	60.0%
Printing	420.97	2,000.00	21.05%
Website	<u>3,437.50</u>	<u>4,125.00</u>	<u>83.33%</u>
<b>Total Communications</b>	<b>5,138.35</b>	<b>7,325.00</b>	<b>70.15%</b>
<b>Conference</b>			
<b>Summer Conference</b>			
2013 Summer Conference	14,872.42	19,750.00	75.3%
2014 Summer Conference	<u>4,900.00</u>		
<b>Total Summer Conference</b>	<b>19,772.42</b>	<b>19,750.00</b>	<b>100.11%</b>
<b>Training Conference</b>			
789.99		900.00	87.78%
<b>Winter Conference</b>			
2014 Winter Conference	<u>13,834.93</u>	<u>12,000.00</u>	<u>115.29%</u>
<b>Total Winter Conference</b>	<b>13,834.93</b>	<b>12,000.00</b>	<b>115.29%</b>
<b>Total Conference</b>	<b>34,397.34</b>	<b>32,650.00</b>	<b>105.35%</b>
<b>Meetings</b>			
Agency Head Meetings	1,216.00	1,000.00	121.6%
Board Meetings	0.00	500.00	0.0%
Executive Director's Meetings	0.00	400.00	0.0%
Leadership Retreat	<u>1,527.27</u>	<u>750.00</u>	<u>203.64%</u>
<b>Total Meetings</b>	<b>2,743.27</b>	<b>2,650.00</b>	<b>103.52%</b>
<b>Strategic Planning</b>			
Consultant Expenses	447.40	2,000.00	22.37%
DecideSmart Contract	<u>18,000.00</u>	<u>18,000.00</u>	<u>100.0%</u>
<b>Total Strategic Planning</b>	<b>18,447.40</b>	<b>20,000.00</b>	<b>92.24%</b>
<b>Total Expense</b>	<b><u>102,597.41</u></b>	<b><u>106,750.00</u></b>	<b><u>96.11%</u></b>
<b>Net Income</b>	<b><u><u>-6,851.60</u></u></b>	<b><u><u>0.00</u></u></b>	<b><u><u>100.0%</u></u></b>

## VAPDC - Draft Budget Overview: July 2014 through June 2015

### Income

#### Conference Income

2014 Summer Conference	\$ 18,000.00
2015 Winter Conference	\$ 13,500.00
Training Conference	\$ 1,200.00
<b>Total Conference</b>	<b>\$ 32,700.00</b>

#### Dues & Memberships

Associate Memberships	\$ 500.00
Association Dues	\$ 54,050.00
<b>Total Dues &amp; Memberships</b>	<b>\$ 54,550.00</b>

#### Interest Income

Checking Account Interest	\$ 20.00
CD Accounts Interest	\$ 100.00
<b>Total Interest Income</b>	<b>\$ 120.00</b>

#### 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
<b>Total Administrative Expense</b>	<b>\$ 5,875.00</b>

#### Association Builders

Contract	\$ 37,800.00
Phone/Fax/Email-Assoc. Bldrs	\$ 900.00
<b>Total Association Builders</b>	<b>\$ 38,700.00</b>

#### Communications

Awards & Recognitions	\$ 500.00
Website	\$ 4,125.00
Email Marketing	\$ 500.00
Printing/Banner	\$ 2,000.00
<b>Total Communications</b>	<b>\$ 7,125.00</b>

#### Conference

2014 Summer	\$ 18,000.00
2015 Winter	\$ 13,500.00
Training Conference	\$ 1,000.00
<b>Total Conference</b>	<b>\$ 32,500.00</b>

	<u>Meetings</u>		
		Board Meetings	\$ 500.00
		Agency Head Meeting	\$ 1,200.00
		Executive Director's Meetings	\$ 400.00
		Leadership Retreat	\$ 1,000.00
		<b>Total Meetings</b>	<hr/> \$ 3,100.00
	<u>Strategic Plan</u>		
		DecideSmart Contract	\$ 18,000.00
		Consultant Expenses	\$ 2,000.00
		<b>Total Strategic Plan</b>	<hr/> \$ 20,000.00
<b>Total Expense</b>			<hr/> \$ 107,300.00
<b>Net Income</b>			<hr/> \$ -



## 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
<b>Total</b>		<b>8,041,024</b>	<b>47</b>	<b>21</b>

*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.