



Business Meeting

2018 Summer Conference

July 26, 2018

VAPDC Business Meeting – 2018 Summer Conference
Thursday, July 26, 2018; 11:15 am – 12:00 pm
Hotel Roanoke & Conference Center, Roanoke, Virginia
AGENDA

- ▽ **Call to Order** Robert K. Coiner, President
- ▽ **Review of Minutes** Kevin Byrd, Secretary
- ▽ **President's Report** Robert K. Coiner
- ▽ **Treasurer's Report** Kevin Byrd, Treasurer
 - ✓ 2018 Audit Committee Report Robert K. Coiner, Audit Chair
 - ✓ 2017-2018 Financial Report
 - ✓ Approval of FY19 VAPDC Budget
- ▽ **Old Business**
- ▽ **New Business**
 - ✓ Nominating Committee Report/
Election of 18-19 Officers and Directors *Billy W. Martin, Sr.
Nominating Committee Chair*

2018-2019 PROPOSED SLATE OF OFFICERS & DIRECTORS

Officers

- ✓ President: **Robert K. Coiner**, Rappahannock-Rapidan Regional Commission
- ✓ First Vice President: **Rick Randolph**, Thomas Jefferson Planning District Commission
- ✓ Second Vice President: **Bonnie Riedesel**, Central Shenandoah Planning District Commission
- ✓ Secretary/Treasurer: **Kevin Byrd**, New River Valley Regional Commission
- ✓ Immediate Past President: **Billy W. Martin, Sr.**, Roanoke Valley-Alleghany Regional Commission

Directors

- ✓ Board Member: **Allen Kimball (Kim) Callis**, Southside Planning District Commission
- ✓ Board Member: **Donald Hart**, Accomack-Northampton Planning District Commission
- ✓ Board Member: **Robert Lazaro**, Northern Virginia Regional Commission
- ✓ Board Member: **Patrick Mauney**, Rappahannock-Rapidan Regional Commission
- ✓ Board Member: **Gail Moody**, Southside Planning District Commission
- ✓ Board Member: **Lou Ann Wallace**, Cumberland Plateau Planning District Commission

- ▽ **Remarks and Announcements** *Robert K. Coiner*
- ▽ **Adjournment** *Robert K. Coiner*



Business Meeting – 2017 Summer Conference
Thursday, July 20, 2017; 11:15 am – 12:00 pm
Norfolk Waterside Marriott, Norfolk, Virginia
MINUTES

Call to Order - Robert K. Coiner, President called the meeting to order and thanked the group for being in attendance. The following PDCs were represented constituting a quorum: Cumberland Plateau PDC; Mount Rogers PDC; New River Valley RC; Roanoke Valley-Alleghany RC; Central Shenandoah PDC; Northern Shenandoah PDC; Rappahannock-Rapidan RC; Region 2000 LGC; West Piedmont PDC; Southside PDC; Commonwealth RC; Richmond Regional PDC; George Washington RC; Northern Neck PDC; Middle Peninsula PDC; Crater PDC; and Accomack-Norhampton PDC.

Review of Minutes - Kevin Byrd, Secretary noted that the minutes from the 2016 Business Meeting were contained in the meeting packets provided. A motion was made and seconded to approve the minutes as presented. The minutes were approved on a voice vote.

President's Report - Robert K. Coiner made brief remarks noting that VAPDC produced two successful conferences and the annual Training Conference for PDC staff (OMB's "Super Circular" – A Course for Planning Agencies and Their Award Partners.) He also noted that the following awards were presented at the VAPDC Winter Awards Dinner: Secretary Aubrey Layne (Robert W. Baker Achievement Award); Past VAPDC President Coleman Speece (President's Award); Senator Frank Ruff (Legislator of the Year); John W. McCarthy, Rappahannock Rapidan RC (Gordon Dixon Regionalism Award); Northern Virginia Regional Commission (Robert M. deVoursney Best Practices Award. PDC executive directors have been meeting with state agency staff members to renew and enhance relationships; continuing to promote the message of regional collaboration. VAPDC completed its business year by working with the National Association of Development Organizations (NADO) to conduct an Association Assessment to chart the future of VAPDC. As part of this planning effort the Association conducted a peer exchange with the Kentucky Association to learn from their best practices.

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

▽ **2017 Audit Committee Report** - Nancy Collins, Audit Chair provided the Audit Committee report for FY17. The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2016 and ending June 30, 2017, 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.

The Audit Committee consisted of: Nancy Collins, Chief Financial Officer, Hampton Roads PDC, VAPDC Audit Committee Chair; Dennis Morris, Executive Director, Crater PDC; Thomas Shepperd, York County Supervisor, Hampton Roads PDC; Robert Coiner, Mayor of Gordonsville, Rappahannock Rapidan RC, VAPDC President; and Kevin Byrd, Executive Director, New River Valley RC, VAPDC Secretary/Treasurer.

▽ **2016-2017 Financial Report** – Treasurer Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2017. He noted that VAPDC's total assets totaled \$132,363.64

▽ **Approval of FY18 VAPDC Budget** – Kevin Byrd noted that the draft budget for FY18 was included in the Business Meeting packets. Kevin noted that the Board of Directors has recommended approval of the draft budget. A motion was made and seconded to approve both the FY17 Financial Report and the proposed FY18 Budget. The FY17 Financial Report and the FY18 Proposed Budget were approved on a voice vote.

New Business

Nominating Committee Report/Election of 17-18 Officers and Directors - Billy W. Martin, Sr., Immediate Past President and Nominating Committee Chair provided the Nominating Committee report.

The slate of officers and directors was presented as follows:

Officers for 2017-2018

- ▽ President: **Robert K. Coiner**, Rappahannock-Rapidan Regional Commission
- ▽ First Vice President: **Tom Shepperd**, Hampton Roads Planning District Commission
- ▽ Second Vice President: **Bonnie Riedesel**, Central Shenandoah Planning District Commission
- ▽ Secretary/Treasurer: **Kevin Byrd**, New River Valley Regional Commission
- ▽ Immediate Past President: **Billy W. Martin, Sr.**, Roanoke Valley-Alleghany Regional Commission

Directors for 2017-2018

- ▽ Board Member: **John Gilstrap**, West Piedmont Planning District Commission
- ▽ Board Member: **Donald Hart**, Accomack-Northampton Planning District Commission
- ▽ Board Member: **Patrick Mauney**, Rappahannock-Rapidan Regional Commission
- ▽ Board Member: **Jack Miller**, Middle Peninsula Planning District Commission
- ▽ Board Member: **Gail Moody**, Southside Planning District Commission
- ▽ Board Member: **Tim Ware**, George Washington Regional Commission

Billy W. Martin asked for nominations from the floor and hearing none, called for a motion to close the nominations and elect the offices and directors as presented. The motion was seconded and approved on a voice vote.

Adjournment - Robert K. Coiner called for a motion and it was seconded to adjourn the Annual Business Meeting.

Minutes prepared by:

Connie Long, Association Builders

Reviewed and respectively submitted by:

Kevin Byrd, Secretary/Treasurer

July 26, 2018

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, 2018

The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2017 and ending June 30, 2018, 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 Planning District Commission

Stephanie Creedle, Southside Planning District Commission

Dennis Morris, Crater Planning District Commission

Kevin Byrd, VAPDC Treasurer, New River Valley Regional Commission

Balance Sheet
As of June 30, 2018

ASSETS

Current Assets Checking/Savings

Investment CD - 15 month	41,324.72
Investment CD - 9 month	41,061.63
Money Market Account	5,005.67
Operating Account	100,922.47
Total Checking/Savings	<u>188,314.49</u>
Other Current Assets	
Undeposited Funds	1,054.00
Total Current Assets	189,364.49

TOTAL ASSETS	189,364.49
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LIABILITIES & EQUITY

Equity

Unrestricted Net Assets	132,713.64
Net Income	56,650.85
Total Equity	<u>189,364.49</u>

TOTAL LIABILITIES & EQUITY	189,364.49
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MEMORANDUM

To: VAPDC Board of Directors
From: Kevin Byrd, Secretary/Treasurer
Date: June 22, 2018
Re: FY19 Proposed Budget

Attached to this memo is a proposed FY19 budget for your review and consideration. The FY19 budget includes a dues increase for the first time in over ten years. The dues adjustment was adopted by the board at their meeting in February 2018 with the intent to provide funding for establishing an Executive Director position for VAPDC. The model used for the dues increase is connected to a percentage of the General Assembly appropriation to PDCs. The FY19 dues will be 4% of the state appropriation and the FY20 dues will be 5%. The board of directors recommended this scale-up approach to help members prepare for the financial commitment over two fiscal years to support the full cost of the Executive Director position. You will notice the budget is not balanced with deficit spending of \$23,355 attributed to the new position. It is important to note, VAPDC received a Challenge Grant from the Virginia Department of Housing and Community Development in the amount of \$50,000 to help the association add capacity via the Executive Director position. The grant funds will be utilized in FY19 to off-set expenses for the part-time position.

Notes regarding the budget differences between FY18 and the proposed FY19 budget are listed below.

Income:

- Conferences are revenue neutral based on historical approach to budgeting
- Training conference revenue nets a few hundred dollars of income
- Dues are proposed to increase 1% of the General Assembly appropriation, generating an additional \$17,575 of revenue.
- Interest income is modest, under \$100 total
- Sponsorships are leveling out at \$15,000. FY19 budget anticipates \$15,000.

Expenses:

- Largest expense increase is the Executive Director position at \$50,000
- Contract with Association Builders is included at same amount as FY18
- Included \$5,000 for marketing/branding consulting services
- Added \$1,500 to host Congressional Briefing event on Capitol Hill

For informational purposes while considering the FY19 budget, VAPDC had the following account balances as of May 31, 2018 and reflects an overall positive change in net assets of \$55,104.91 from May 31, 2017. Of the change in net assets, \$50,000 is from the DHCD Challenge Grant which leaves slightly over \$5,000 attributed to positive financial activity of VAPDC:

Investment CD-15 month	\$41,324.72
Investment CD-9 month	\$41,061.63
Money Market Account	\$5,005.59
Operating Account	\$98,722.10
Total Assets	\$186,114.04

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 2018 through June 2019

Income

Conference Income		
	2018 Summer Conference	\$ 18,000.00
	2019 Winter Conference	\$ 4,000.00
	Training Conference	\$ 1,400.00
	Total Conference	\$ 23,400.00
Dues & Memberships		
	Associate Memberships	\$ 200.00
	Association Dues	\$ 71,625.00
	Total Dues & Memberships	\$ 71,825.00
Interest Income		
	Checking Account Interest	\$ 20.00
	CD Accounts Interest	\$ 75.00
	Total Interest Income	\$ 95.00
Sponsorships		\$ 15,000.00
Total Income		\$ 110,320.00

Expense

Administrative Expense		
	Bank Charges and Fees	\$ 50.00
	Credit Card Processing	\$ 1,300.00
	Corporate Filing Fees	\$ 25.00
	General Administrative	\$ 1,500.00
	Insurance	\$ 250.00
	Legal Services	\$ 150.00
	NADO Dues	\$ 500.00
	President's Expenses	\$ 500.00
	Travel	\$ 1,500.00
	Total Administrative Expense	\$ 5,775.00
Contractual Support		
	Association Support Contract	\$ 37,800.00
	Phone/Fax/Email-Support Contract	\$ 900.00
	Comm/Marketing Plan Consultant	\$ 5,000.00
	Executive Director Contract	\$ 50,000.00
	Total Contractual	\$ 93,700.00
Communications		
	Awards & Recognitions	\$ 500.00
	Website	\$ 5,200.00
	Email Marketing	\$ 600.00
	Printing/Banner	\$ 2,000.00
	Total Communications	\$ 8,300.00
Conference		
	2018 Summer Conference	\$ 18,000.00
	2019 Winter Conference	\$ 2,000.00
	Training Conference	\$ 1,000.00
	Total Conference	\$ 21,000.00
Meetings		
	Board Meetings	\$ 1,000.00
	Agency Head Meeting	\$ 1,000.00
	Executive Director's Meetings	\$ 400.00
	Leadership Retreat	\$ 1,000.00
	Congressional Briefing	\$ 1,500.00
	Total Meetings	\$ 4,900.00
Total Expense		\$ 133,675.00
Net Income		\$ -23,355.00

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	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.