



Business Meeting

2012 Summer Conference

July 27, 2012



VAPDC Business Meeting – 2012 Summer Conference

Friday, July 27, 2012

Cavalier Hotel, Virginia Beach, Virginia

1:30 pm – 2:15 pm

AGENDA

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| ✓ | Call to Order | Martin Nohe, President |
| ✓ | Review of Minutes | Kevin Byrd, Secretary |
| ✓ | President's Report | Martin Nohe |
| ✓ | Treasurer's Report | Kevin Byrd, Treasurer |
| ✓ | 2011-2012 Financial Report | |
| ✓ | Approval of FY13 VAPDC Budget | |
| ✓ | 2012 Audit Committee Report | Nancy Collins, Audit Chair |
| ✓ | Old Business | |
| ✓ | New Business | |
| ✓ | Nominating Committee Report/
Election of 09-10 Officers and Directors | Coleman Speece, Nominating
Committee Chair |

2012-2013 PROPOSED SLATE OF OFFICERS

Officers for 2012-2013

- **President:** F. Woodrow Harris, Crater PDC
- **First Vice President:** Billy Martin, Roanoke Valley-Alleghany RC
- **Second Vice President:** Dwight Farmer, Hampton Roads PDC
- **Secretary/Treasurer:** Kevin Byrd, New River Valley PDC
- **Immediate Past President:** Martin Nohe, Northern Virginia RC

Directors for 2012-2013

- **Board Member:** Aaron Burdick, West Piedmont PDC
- **Board Member:** Dennis Morris, Crater PDC
- **Board Member:** Bonnie Riedesel, Central Shenandoah PDC
- **Board Member:** Thomas Sheppard, Hampton Roads PDC
- **Board Member:** Robert Coiner, Rappahannock Rapidan PDC
- **Board Member:** Willie T. Greene, Sr., Mount Rogers PDC

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| ✓ | Recognitions and Announcements | Woodrow Harris, 2013 President |
| ✓ | Adjournment | Woodrow Harris |



VAPDC Business Meeting – 2011 Summer Conference

July 29, 2011

Cavalier Hotel, Virginia Beach, Virginia

MINUTES

Call to Order, Martin Nohe, President – Marty Nohe called the meeting to order and thanked everyone for being in attendance. President Nohe 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** – Treasurer-Elect Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2011. He noted that VAPDC's liabilities & equity totaled \$160,493.26.
- ✓ **Approval of FY12 VAPDC Budget** – Kevin Byrd noted that the draft budget for FY11 has been included in the Business Meeting packets. Kevin noted that the Board of Directors has recommended approval of the draft budget with the following amendments:
 - Note 1: The 18 smaller PDCs are paying \$2,300 in FY12.
 - Middle Peninsula PDC has indicated that they will join the Association this year bringing the total dues revenue to \$54,050.
 - Under Miscellaneous Expenditures \$250 should be added for NADO membership.

There was a motion made and seconded to approve both the FY11 Financial Report and the Proposed Budget as amended. The FY11 Financial Report and Proposed Budget were approved on a voice vote.

- ✓ **2011 Audit Committee Report** - Nancy Collins, Audit Chair provided the Audit Committee report for FY11. The audit committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2010 and ending June 30, 2011, 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 guideline for expenditures as determined by the Board of Directors and the approved Budget.

The Association began the year with an investment balance of \$84,671.26 and ended with a balance of \$84,697.58, a .03% (.0003) annual yield due to the economic situation. Since these funds remained untouched during the year, the audit committee is still recommending the

purchase of a 12-month CD, depending on future funding requirements unknown by the audit committee at this time.

The Association began the year with a checking account balance of \$70,805.85 and ended with a balance of \$76,395.68, again a modest increase. If dues and operating expenditures remain consistent, the audit committee highly recommends that the Treasurer consider the purchase of a CD to maximize the interest received on the investment account funds.

New Business

Nominating Committee Report/Election of 11-12 Officers and Directors, Coleman Speece, Immediate Past President – Coleman Speece provide the Nominating Committee report.

The slate of officers and directors was presented as follows:

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

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

Wayne Strickland made a motion to close nominations. Woody Harris seconded the motion and it was approved on a voice vote. Jim Baldwin made a motion to accept the slate of officers and directors, seconded by Wayne Strickland. The slate of officers and directors for FY12 was approved on a voice vote.

PDC Voting Privileges - Jerry Davis noted that as part of the Budget process the dues structure for VAPDC had been adjusted to proportionally reflect the funding that the PDCs receive. The dues committee has also recommended that the voting privileges reflect the proportional dues investment for each PDC. Jim Baldwin made a motion to accept the committee's recommendation for changing voting privileges. Kevin Byrd seconded the motion and it was approved on a voice vote.

Adjournment - Martin Nohe thanked the group for their attendance and adjourned the meeting.

Minutes prepared by:

Connie Long & Liz Garrett, Association Builders, LLC

Reviewed and respectively submitted by:

Kevin Byrd, Secretary/Treasurer

**Virginia Association of Planning District Commissions
Balance Sheet Ending June 30, 2012**

ASSETS	Jun 30, 12
Current Assets	
Checking/Savings	
Investment CD - 15 month	40,964.98
Investment CD - 9 month	40,862.00
Money Market Account	3,003.37
Operating Account	69,323.14
Total Checking/Savings	154,153.49
Total Current Assets	154,153.49
TOTAL ASSETS	154,153.49
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	107,975.99
Unrestricted Net Assets	52,517.27
Net Income	-6,339.77
Total Equity	154,153.49
TOTAL LIABILITIES & EQUITY	154,153.49

Virginia Association of Planning District Commissions

Draft Budget
July 2012 - June 2013

Income

Conference Income

2012 Summer Conference	\$17,000.00
2013 Winter Conference	\$12,000.00
Total Conference	\$29,000.00

Dues & Memberships

Associate Memberships	\$1,000.00
Association Dues	\$54,050.00
Total Dues & Memberships	\$55,050.00

Interest Income

Checking Account Interest	\$30.00
CD Accounts Interest	\$30.00
Total Interest Income	\$60.00

Sponsorships

Surplus Funds (From Reserves)	\$6,690.00
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Total Income **\$96,800.00**

Expense

Administrative Expense	
Bank Charges and Fees	\$50.00
Credit Card Processing	\$500.00
Corporate Filing Fees	\$25.00
General Administrative	\$2,000.00
Insurance	\$250.00
Legal Services	\$150.00
NADO Dues	\$250.00
President's Expenses	\$500.00
Travel	\$1,500.00
Total Administrative Expense	\$5,225.00

Association Builders

Contract	\$36,000.00
Phone/Fax/Email	\$900.00
Total Association Builders	\$36,900.00

Communications

Awards & Recognitions	\$400.00
Website	\$4,125.00
Print Materials	\$2,000.00
Total Communications	\$6,525.00

VAPDC FY13 Proposed Budget (continued)

Conference

2012 Summer \$17,000.00

2013 Winter \$12,000.00

Total Conference \$29,000.00

Meetings

Board Meetings \$500.00

Executive Director's Meetings \$400.00

Leadership Retreat \$750.00

Total Meetings \$1,650.00

Strategic Plan

DecideSmart Contract \$16,000.00

Consultant Expenses \$1,500.00

Total Strategic Plan \$17,500.00

Total Expense \$96,800.00

Net Income \$0.00

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.