



# Business Meeting

## 2017 Summer Conference

July 20, 2017

VAPDC Business Meeting – 2017 Summer Conference  
Thursday, July 20, 2017; 11:15 am – 12:00 pm  
Norfolk Waterside Marriott, Norfolk, 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
    - ✓ 2017 Audit Committee Report Nancy Collins, Audit Chair
    - ✓ 2016-2017 Financial Report
    - ✓ Approval of FY18 VAPDC Budget
  - ▽ **Old Business**
  - ▽ **New Business**
    - ✓ Nominating Committee Report/  
Election of 17-18 Officers and Directors *Billy W. Martin, Sr.  
Nominating Committee Chair*
- 2017-2018 PROPOSED SLATE OF OFFICERS & DIRECTORS**
- Officers**
- ✓ 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**
- ✓ Board Member: **John Gilstrap**, West Piedmont 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: **Martha Shickle**, Richmond Regional Planning District Commission
  - ✓ Board Member: **Tim Ware**, George Washington Regional Commission
- ▽ **Remarks and Announcements** *Robert K. Coiner*
  - ▽ **Adjournment** *Robert K. Coiner*



**VAPDC Business Meeting – 2016 Summer Conference**  
Thursday, July 28, 2016; 11:30 am – 12:00 pm  
Williamsburg Lodge, Williamsburg, Virginia  
**MINUTES**

**Call to Order** - Billy W. Martin, Sr., 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 RC; Roanoke Valley-Alleghany RC; Region 2000 LGC; Rappahannock-Rapidan RC; Northern Shenandoah Valley RC; Central Shenandoah PDC; Thomas Jefferson PDC; 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 2015 Business Meeting were distributed to the PDCs prior to the meeting and were posted on the VAPDC website. Wayne Strickland made a motion to accept the minutes as presented, seconded by Bob Coiner. The minutes were approved on a voice vote.

**President's Report** - Billy W. Martin, Sr. made brief remarks noting that VAPDC produced two successful conferences and the annual training conference for PDC staff. He also noted that PDC executive directors have been meeting with state agency staff members to renew and enhance relationships and continuing to promote the message of regional collaboration.

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

- ▽ **2016 Audit Committee Report** - Nancy Collins, Audit Chair provided the Audit Committee report for FY16. The Audit Committee has reviewed the financial activity of the VAPDC for the past twelve-month period, beginning July 1, 2015 and ending June 30, 2016, 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, Hampton Roads PDC; Dennis Morris, Crater PDC; Thomas Shepperd, Hampton Roads PDC/York County Supervisor; Robert Coiner, Rappahannock-Rapidan RC/Mayor of Gordonsville; and Kevin Byrd, VAPDC Treasurer/New River Valley RC.
- ▽ **2015-2016 Financial Report** – Treasurer Kevin Byrd provided the year-end balance sheet financial report as of June 30, 2016. He noted that VAPDC's assets totaled \$156,632.65.
- ▽ **Approval of FY17 VAPDC Budget** – Kevin Byrd noted that the draft budget for FY16 was included in the Business Meeting packets. Kevin noted that the Board of Directors has recommended approval of the draft budget. Robert Coiner made a motion, seconded by Woodrow Harris to approve both the FY16 Financial Report and the proposed FY17 Budget. The FY16 Financial Report and the FY17 Proposed Budget were approved on a voice vote.

## **New Business**

Nominating Committee Report/Election of 16-17 Officers and Directors – Woodrow Harris, Immediate Past President and Nominating Committee Chair provided the Nominating Committee report.

The slate of officers and directors was presented as follows:

### **Officers for 2016-2017**

- ▽ 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**

- ▽ Board Member: **John Gilstrap**, West Piedmont Planning District Commission
- ▽ Board Member: **Patrick Mauney**, Rappahannock-Rapidan Regional Commission
- ▽ Board Member: **Gail Moody**, Southside Planning District Commission
- ▽ Board Member: **Martha Shickle**, Richmond Regional Planning District Commission
- ▽ Board Member: **Tim Ware**, George Washington Regional Commission

Woodrow Harris 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** – Robert Coiner, 2017 President presented Billy Martin with a token of recognition on behalf of the Association thanking him for his service. Coiner provided brief remarks about the coming year and thanked the audience for electing him as President of VAPDC.

**Adjournment** – Robert Coiner called for a motion and it was seconded to adjourn the meeting.

### **Minutes prepared by:**

Connie Long, Association Builders

### **Reviewed and respectively submitted by:**

Kevin Byrd, Secretary/Treasurer

Virginia Association of Planning District Commissions  
Balance Sheet Ending June 30, 2017

**Balance Sheet**  
**As of June 30, 2016**

**ASSETS**

**Current Assets Checking/Savings**

Investment CD - 15 month	41,218.09
Investment CD - 9 month	41,000.08
Money Market Account	5,003.75
Operating Account	68,110.73
Total Checking/Savings	155,332.65
Other Current Assets: Undeposited Funds	1,300.00
Total Current Assets	156,632.65

**TOTAL ASSETS** **156,632.65**

**LIABILITIES & EQUITY**

**Equity**

Unrestricted Net Assets	143,071.85
Net Income	13,560.80
Total Equity	156,632.65

**TOTAL LIABILITIES & EQUITY** **156,632.65**

## 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.