



PlanRVA Public Outreach & Engagement Committee



NOTES

This meeting is open to the public. Members of the public are invited to attend virtually. Please alert the RRTPO at PlanRVA@PlanRVA.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to PlanRVA@PlanRVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please through the Q&A/Chat functions on Zoom if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

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PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collective and Don't Trash Central Virginia.

AGENDA

PlanRVA Public Outreach and Engagement Committee

November 27, 2023 – 10:30 a.m.

PlanRVA James River Board Room, 424 Hull Street, Suite 300,
Richmond, VA 23224 and via Zoom

If you wish to participate in this meeting virtually, please register via Zoom at the following link:
https://planrva-org.zoom.us/webinar/register/WN_O_0Kig8UTdy4TAIFrOAqAQ

1. **Welcome and Introductions:** *Mr. Davey*
2. **Roll Call Roll Call of Attendees and Certification of a Physical Quorum:** *Ms. Firestone*
3. **Confirmation of Member Participation from a Remote Location:** *Mr. Davey*
Action requested: motion to confirm that the Chair's decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the PlanRVA Commission Policy for Remote Participation of Members; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).
4. **August 24, 2023, Meeting Minutes:** *Mr. Davey* – page 3
Requested action: motion to approve the meeting minutes as presented (voice vote).
5. **Commissioner Training, Orientation and Onboarding:** *Ms. Shickle*
Review of new SharePoint site for training, orientation and onboarding.
6. **RRTPO Community Transportation Advisory Committee (CTAC) Expanded Public Engagement Role:** *Ms. Gordon*
7. **FY2024 Work Program Priorities:** *Ms. Shickle*
8. **Adjourn**

**PlanRVA Public Outreach & Engagement Committee
Zoom Meeting Minutes
August 24, 2023 – 9:00 a.m.**

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Town of Ashland	Brent Chambers	
Chesterfield County	Tim Davey, Chair	X
Goochland County	Neil Spoonhower	X
Hanover County	Charlie Waddell (virtual)	X
Henrico County	Gregory Baka	
New Kent County	Amy Pearson	
Powhatan County	Bobby Hall	X
City of Richmond	Jacob Giovia (virtual)	X

The technology used for the meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Staff Present	
Janice Firestone	Sidd Kumar
Gilbrith Gogel	Martha Shickle
Holly Gordon	Phil Riggan

1. Welcome, Roll Call and Introductions

Chair Davey welcomed everyone and called the meeting to order at approximately 9:00 a.m.

2. Roll Call of Attendees and Certification of a Physical Quorum

Attendees introduced themselves and Ms. Firestone certified that a quorum was present.

3. Confirmation of Member Participation from a Remote Location

The Chair approved remote participation and noted there wereThe quorum was updated to show the presence of the remote member.

4. Approval of March 23, 2023, minutes

On motion by Neal Spoonhower, seconded by Charlie Waddell, the members of the committee voted to approve the meeting minutes as presented (voice vote).

5. Community Engagement Manager Recruitment Update

- a. Introduction of Ms. Holly Gordon
Martha Shickle, Executive Director, introduced Holly Gordon, Community Engagement Manager. Ms. Gordon shared highlights of her background and professional experience.

6. FY2024 Work Program Priorities

Ms. Shickle provided a history of the committee and noted a major theme of the committee is identifying who PlanRVA's audience is. Communications and public engagement for planning processes are other components. She outlined the Community Engagement Strategy, the framework for the committee's work.

Committee members reported on how the community outreach and education efforts have been received in their respective communities and what other services they feel PlanRVA could provide to them.

After discussion about PlanRVA's available services that can be offered to localities, it was decided that future committee agendas will contain an update on recent work with localities.

a. Special Events, Public Outreach Opportunities

Ms. Shickle reported that staff conducted a debrief for PlanRVA Day. The feedback from attendees has been outstanding. Plans are underway to make it an annual event in connection with the joint annual meeting.

Planning for the 2024 Transportation Forum is also underway in partnership with ChamberRVA.

PlanRVA is participating in upcoming Squirrels and Kickers games. More information about those events will be sent out soon.

b. Commissioner Training, Orientation and Onboarding

Ms. Shickle reported that, with the many locality local officials who are not running for reelection in 2024, orientation and onboarding will be very important for the new board members who will be appointed. Plans are underway to improve the process.

There was a discussion about possible events to introduce new locality Board of Supervisor representatives to PlanRVA.

c. Communications Channels and Media

Ms. Shickle reported on efforts that are planned increase awareness of what PlanRVA does and is. The newsletter is being moved from quarterly to monthly. The blog has become more active.

7. YouTube Channel Improvements

Sidd Kumar reported on the improvements to the channel. Videos are organized into playlists with title slides containing information about what group each meeting is for and when the meetings were held.

8. Adjournment

The meeting was adjourned at approximately 10:20 a.m.