



e: PlanRVA@PlanRVA.org
 p: 804.323.2033
 w: www.PlanRVA.org

PlanRVA Audit, Finance & Facilities Committee
Meeting Minutes
January 27, 2025 – 9:30 a.m.

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Charles City County	Byron Adkins	X
Chesterfield County	Jim Holland	
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis	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](#).

Others Present	
Martha Shickle	Sidd Kumar
Diane Fusco	Jill Swinger, Warren Whitney
Lauren Shephard	

1. Welcome, Roll Call and Introductions

Martha Shickle welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 9:30 a.m.

Diane Fusco called the roll and certified that a quorum was present.

Ms. Shickle explained that the PlanRVA Commission Chair will be appointing a member of the committee to serve as chair for the remainder of the fiscal year. Until then, a chair will need to be elected to serve for the duration of this meeting.

On motion by Neil Spoonhower, seconded by Byron Adkins, the members of the committee voted to elect Mr. Davis as chair of the January 27, 2025, meeting (voice vote; Sean Davis abstained).

Neil Spoonhower expressed interest in possibly of serving as committee chair once he returns from a trip he will be taking in February and March.

2. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

3. Administrative Items

a. Approval of October 28, 2024, Meeting Minutes

On motion Neil Spoonhower, seconded by Byron Adkins, the members of the committee voted to approve the meeting minutes as presented (voice vote).

b. Consideration of Amendments to the Agenda

There were no requested amendments to the agenda.

c. Open Public Comment

There were no requests to address the committee.

4. FY25 Quarter 2 Financial Statements

Jill Swinger, Warren Whitney, presented the second quarter financial statements and reported that there is currently a \$70,000 budget surplus.

There was a discussion about reformatting the financial statements to more accurately reflect budgeted amounts.

Staff was asked to make the recommended changes and bring to full Commission at the next meeting for approval.

5. FY2025 Priorities and Meeting Schedule

Ms. Shickle presented these items and reported that bringing better clarity will be a priority.

Committee members discussed the following with respect to priorities:

- AFFC to provide more support in the development of the annual budget.
- Better estimates on figures (rather than placeholders or estimates)
- Identifying risks to revenue from programs and grant funds; plan of action should source of funding be eliminated.
- Clarity on how jurisdictions are using PlanRVA.

The following was noted on meeting schedules:

- February 13th - Full commission meeting.
- There is no Commission meeting in March
- The April and May Commission agendas will include preliminary FY26 budget information.
- The proposed budget will be brought to the Commission for approval in June.

6. Adjourn

The meeting was adjourned at approximately 10:28 a.m.