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PlanRVA Audit, Finance & Facilities Committee
Zoom Meeting Minutes
March 20, 2024 – 11:00 a.m.

LOCALITY	NAME	X (attended)
Chesterfield County	Jim Holland, Chair	X
New Kent County	Jordan Steward	
City of Richmond	Andreas Addison	
Ex Officio	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](#).

Staff Present	
Martha Shickle	Sidd Kumar
Janice Scott	Dan Van Doornik
Diane Fusco	

1. Welcome, Roll Call and Introductions

Chair Holland welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 11:02 a.m.

a. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

1. Administrative Items

- a. Approval of August 22, 2023, Meeting Minutes**
- b. Approval of October 31, 2023, Meeting Minutes**
- c. Approval of February 1, 2024, Meeting Minutes**

No action was taken on the minutes due to lack of a quorum.

3. February 29, 2024, Financial Statements

Dan Van Doornik, PlanRVA, provided committee members with an update on the agency’s financial performance through the end of February 2024. Committee members had questions and Mr. Van Doornik clarified that dues from all localities have been collected and reported under line item 4310 (local membership dues). Item 4315 (CVTA reimbursement) is currently at 134% of the budget; this is due to a significant increase over expectation to the operating expenses for CVTA. The primary reason for that is the consultant services expenses that have been incurred.

4. FY2024 Proposed Budget Amendment

Martha Shickle, Executive Director, and Mr. Van Doornik presented this item and gave a presentation on the proposed amendment to the FY2024 annual budget. Mr. Van Doornik provided a detailed explanation of each of the proposed changes to the budget.

There was a consensus to recommend full Commission approval of the budget amendment as presented.

5. Upcoming Meeting Schedule and Major Topics

Ms. Shickle reviewed the upcoming meeting schedule and proposed topics.

- April 16, 2024 – 9:30 a.m.
 - Cash Flow Management Plan
 - Fund Balance Policy
 - Budget Policy
 - FY2025 Budget Priorities
- May 9, 2024 – 9:30 a.m. (PlanRVA Commission meeting proposed for cancellation)
 - FY2025 Budget Draft

6. Adjourn

The meeting was adjourned at approximately 12:05 p.m.