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**PlanRVA Audit, Finance & Facilities Committee**  
**Zoom Meeting Minutes**  
**April 25, 2023 – 1:30 p.m.**

LOCALITY	NAME	X (attended)
<b>Chesterfield County</b>	Jim Holland, Chair	X
<b>Hanover County</b>	W. Canova Peterson	
<b>Henrico County</b>	Patricia O'Bannon	
<b>New Kent County</b>	Patricia Paige	
<b>Powhatan County</b>	Michael Byerly	
<b>City of Richmond</b>	Andreas Addison	

The technology used for the PlanRVA Executive Committee 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](#). Virtual participation of this meeting by members of the Executive Committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

**Others Present**

Sean M. Davis, Commission Chair

**Staff Present**

Martha Shickle  
Janice Firestone  
Diane Fusco  
Sidd Kumar  
Dan Van Doornik

**1. Welcome, Roll Call and Introductions**

Chair Holland welcomed everyone and called the Audit, Finance and Facilities Committee meeting to order at approximately 1:30 p.m.

**2. Administrative Items**

**a. Approval of January 24, 2023, meeting minutes**

Due to the lack of a quorum, no action was taken on the meeting minutes.

**b. New Office Space Update**

Martha Shickle reported that the move came in under budget. There is a surplus of \$8,900 in unobligated funds. The plan is to use those funds for remaining furniture and other finishing items, such as meeting room signage, etc.

### **3. Financial Report**

#### **a. Financial Review as of March 31, 2023**

Dan Van Doornik provided this report and reviewed the significant items on the financial report. His reported included the following:

- A highlight of the areas where revenue is greater than expected.
- The regional indicators will pace a little less this quarter than the last.
- 4.7% is the current return on investment.

#### **b. FY2023 Budget Update**

Mr. Van Doornik reported on the status of the current year budget. He noted that a surplus is expected for the end of the budget year.

#### **c. FY2024 Budget**

Ms. Shickle reported on the work that has been done to date on the upcoming year's proposed budget.

Commission Chair Davis reported that the continuity and work of this committee has helped improve the fiscal performance of the organization. He opened a discussion about increasing PlanRVA's role in providing services and assistance to the localities in the Region.

Ms. Shickle reported on the highlights of the budget. The new positions planned for the next budget year are Grant Writer, Bookkeeper and two Transportation Planners. The proposed budget will be finalized and brought before the full Commission in May.

### **4. Other Items**

#### **a. Future Meetings Schedule, Leadership and Membership**

Ms. Shickle reported that committee appointments are done in July; she is hopeful that the committee will be able to meet in July, which is leading into audit season.

### **5. Adjournment**

The meeting was adjourned at approximately 2:17 p.m.