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

<u>LOCALITY</u>	<u>NAME</u>	X (attended)
Town of Ashland	Dr. Daniel McGraw	
Chesterfield County	Jim Holland, Chair	X
Hanover County	W. Canova Peterson	X
Henrico County	Patricia O'Bannon	X
New Kent County	Patricia Paige	
City of Richmond	Andreas Addison	
Ex Officio	Sean Davis	X (virtual)

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](#).

Staff Present	
Martha Shickle	Sidd Kumar
Diane Fusco	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.

a. Confirmation of Member Participation from a Remote Location

Chair Holland announced that one member requested approval to participate remotely: Sean Davis. Reason: Personal matter; specifically a scheduling conflict that presents in-person attendance.

Chair Holland announced his approval of the request to participate remotely. On motion by W. Canova Peterson, seconded by Patricia O'Bannon, the members of the Audit, Facilities and Finance Committee voted to approve the member's request to participate from a remote location were in conformance with the PlanRVA Policy for Remote Participation of members; and, the voice of the remotely participating member could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote member.

2. Administrative Items

a. Approval of April 25, 2023, minutes

On motion by W. Canova Peterson, seconded by Patricia O'Bannon, the members of the Audit, Facilities and Finance Committee voted to approve the meeting minutes as presented (voice vote).

It was noted that there was no quorum at the April meeting, therefore, the minutes from the January meeting were not approved. Those minutes will be on the August agenda for approval.

3. Financial Report

a. Profit and Loss

b. Balance Sheet

Mr. Van Doornik provided these two reports and answered committee members' questions.

Ms. Shickle gave an update on the strategic hiring plan. Currently interviews are being conducted for the Community Engagement Manager and Senior Planner positions. An additional four positions were approved in the budget and one new vacancy is expected due to the CVTA's recent selection of an Executive Director. The plan is to be fully staffed by the end of December.

Committee members discussed the fund balance policy and the dues structure. If staff conducts a review of the fund balance policy and brings recommendations to the committee in August and October, the goal will be to have recommendations for the full Commission in November or January

W. Canova Peterson made a motion, seconded by Patricia O'Bannon, to direct staff to bring back recommendations on the fund balance policy. After discussion, the motion was amended to clarify that the committee will be updated at the August and October meetings. The members of the Audit, Facilities and Finance Committee voted unanimously to approve the motion (voice vote).

On motion by W. Canova Peterson, seconded by Patricia O'Bannon, the members of the Audit, Facilities and Finance Committee voted to forward the Financial Statements along with a narrative and updated treasurers report to the full Commission with a recommendation for acceptance (voice vote).

4. Other Items

a. Disposition of Publicly Owned Property - Furniture

Ms. Shickle reported on the furniture proposed for disposition. The plan is to outfit four staff offices and redo the furnishings in the boardroom. Ms. Shickle is awaiting the quote for the new furnishings. The goal is to dispose of the old furniture by listing on gov deals. Any revenue received from the sale would be reinvested in the new furniture to be purchased.

On motion by W. Canova Peterson, seconded by Patricia O'Bannon, the members of the Audit, Facilities and Finance Committee voted to approve the plan to dispose of furniture and equipment owned by PlanRVA (voice vote).

b. Future Meeting Schedule

The committee meets on August 22nd and on October 31st.

5. Adjournment

The meeting was adjourned at approximately 2:20 p.m.