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**PlanRVA Public Outreach & Engagement Committee  
 Meeting Minutes  
 January 3, 2024 – 12:30 p.m.**

<b>Committee Members Present</b>	<b>Locality</b>
Brent Chambers	Town of Ashland
Tim Davey, Chair	Chesterfield County
Charlie Waddell	Hanover County
Amy Pearson	New Kent County
<b>Other Commissioners Present</b>	<b>Locality</b>
Andreas Addison	City of Richmond
Jim Ingle	Chesterfield County

<b>Staff Present</b>	
Janice Scott	Sidd Kumar
Ken Lantz	Martha Shickle
Holly Gordon	Kerry Ramos

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](#).

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

Chair Davey welcomed everyone and called the meeting to order at approximately 12:34 p.m.

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

A quorum was not present.

**3. Approval of August 24 and November 27, 2023, minutes**

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

**4. Commissioner Training, Orientation and Onboarding**

**a. Review of new SharePoint site for training, orientation and onboarding.**

Janice Scott provided an overview of the newly created SharePoint site for members of the PlanRVA Commission, the RRTPO and the CVTA (and their committees). The site will house all orientation related files as well as meeting schedules, contact and other information.

Committee members offered feedback and suggestions. The site will be updated and a link will be sent to committee members so that they can test and navigate the site and provide further feedback in time for suggested changes to be incorporated prior to the February 8<sup>th</sup> orientation for new Commissioners.

**b. Review of scheduled orientation (to be incorporated into PlanRVA Commission agenda – 2-8-24)**

Martha Shickle provided an overview of the planned orientation. Committee members discussed the following:

- The importance of providing history of the organization information.
- The overload of information that a newly elected official receives.
- The benefits of having other Commissioners take part in the orientation presentations to offer their own perspectives.
- Adding the presentations given on 2/8 to the SharePoint site along with other pertinent informational links.

Ms. Shickle announced that a PlanRVA staff member will give a presentation on the region's demographics and regional indicators at the meeting.

**5. Adjournment**

The meeting was adjourned at approximately 1:30 p.m.