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**PlanRVA Public Outreach & Engagement Committee
 Meeting Minutes
 November 27, 2023 – 9:00 a.m.**

<u>LOCALITY</u>	<u>NAME</u>	<u>X (attended)</u>
Town of Ashland	Brent Chambers	X
Chesterfield County	Tim Davey, Chair	X
Goochland County	Neil Spoonhower	
Hanover County	Charlie Waddell	
Henrico County	Gregory Baka	
New Kent County	Amy Pearson	
Powhatan County	Bobby Hall	X
City of Richmond	Jacob Giovia	

Staff Present	
Janice Scott	Sidd Kumar
Gilbrith Gogel	Martha Shickle
Holly Gordon	Phil Riggan

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 10:30 a.m.

Committee members discussed the recent Newly Elected Officials Reception.

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

A quorum was not present.

3. Confirmation of Member Participation from a Remote Location

There were no remote participants.

4. Approval of March 23, 2023, minutes

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

5. Commissioner Training, Orientation and Onboarding

Ms. Shickle reported that the 2024 Commission will have a number of new members. Committee members discussed the following:

- Potential membership changes in their respective jurisdictions.
- The importance of seeking input from jurisdiction administrators.

- Using the February meeting as a “refresher” for current members as well as an information/onboarding session for new members or having a special meeting for orientation. Committee members will look into what might work best relative to their locality’s Board of Supervisors schedule.

Commissioners had the following suggestions for orientation content:

- History of the organization.
- How the Commission benefits the region and the localities.
- The benefits to the smaller jurisdictions that representatives from those localities may not be aware of.
- The convening that PlanRVA does.

6. RRTPO Community Transportation Advisory Committee (CTAC) Expanded Public Engagement Role

Holly Gordon, PlanRVA, reviewed the changes to the CTAC’s role as an RRTPO committee. There was a discussion about creating a monthly report for the committee members that would outline public engagement activities.

7. FY2024 Work Program Priorities

This item will be moved to the next agenda.

8. Adjournment

The meeting was adjourned at approximately 11:45 a.m.