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**PlanRVA Public Outreach & Engagement Committee
 Zoom Meeting Minutes
 August 24, 2023 – 9:00 a.m.**

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

Staff Present	
Janice Firestone	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 attendees and called the meeting to order at approximately 9:00 a.m.

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

Attendees introduced themselves and Ms. Firestone certified that a quorum was present.

3. Confirmation of Member Participation from a Remote Location

The Chair approved remote participation and noted there wereThe quorum was updated to show the presence of the remote member.

4. Approval of March 23, 2023, minutes

On motion by Neal Spoonhower, seconded by Charlie Waddell, the members of the committee voted to approve the meeting minutes as presented (voice vote).

5. Community Engagement Manager Recruitment Update

a. Introduction of Ms. Holly Gordon

Martha Shickle, Executive Director, introduced Holly Gordon, Community Engagement Manager. Ms. Gordon shared highlights of her background and professional experience.

6. FY2024 Work Program Priorities

Ms. Shickle provided a history of the committee and noted a major theme of the committee is identifying who PlanRVA's audience is. Communications and public engagement for planning processes are other components. She outlined the Community Engagement Strategy, the framework for the committee's work.

Committee members reported on how the community outreach and education efforts have been received in their respective communities and what other services they feel PlanRVA could provide to them.

After discussion about PlanRVA's available services that can be offered to localities, it was decided that future committee agendas will contain an update on recent work with localities.

a. Special Events, Public Outreach Opportunities

Ms. Shickle reported that staff conducted a debrief for PlanRVA Day. The feedback from attendees has been outstanding. Plans are underway to make it an annual event in connection with the joint annual meeting.

Planning for the 2024 Transportation Forum is also underway in partnership with ChamberRVA.

PlanRVA is participating in upcoming Squirrels and Kickers games. More information about those events will be sent out soon.

b. Commissioner Training, Orientation and Onboarding

Ms. Shickle reported that many local officials are not running for reelection in 2024 so there will be numerous new Commissioners. Orientation and onboarding will be very important for those new board members. Plans are underway to improve the process.

There was a discussion about possible events to introduce new Board of Supervisors representatives to PlanRVA.

c. Communications Channels and Media

Ms. Shickle reported on efforts that are planned to increase awareness of what PlanRVA does and is. The newsletter is being moved from quarterly to monthly. The blog has become more active.

7. YouTube Channel Improvements

Sidd Kumar, PlanRVA, reported on the improvements to the channel. Videos are organized into playlists with title slides containing information about what group each meeting is for and when the meetings were held.

8. Adjournment

The meeting was adjourned at approximately 10:20 a.m.