

Local Government Attorneys of Virginia | Board of Directors Meeting Minutes  
November 3, 2023 at 1 p.m. | Zoom

Meeting Topic: Leadership Program Agreement and Proposed Budget Votes

Attendees: Lesa Yeatts (President), Andy Herrick (Vice President), Kelly Lackey (Treasurer), Courtney Sydnor (Secretary), Mark Popovich (Immediate Past President), Michael Abbott, John Blair, Martin Crim, Brandi Law, Ryan Samuel, Tyler Southall, Alan Spencer.

Staff: Amy Sales, Christy Jenkins and Susan Custer

Guests: None

Absent: Patrick Murphrey

President Yeatts declared a quorum, started the meeting at 1:05 p.m., and introduced Brandi Law

Brandi Law asked if the agreement and budget were sent to the Board. Amy Sales confirmed. Brandi Law shared that the Ad Hoc Leadership Program Committee took into account the Board's direction to have the registration cover the event cost and proposed a fee of \$350.

Brandi Law referred to the budget and noted that there is a \$1,000 sponsorship from the City of Fredericksburg to provide a small gathering the first night of the program. If those funds are not provided by the City, then the event will not occur.

Brandi Law explained that the budget was premised on 50 attendees. Any excess funds would be held by LGA to be used for a future event.

Vice President Herrick asked for clarification on LGA's contribution, since the budget showed varying amounts (\$3,599 vs. \$2,000). Susan Custer shared that the Virginia State Bar is unable to pay for some items and that LGA will need to cut a check covered by the registration fees; however, the cash provided by LGA would be \$2,000.

Brandi Law noted that if the event does not garner the estimated 50 registrants there is a contingency in the budget of \$1,800 to cover the loss (breakeven at 45 attendees). If there are no registrants, or fewer than needed to cover the cost, or if the program needs to be cancelled for another reason, there is time in the contract that allows for cancellation with minimum penalty.

Martin Crim asked about the deadline to cancel/cut off and its impact on the intended audience. He questioned if the registration would be opened to others, if the target group does not register. Brandi Law shared that the registration will be open to those with five or more years of experience with an intent to move into a leadership role.

President Yeatts asked if there is a limit on registration. Brandi Law shared that there is a registration limit of 50.

Michael Abbott asked about the Ad Hoc Leadership Program Committee appointments in the future, the organization of the Committee, and the reappointment/appointment process. President Yeatts said that she intends to provide a recommendation after the pilot program.

Vice President Herrick asked for the program dates and when advertising would start. Brandi Law said that if approved, the program advertising would start, but as of this meeting Susan Custer had written a program introduction and description for the October Bill of Particulars. Mallory Ralston, with the Virginia State Bar, has set up registration.

Martin Crim asked for the approval status. Martin Law shared that none of the three groups involved (Virginia State Bar, the Virginia Institute of Government, and the LGA) have signed. LGA has approved the program details, and the Board is meeting today to approve the proposed budget and sign the agreement.

Alan Spencer made a motion to approve the agreement. Vice President Herrick seconded the motion asking that President Yeatts be given authority to sign on behalf of the LGA. There was no discussion. The motion was approved unanimously.

The meeting adjourned at 1:19 p.m.

Minutes, provided by Amy Sales, were approved by Courtney Sydnor, Secretary, on December 28, 2023.