

Local Government Attorneys of Virginia | Board of Directors Meeting Minutes

April 25, 2024 at 9 a.m. | Omni Richmond, Shenandoah Room

2024 Spring Quarterly Meeting

Attendees: Lesa Yeatts (President), Andy Herrick (Vice President), Kelly Lackey (Treasurer), Courtney Sydnor (Secretary), Michael Abbott, Martin Crim, Brandi Law, Patrick Murphrey, Mark Popovich, Tyler Southall, Alan Spencer

Staff: Amy Sales, Christy Jenkins, Bill Murrill, David Wagoner

Guests: None

Absent: John Blair, Ryan Samuel

Ms. Yeatts declared a quorum and started the meeting at 9:10 a.m.

I. Minutes

- a. Ms. Yeatts presented the January 24, 2024 Minutes.
 - i. DISCUSSION: Mr. Murphrey noted that Caesars was consistently spelled incorrectly and under "Staff Reports>Conference Administration" there is a typo of "a the" that should read "she".
 - ii. ACTION: Mr. Southall moved to approve the minutes with the corrections noted. Mr. Herrick seconded the motion. The minutes were approved unanimously.
- b. Ms. Yeatts presented the February 29, 2024 Minutes.
 - i. DISCUSSION: Mr. Murphrey noted that Caesars was consistently spelled incorrectly.
 - ii. ACTION: Mr. Murphrey moved to approve the minutes with the correction noted. Mr. Herrick seconded the motion. The minutes were approved unanimously.

II. Officers' Reports

- a. President (Yeatts)
 - i. Ethics and Conflict of Interest Statement review: Ms. Yeatts read 9-3.04(b) Ethics and Conflicts of Interest section from the P&P for the annual audit. She asked for disclosures. None were reported. Mr. Herrick suggested that the policy be revised.
 - ii. Appointment of Fall Conference Committee: Ms. Yeatts presented the list of 2024 Fall Conference Committee appointments. Ms. Sales was asked to find out if Katrina Callsen is still with the City of Charlottesville.
 - iii. Leadership Institute Program update: Ms. Yeatts asked Ms. Law to provide an update. Ms. Law shared that registration exceeded the maximum and noted that evaluations reflect that the room was cramped. She shared the curriculum and resources utilized. Ms. Law shared that the program is similar to LEAD, but attendees will glean new information.
- b. Vice President (Herrick)
 - i. Update on Finance Committee: Mr. Herrick said that they meet after the Spring conference. Mr. Murrill will reach out once the conference financials are finalized.
- c. Treasurer (Lackey)
 - i. FY2024 Financial Reports
 1. March account registers and reconciliations: Ms. Lackey shared that the financials are

on track with the budget.

- a. Vanguard statement: Ms. Lackey shared that the January Vanguard transfer provided the needed cashflow and noted that Mr. Murrill performed a cashflow analysis that estimates a possible withdraw in August.
- b. Approval of the Treasurer's Report (balance Sheet and P&L): Mr. Spencer moved to approve the financials provided. Mr. Southall seconded the motion. The financials were approved unanimously.
- d. Secretary (Sydnor): Ms. Sydnor had no items to report.

III. Conference Administration

- a. 2024 Spring Conference Update
 - i. Financial "second" estimate: Ms. Jenkins presented the second estimate of the spring conference finances sharing that the program is on track to bring in \$19,000 in revenue.
- b. 2024 Regional Seminar
 - i. Financial "first" estimate: Ms. Jenkins presented the first estimate of the regional seminar finances sharing that without sponsorship support the program will nearly break even.
- c. 2026 Spring Conference location discussion: Ms. Jenkins presented the proposal data.
 - i. DISCUSSION: The Board discussed Opening Night Party location and Friday Afternoon Activities and noted that the ferry can take travelers to Norfolk.
 - ii. ACTION: Mr. Herrick moved to select Portsmouth Renaissance. Ms. Lackey seconded the motion. The Portsmouth Renaissance was approved unanimously.

IV. Issues for Board Consideration

- a. Membership (Yeatts)
 - i. School Board Attorney definition discussion: Ms. Yeatts presented the issue, and the Board shared that they felt the January discussion determined that School Boards can be active members. Ms. Yeatts asked if there is a need to amend the P&P, and the Board shared that they believe the documents are clear. The consensus was that attorney employed by the school division is eligible for LGA membership if the school division pays membership dues. A school division attorney cannot "ride" the membership of the locality, unless they are employed by the city/county attorney's office. Ms. Lackey asked for clarification in the *Bill* that the membership should be determined by which governing body pays the dues.
 - ii. Associate Membership discussion: Ms. Yeatts shared that several members expressed concern over the associate membership process and requested an evaluation of the qualifications. Ms. Sales explained the approval process. There was a discussion of the benefits to the firm applying, the benefit of having a greater circle of members, and it was suggested to add an application question regarding recent local government work. Ms. Yeatts called for the formation of an ad hoc committee comprised of Mr. Samuel, Mr. Southall, and Mr. Crim.
 - iii. Membership lapsed period impact proposal: Ms. Sales shared that renewal invoices are distributed August 1 with a net 30 due date, but LGA has a three-month "lapsed" period when non-renewers can still access all benefits. It is a not a P&P requirement. The lapsed period delays renewal, requires that staff follow up, reduces cashflow, and costs LGA in lost revenue from those receiving the member registration rate at the Fall program. Ms. Sales asked that lapsed period be removed. The Board agreed. No vote was required.
 - iv. "Retired" membership proposal: Ms. Sales asked if LGA can provide retiring members with

an Individual membership for the balance of the membership cycle.

1. DISCUSSION: Ms. Sales shared that staff contacts known soon-to-be retirees about Individual Membership. Over the last three years, of 26 known retirees, three joined as Individual Members. Ms. Sales asked if in addition to recognition at the conferences, if LGA could also provide an Individual Membership for the balance of membership year to capture their personal information and continue connections.
 2. ACTION: Mr. Crim moved to provide a complimentary Individual Membership for the balance of the membership year in which they retire. Mr. Murphrey asked if the P&P needed to be amended. Mr. Crim amended the motion to amend the P&P to provide a complimentary Individual membership for the balance of the year in which members retire. Mr. Spencer seconded the motion. The motion passed unanimously.
- b. Attorney General Opinions 2023 free CLE discussion (Abbott): Mr. Abbott shared that Chief Deputy Attorney General Chuck Slemple recorded a program reviewing AG opinions for members.
- i. DISCUSSION: There was a question as to whether the program provided CLE. It was not known, but it was agreed that if CLE is provided that LGA would not be responsible for submitting for approval. There was a discussion of how to distribute the information.
 - ii. ACTION: Mr. Abbott moved that LGA share program content on its website and via email to membership and remove when the CLE reporting period ends. Mr. Crim seconded the motion. The motion passed unanimously.
- c. Creation of AI Committee Proposal Update (Yeatts): Ms. Yeatts shared that since his Fall request, Leo Rogers has not responded to contacts. She noted that Stephen Piepgrass is working with Meredith Harlow on an AI topic for the Fall conference. She would like to form an ad hoc committee and include Mr. Piepgrass and Mr. Murphrey, and Mr. Rogers. She asked Ms. Sales for the ad hoc Technology committee membership list (disbanded in January 2020).
- d. P&P Update and LGA website proposal (Sales): Ms. Sales shared Ms. Custer's question about FlippingBook's compatibility with the new website.
- i. DISCUSSION: It was noted that the proposal discussion has been on the Board agenda since Fall 2023. Ms. Sydnor suggested that Ms. Sales be prepared to present a proposal at the July Board retreat and meeting. If Ms. Custer does not present, the Board can move forward with an alternate.
 - ii. ACTION: Ms. Sydnor moved that Ms. Sales provide a proposal at the July meeting with application cost and a time estimate to complete the P&P update. Mr. Herrick seconded the motion. The motion passed unanimously.

V. Staff Reports

- a. Executive Director (Sales): Ms. Sales shared that she attended the VSB Winter meeting and plans to attend the Summer. She shared that she contacted Judicial Members via their Clerks to join the LGA, and is working on language to sell the new sponsorship program rolling out in the Fall.
- b. Associate Director (Jenkins): Ms. Jenkins shared that she feels comfortable with the Spring conference planning and that the Regional Seminar programming has started.
- c. CFO (Murrill): Mr. Murrill said that he will send the Executive Committee the cashflow analysis.
- d. Handbook (Wagoner): Mr. Wagoner shared that Ms. Custer has the Handbook and he would like feedback. He also developed a schedule for completing the monthly Bill of Particulars.

VI. Committee/Practice Group Reports: There was no discussion.

VII. Future Association Meetings: There was no discussion.

VIII. Other Business: There was no other business.

Ms. Yeatts adjourned the meeting at 11:01 a.m.