

2024 Summer 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, Ryan Samuel, Tyler Southall

Staff: Amy Sales, Christy Jenkins, Bill Murrill (Thursday session only)

Guests: Sarah “Sally” Kegley

Absent: John Blair, Alan Spencer

On Thursday, July 25, Ms. Yeatts declared a quorum and started the meeting at 4:16 p.m. and the Board completed items, as indicated below, through the Vice President’s report. Ms. Yeatts moved to recess. Ms. Lackey seconded the motion. The meeting recessed at 4:48 p.m. until the following morning.

On Friday, July 26, Ms. Yeatts declared a quorum and started the meeting at 9:01 a.m. and the Board resumed with the Vice President’s report.

I. Minutes

- a. Approval of April 25, 2024 Minutes
 - i. DISCUSSION: There was no discussion.
 - ii. ACTION: Mr. Southall moved to approve the minutes. Ms. Law seconded the motion. The minutes were approved unanimously.
- b. Approval of May 22, 2024 Minutes
 - i. DISCUSSION: There was no discussion.
 - ii. ACTION: Mr. Southall moved to approve the minutes. Ms. Law seconded the motion. The minutes were approved unanimously.

II. Officers’ Reports

- a. President (Yeatts)
 - i. Boyd Graves Tax Sale Study appointments (Kevin R. Appel, N. Reid Broughton, Belkys Escobar, John A. Rife, Christopher “Chris” J. Sadowski): Ms. Yeatts shared that the group had been reestablished and LGA was asked for appointments. Ms. Sydnor shared that John Rife is scheduled to meet with Chair of the Boyd Graves study committee to determine a mutually-agreeable set of recommendations.
 - ii. Opioid Abatement Authority appointments (John C. Blair, II, Michelle R. Robl, Timothy “Tim” R. Spencer): Ms. Yeatts shared that LGA was asked to submit nominations, but appointments had not been confirmed.
 - iii. FOIA Council SB324 Work Group appointment (Martin R. Crim): Mr. Crim requested examples of FOIA abuse. Mr. Samuel shared examples from Arlington County. It was suggested that Mr. Crim contact Active Members.
- b. Vice President (Herrick)
 - i. Approval of FY25 budget
 - 1. DISCUSSION: Mr. Murrill presented the budget and reviewed significant changes made between the FY24 and FY25 budgets during the Retreat portion. There were no additional questions.
 - 2. ACTION: Mr. Abbott moved to approve the budget. Mr. Crim seconded the motion.

The FY25 budget was approved unanimously.

Meeting recessed until Friday morning.

- c. Treasurer (Lackey)
 - i. 2024 fiscal year financial reports: Ms. Lackey presented the reports noting that there did not appear to be a need to withdraw from Vanguard.
 - ii. Approval of Treasurer's report (balance sheet and P&L statement)
 - 1. DISCUSSION: Ms. Lackey reviewed the quarterly financials. There was no discussion.
 - 2. ACTION: Ms. Law moved to approve the Treasurer's Report. Mr. Southall seconded the motion. The financials were approved unanimously.
- d. Secretary (Sydnor)
 - i. Electronic Votes: Ms. Sydnor shared that there were three votes: 2026 Spring Conference date change and location selection (Portsmouth Renaissance April 8-11, 2026) and two Amicus requests (Hanover FOIA of Sherriff's office and federal condemnation case in Arlington). Neither amicus request had the $\frac{3}{4}$ majority support required.

III. **Awards**

- a. Awards Committee Report (2024 Finnegan Whiting Award):
 - i. DISCUSSION: Mr. Herrick explained the rating system.
 - ii. ACTION: Mr. Herrick moved to adopt the recommendation of Michelle Robl as the 2024 Finnegan Whiting Award recipient. Mr. Samuel seconded the motion. The motion passed unanimously.

IV. **Board Action Items**

- a. Approval of (Custer) 2025 Handbook Production Services
 - i. DISCUSSION: There was a discussion about the services provided, mainly focused on the usefulness of the FlippingBook program.
 - ii. ACTION: Mr. Samuel moved that the vote be deferred until staff contacts Ms. Custer and provides clarification on the scope of work and whether it could be included in the NLRG contract and value of the FlippingBook program. Ms. Lackey seconded the motion. The motion passed unanimously.
- b. Approval of (NLRG) 2025 Handbook Editorial Services
 - i. DISCUSSION: The Board discussed the annual fee increases proposed and agreed to the 7% increase in the first year and a 3% increase in the second year, if a third year is added with no (0%) increase.
 - ii. ACTION: Mr. Southall moved to direct staff to make a counterproposal to NLRG for a 7% increase in the first year and a 3% increase in the second year, and no (0%) increase in the third year. If NLRG accepts, the contract can be approved without additional Board discussion. If NLRG does not agree, Ms. Sales would return to the Board for guidance. Mr. Crim seconded the motion. The motion passed unanimously.
- c. Approval of (NLRG) 2024-2026 Bill of Particulars Editorial Services
 - i. DISCUSSION: The Board discussed the annual fee increases proposed and agreed to the 7% increase in the first year, and a 0% increase in the second year, if a third year is added with no (0%) increase.
 - ii. ACTION: Ms. Sydnor moved to direct staff to make a counterproposal to NLRG for a three-year contract renewal with a 7% increase in the first year and 0% increases in the second year and third years.. If NLRG accepts, the contract can be approved without additional Board discussion. If NLRG does not agree, Ms. Sales would return to the Board for guidance. Ms. Law seconded the motion. The motion passed

unanimously.

d. Issues from Retreat

i. 2024-2025 Strategic Plan:

1. DISCUSSION: The Board noted that the changes were reviewed during the retreat portion. There was no further discussion.
2. ACTION: Ms. Law moved to approve the changes. Ms. Lackey seconded the motion. The revised strategic plan was adopted unanimously.

ii. Associate Member eligibility and Membership Application changes:

1. DISCUSSION: The proposed language was reviewed and membership acceptance and renewal processed was discussed. Ms. Sales will report back on whether Associate Member renewal invoices can include a statement that the payee understands that by paying they certify that they qualify for the membership type having represented one or more local government clients in the preceding 365 days. Changing the membership qualifications will require proposed amendment to the Articles of Incorporation.
2. ACTION: Ms. Sydnor moved that further discussion and decision be moved to the Fall Board meeting. Ms. Law seconded the motion. The motion passed unanimously.

iii. Judicial Member Access to conference materials

1. DISCUSSION: There was no further discussion.
2. ACTION: Ms. Law moved to allow Judicial Members access to past conference materials. Mr. Southall seconded the motion. The motion passed unanimously.

iv. Proposed Conflict of Interest section of P&P changes

1. DISCUSSION: Ms. Yeatts reviewed the discussion during the Retreat portion. Mr. Abbott suggested that a roll call vote would allow leaders to certify there was no conflict.
2. ACTION: Mr. Crim moved for Mr. Abbott and Mr. Herrick to draft proposed amendment to P&P conflict policy for presentation at fall board meeting. Ms. Sydnor seconded the motion. The motion passed unanimously.

V. **Conference Administration** (Jenkins)

a. 2024 Spring Conference

- i. Evaluation summary: Ms. Jenkins reviewed the results. There was a discussion about the Legislative Update feedback. Ms. Sydnor suggested that the evaluation results be shared with the next panel. It was also suggested to change the format asking each panelist to provide a list of ten bills local government attorneys should know about.
- ii. Registration fee impact review: Ms. Jenkins reviewed the comparison between the Roanoke, Reston, and Richmond programs (Spring 2023 to Spring 2024) to show the impact of the new registration fee structure on revenue.
- iii. Approval of 2024 Spring conference financials
 1. DISCUSSION: Ms. Jenkins reviewed the Richmond program financials. There was no discussion.
 2. ACTION: Mr. Samuel moved to approve the 2024 LGA Spring Conference financials. Mr. Southall seconded the motion. The motion was approved unanimously.

b. 2024 Regional Seminar

- i. Evaluation summary: Ms. Jenkins reviewed the evaluation results. There was no discussion.
- ii. Approval of 2024 Regional Seminar financials

1. DISCUSSION: Ms. Jenkins reviewed the Staunton program financials. It was noted that a figure was incorrectly placed.
2. ACTION: Ms. Jenkins was asked to present the final financials at the Fall meeting.
- c. Conferences financial history: Ms. Jenkins reviewed the chart. There was no discussion.
- d. 2024 Fall Conference
 - i. First estimate financials: Ms. Jenkins reviewed Fall program budget sharing that she estimated registration numbers and entered standard Opening Night Party figures until the site is selected.
 - ii. Selection of Opening Night Party location
 1. DISCUSSION: Ms. Jenkins reviewed possible Opening Night Party locations, noting cost, walkability, and if LGA had previously hosted at that location.
 2. ACTION: Mr. Samuel moved to approve Nauticus as the site of the 2024 LGA Fall Conference Opening Night Party. Mr. Herrick seconded the motion. The motion was approved unanimously.
 3. Mr. Crim moved to approve the Town Pointe Club if Nauticus is unavailable. Mr. Samuel seconded the motion. The motion was approved unanimously.
- e. Update on 2025 programs: Ms. Jenkins shared location and date information.
- f. Conference site rotation graphic: Ms. Jenkins shared that this resource was created to assist with visualizing the site location to ensure that it follows the P&P's direction.
- g. Selection of 2026 Fall Conference region: The Board noted that the rotation suggests hosting in Northern Virginia. Staff was asked to send proposals to area hotels.
- h. Selection of 2026 Regional Seminar region: The Board discussed past locations and suggested that staff look at Marion's General Francis, Abingdon's Martha Washington, Berry Hill, Lexington locations, and Peaks of Otter.
- i. 2024 Fall Conference Draft Program: The Board reviewed the draft program and requested several changes including speaker selections, timing, and repetitive session topics. Ms. Jenkins will share the feedback with the Conference Committee.

VI. Staff reports

- a. Executive Director (Sales): Ms. Sales shared that staff is working on the database migration and new website design.
- b. Assistant Director (Jenkins): Ms. Jenkins shared the proposed LGA logo and design board.
- c. CFO (Murrill): Not present.
- d. Handbook and Bill of Particulars Editor (Wagoner): Not present.

VII. Committee/Practice Group reports

- a. There was no discussion.

VIII. Other Business

- a. The Board thanked Michael Abbott and Mark Popovich for their Board service.

IX. Adjourn

- a. Mr. Herrick moved to adjourn. Mr. Southall seconded the motion. The meeting adjourned at 12:50 p.m.