

**Local Government Attorneys of Virginia, Inc. | Board of Directors Meeting, MINUTES**  
Thursday, October 3, 2024 | Hilton Norfolk THE MAIN

2024 Fall Quarterly Meeting

Attendees: Andy Herrick (Vice President), Kelly Lackey (Treasurer), Courtney Sydnor (Secretary), Ryan Samuel, Lesa Yeatts (President), John Blair, Martin Crim, Sally Kegley (Zoom), Brandi Law, Patrick Murphrey, Alan Spencer, Tyler Southall

Staff: Amy Sales, Christy Jenkins, David Wagoner

Absent: Jeff Gore

Guests: Lola Perkins (by phone during Vi.e.ii 2025 Fall Conference update)

Mr. Herrick declared a quorum and started the meeting at 9:01 a.m.

**I. Minutes**

- a. Review of July 25, 2024 Retreat Summary
  - i. DISCUSSION: It was noted that Mr. Herrick presided over the meeting.
  - ii. ACTION: No action needed.
- b. Approval of July 26, 2024 Minutes
  - i. DISCUSSION: It was noted that Mr. Murphrey attended remotely on Friday only.
  - ii. ACTION: Ms. Yeatts moved to approve the minutes. Mr. Spencer seconded the motion. The minutes were approved unanimously.
- c. Approval of August 27, 2024 Minutes
  - i. DISCUSSION: There was no discussion.
  - ii. ACTION: Mr. Spencer moved to approve the minutes. Mr. Southall seconded the motion. The minutes were approved unanimously.

**II. Officers' Reports**

- a. President (Herrick)
  - i. Spring Conference Committee appointments: Mr. Herrick will ask Matthew Freedman to chair followed by Bonnie Brown, and Jim Windsor and Catherine Lea will serve.
  - ii. Fall Conference Committee appointments: There was no additional information shared.
  - iii. Amicus Committee Chair appointment: Nicholas Lawrence was confirmed.
  - iv. Awards Committee Chair appointment: Dan Whitten was confirmed.
  - v. Procurement Practice Group Chair: Mr. Herrick asked Susan McKenney to serve. Ms. Lackey moved for a consent vote seconded by Ms. Yeatts. The appointment was approved unanimously.
  - vi. Approval of Conflicts of Interest language for annual audit
    1. DISCUSSION: There was a discussion about "vendor" and the request for affiliate agencies and board service.
    2. ACTION: Ms. Lackey moved to accept the language as amended with the removal of the word "vendor" from policy Item 1-A and the request for agency affiliations and board service from the form. Mr. Southall seconded the motion. The motion passed unanimously.
  - vii. NLRG contact revised terms acceptance and finalization: Ms. Sales reported that NLRG accepted the amendments to the Handbook and Bill of Particulars contracts.

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- viii. Pending FOIA Bill(s) update: Mr. Crim shared the SB324 workgroup outcome noting that the outcome is the best of the worst and localities may need to hold back lobbying efforts against it.
- ix. Rosh Hashanah holiday: Mr. Herrick shared that the Fall conference conflicts with Rosh Hashanah holiday. He asked that Board members apologize if questioned.
- b. Vice President (Lackey)
- c. Treasurer (Sydnor)
  - i. Mr. Herrick asked Ms. Sydnor to provide an update on Boyd Graves work. She shared work done on visa appeals, which did not include input from local government attorneys. She would like to nominate some and asked for Board interest and recommendations.
  - ii. Approval of FY2024 year-end reports:
    - 1. DISCUSSION: There was no discussion.
    - 2. ACTION: Ms. Yeatts moved to approve the year end financials. Mr. Blair seconded the motion. The motion passed unanimously.
  - iii. FY2025 September 2024 financial reports: It was noted that the early October meeting date didn't allow time to provide the September reports.
  - iv. Truist signatories and Vanguard access: Ms. Sydnor shared that she did not have access to the Vanguard account. Mr. Herrick asked Mr. Murrill to coordinate.
- d. Secretary (Samuel)
  - i. Electronic Votes: There was nothing added to the Board report.

### **III. Board Action Items**

- a. Approval of (Custer) 2025 Handbook Production Services
  - i. DISCUSSION: Ms. Sales shared the services provided as listed in the Board book. There was a discussion about FlippingBook and if NLRG could fully produce the Handbook.
  - ii. ACTION: Mr. Blair moved to approve Ms. Custer's contract and that Ms. Sales coordinate transition training for Mr. Wagoner of NLRG who will review the process and provide a quote. Mr. Samuel seconded the motion. The vote was 11:1 in favor.
- b. Approval of Associate Member annual certification language during renewal
  - i. DISCUSSION: The proposed language was discussed, and it was noted that a membership-wide vote is required during the Spring membership meeting.
  - ii. ACTION: Mr. Herrick deferred the issue to the January Board meeting.
- c. BEDI ad hoc committee appointment
  - i. DISCUSSION: Ms. Sales shared that the chair stepped down and the committee was contacted for interest and new leadership.
  - ii. ACTION: Mr. Crim will talk with Brendette Walker regarding interest in leading.
- d. Approval of disbandment of Public Notice ad hoc Committee
  - i. DISCUSSION: Ms. Sales shared that the work product was complete.
  - ii. ACTION: Mr. Blair moved to disband the Public Notice ad hoc Committee. Mr. Spencer seconded the motion. The motion passed unanimously.
- e. Approval of Constant Contact program fee
  - i. DISCUSSION: Ms. Sales shared that staff failed to present the communications system fee during the budgeting cycle and presented the fee structure and pre-pay discount.
  - ii. ACTION: Ms. Yeatts moved to approve the \$2,500 annual fee for Constant Contact. Ms. Lackey seconded the motion. The motion passed unanimously.
- f. Partner Program update

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- i. **DISCUSSION:** Ms. Sales presented the Partner Program process as approved and the impact on income. She asked the Board to allow staff to revise the support program.
  - ii. **ACTION:** It was decided that no vote was needed, but the Board supported a revision.
  
- IV. **Membership Dues Update:** Ms. Sales thanked the Board for reducing membership grace period to 30 days. She shared that in previous years there were 2023: 77, 2022: 39, and 2021: 78 and the change appears to be working with 44 non-renewals on October 1, 2024.
  
- V. **Leadership Training Program Update:** Ms. Law shared the set of programs held this Fall and noted that the committee had received questions about presentation and writing requirements. It was requested that conference sessions meeting requirements be clearly identified.
  
- VI. **Conference Administration (Jenkins)**
  - a. Approval of 2024 Regional Seminar financial statement
    - i. **DISCUSSION:** Ms. Jenkins shared the final financials. There was no discussion.
    - ii. **ACTION:** Ms. Yeatts moved to approve the financials. Mr. Samuel seconded the motion. The financials were approved.
  - b. 2024 Fall Conference update: Ms. Jenkins shared program details and the second estimate. There was no discussion.
  - c. 2025 Spring Conference update: Ms. Jenkins thanked the Board for the early committee appointments.
  - d. 2025 Regional Seminar update: There was nothing to report.
  - e. 2025 Fall Conference and 50<sup>th</sup> anniversary planning update:
    - i. Planning Update: Ms. Jenkins had nothing to report.
    - ii. Conference Committee update: Ms. Perkins shared content ideas for topics, events, speakers, themes, etc. She will work with staff to develop a budget for recognitions, give away items, and celebrating.
    - iii. History Committee update: Mr. Blair shared the progress on his podcast project, including AV needs and content. He will engage the YLGA and include stories and pictures in the Bill of Particulars leading up to the program.
  - f. 2026 Fall Conference location selection: The decision was deferred to the January meeting.
  
- VII. **Staff reports:** There was nothing reported.
  
- VIII. **Committee/Practice Group reports:** There was no discussion.
  
- IX. **Other Business:** There was no other business discussed.
  
- X. **Future meetings:** There was no discussion.
  
- XI. **Adjourn:** Mr. Herrick adjourned the meeting at 11:53 a.m.