

Local Government Attorneys of Virginia, Inc. | Board of Directors Meeting, MINUTES
2025 Winter Quarterly Meeting | Wednesday, January 15, 2025 | ZOOM

Presiding: President Andy Herrick

Attendees: Andy Herrick (President), Kelly Lackey (Vice President), Courtney Sydnor (Vice President), Ryan Samuel (Secretary), Lesa Yeatts (Past President), John Blair, Martin Crim (left during Section IV.a.), Jeff Gore, Sally Kegley, Brandi Law, Patrick Murphrey (joined and left during Section IV.), Tyler Southall, Alan Spencer

Staff: Amy Sales, Christy Jenkins, David Wagoner

Absent: None

Guests: Lola Perkins (joined by phone during Section IV.e.ii.)

Mr. Herrick declared a quorum and started the meeting at 9:02 a.m.

I. Minutes

- a. Approval of October 3, 2024 Minutes
 - i. DISCUSSION: It was noted that the officer titles are incorrectly listed and an unselected award applicant is listed.
 - ii. ACTION: Mr. Samuel moved to approve the minutes with the corrections noted. Mr. Southall seconded the motion. The minutes were approved unanimously.
- b. Approval of November 4, 2024 Minutes
 - i. DISCUSSION: There was no discussion.
 - ii. ACTION: Mr. Southall moved to approve the minutes. Ms. Kegley seconded the motion. The minutes were approved unanimously.

II. Officers' Reports

- a. President (Herrick)
 - i. Approval of Nominating Committee appointments
 - 1. DISCUSSION: There was no discussion.
 - 2. ACTION: Mr. Crim moved to approve the appointees as listed. Mr. Gore seconded the motion. Ms. Yeatts abstained. The motion was approved unanimously.
 - ii. Easter Associates 2023-2026 contract status: Mr. Herrick shared that the full management contract signed in 2023 extends to 2026, not 2025 as previously noted.
- b. Vice President (Lackey): There was no report.
- c. Treasurer (Sydnor)
 - i. Approval of Financials final statement
 - 1. DISCUSSION: Ms. Sales expressed concern over the outstanding dues and will follow up with non-renewers.
 - 2. ACTION: Ms. Yeatts moved to approve the financials presented under one vote. Mr. Southall seconded the motion. The motion was approved unanimously.
 - ii. Truist signatories and Vanguard access: Ms. Sydnor shared that she and Mr. Murrill are working to gain her access to the Vanguard account.
 - iii. Boyd Graves update: There was no report.
- d. Secretary (Samuel): There was no report.
 - i. Electronic Votes (none)

III. Board Action Items

- a. Approval of Higher Logic multi-year contract
 - i. DISCUSSION: Ms. Sales presented the discounts for committing to a two- or three-year contract. She shared that the service is above average among similar providers.
 - ii. Mr. Crim moved to enter a three-year contract if the termination clause includes cause for a change in the service standard. Ms. Yeatts seconded. The motion passed unanimously.
- b. Approval of Associate Member annual certification language during renewal
 - i. DISCUSSION: Mr. Samuel shared the reason for the process. Mr. Herrick noted that in order to change the Articles of Incorporation, membership will need to be notified by February 23, 2025. Ms. Sydnor asked if in Article III(b) Section 2 the word “legal” should be “local.” It was decided that “legal” should remain because “local” is in Section 3.
 - ii. Mr. Crim moved to approve the changes as submitted in the report. Mr. Samuel seconded the motion. The motion was approved unanimously.
- c. Approval of chair appointments
 - i. DISCUSSION: Mr. Herrick shared that the Standing Committee appointees listed were previously approved. He noted that Eminent Domain is a practice group, not an ad Hoc committee.
 - ii. ACTION: Mr. Crim moved to approve the appointments. Ms. Lackey seconded the motion. The motion was approved unanimously.
- d. Approval of Public Safety practice group formation request
 - i. DISCUSSION: Mr. Herrick shared that Ms. Harlow made this request after gathering interested attendees at the 2024 Fall conference.
 - ii. ACTION: Ms. Yeatts moved to approve the development of a Public Safety Practice Group. Ms. Law seconded the motion. The motion was approved unanimously.
- e. Leadership Program discussion (Law)
 - i. Ms. Law shared that the participants would complete the requirements in two years, but several participants have completed the pilot program after one year. She shared that the planning committee developed a certification form for participants to complete and a certificate of completion would be provided during LGA conferences. The Board supported this recognition.
 - ii. Ms. Law shared that planning for the next cohort should start now for an in-person program in February 2026. She shared that it was agreed that the State Bar would handle the pilot program logistics, then LGA would take over.
 - 1. It was determined that an LGA needs an estimate of cost to move forward. Ms. Jenkins will work with Ms. Law to develop that estimate. Ms. Sales noted that Easter will not charge an additional fee for planning and staffing. She shared that LGA’s financial contribution to the pilot program was returned, as the registration fees covered the program cost.
 - 2. There was a discussion about additional participant interest. Ms. Law shared that a subcommittee is being developed to gauge interest via survey. Mr. Herrick asked for a proposal of cost and survey results during the Spring Board meeting.

IV. Conference Administration

- a. 2024 Regional Seminar evaluation summary: There was no discussion.
- b. 2024 Fall Conference
 - i. Approval of Financials final statement
 - 1. DISCUSSION: Ms. Jenkins shared that there is a slight difference between her

- final numbers and the CFO's.
- 2. ACTION: Mr. Crim moved to approve the financials subject to the final accounting adjustment. Mr. Southall seconded the motion. The motion passed unanimously.
- ii. Evaluation summary: Ms. Jenkins noted that negative feedback was largely facility related.
- c. 2025 Spring Conference
 - i. Financials first estimate review: Ms. Jenkins shared that she will be more proactive in attempts to grow sponsorships to meet the \$30,000 estimate.
 - ii. Spring conference agenda update
 - 1. DISCUSSION: Ms. Jenkins presented the draft program noting that it includes the required topics and no waivers are being requested. One panel is determining a panelist from Virginia Occupational Safety & Health (VOSH). Mr. Herrick asked if the Board needed additional information is needed to approve the program. There was no additional discussion.
 - 2. ACTION: Mr. Blair moved to approve the program pending the VOSH speaker selection. Mr. Spencer seconded the motion. The motion passed unanimously.
 - iii. Spring conference ONP site selection
 - 1. DISCUSSION: Ms. Jenkins presented four venues. There was a discussion of the walkability, space size and layout, accessibility, and contracting requirements.
 - 2. ACTION: Ms. Sydnor moved to host at Three Notch'd. Mr. Samuel seconded the motion. The motion passed unanimously (Mr. Murphrey not present).
- d. 2025 Regional Seminar update
- e. 2025 Fall Conference and 50th anniversary planning update
 - i. Planning update (Jenkins): Ms. Jenkins asked if the anniversary would change the educational program. The program will follow the regular schedule and additional events related to the anniversary should have a proposed budget for approval.
 - ii. Conference Committee update (Perkins): Ms. Perkins shared that she is recruiting members for Mr. Herrick's appointment by the end of January in hopes of hosting the first committee meeting during the Spring conference. She is brainstorming ancillary events with a historic lean and special guests.
 - iii. History committee update (Blair): Mr. Blair presented his recorded history idea to be shared in the weeks leading to the program. Ms. Sales presented a preliminary cost based on ten, remote interviews, lasting less than an hour each with transcripts. Ms. Jenkins will research hosting services to archive the recordings.
- f. 2026 Regional Seminar site selection: Mr. Herrick noted that Martha Washington was selected as the host site during the 2024 Fall Board meeting.
- g. 2026 Fall Conference site selection
 - i. DISCUSSION: Ms. Jenkins noted the high Food & Beverage minimums proposed. She shared that to meet them, the ONP would need to be hosted onsite. Ms. Sydnor asked for the ONP location if hosted onsite at Hyatt Regency Reston. Ms. Jenkins said it could be the adjacent outdoor space, but that is not likely, and it would likely be the foyer and pre-function space.
 - ii. ACTION: Ms. Yeatts moved to host the 2026 Fall conference at Hyatt Regency Reston with onsite ONP. Mr. Blair seconded the motion. The motion passed unanimously.

V. Staff reports:

- a. Executive Director (Sales): There was no report.

Local Government Attorneys of Virginia, Inc.

Board of Directors Meeting, MINUTES | January 15, 2025

- b. Associate Director (Jenkins): There was no report.
- c. CFO (Murrill): Was not present.
- d. Handbook and Bill of Particulars Editor (Wagoner): The Handbook production is underway. NLRG is working with NewGen (their editing provider) and Ms. Custer on the Handbook conversion process and responsibility transition.

VI. **Committee/Practice Group reports:** There was no discussion.

VII. **Other Business:** There was no other business discussed.

- a. Database, website, and systems transition planning and communication (Sales): Ms. Sales shared that the new website should be launched by the end of January.
- b. Pending FOIA Bill(s) update (Crim): Mr. Crim shared his update before Section IV noting that SB 342 changed to SB 1079 and is the best option for localities available. No feedback has been received from VML or VACo.
- c. Virginia State Bar update (Murphrey): Mr. Murphrey was not present during this time.

VIII. **Future meetings:** There was no discussion.

IX. **Adjourn:** Mr. Herrick adjourned the meeting at 11:29 a.m.