

Local Government Attorneys of Virginia, Inc. | Spring Board of Directors Meeting, MINUTES  
Thursday, April 24, 2025 at 8:30 a.m. | Omni, Charlottesville, VA

Presiding: President, Andy Herrick

Attendees: Andy Herrick (President), Kelly Lackey (Vice President, arrived II.a.iii.), Courtney Sydnor (Treasurer, arrived III.a.), Ryan Samuel (Secretary, arrived III.a.), Lesa Yeatts (Immediate Past President), John Blair (ZOOM arrived II.c), Martin Crim (left III.a and returned III.c), Jeff Gore, Sally Kegley, Brandi Law, Patrick Murphrey, Tyler Southall, Alan Spencer

Staff: Amy Sales, Christy Jenkins, David Wagoner

Absent: None

Mr. Herrick declared a quorum and started the meeting at 8:34 a.m.

I. Minutes

a. Approval of the January 15, 2025 Minutes

- i. DISCUSSION: It was noted that Ms. Sydnor's Executive Committee title is Treasurer and in item 3.e.ii.1 the first "an" should be removed.
- ii. ACTION: Mr. Southall moved to approve the minutes with the corrections noted. Mr. Spencer seconded the motion. The motion was approved unanimously.

b. Approval of the March 11, 2025 Minutes

- i. DISCUSSION: There was no discussion.
- ii. ACTION: Mr. Crim moved to approve the minutes as presented. Ms. Kegley seconded the motion. The motion was approved unanimously.

II. Officers' Reports

a. President (Herrick)

- i. Fall Conference Committee appointments: Mr. Herrick presented the list and noted that Chris Kulp (Hunton) and Courtney Sydnor (Hampton) would also serve.
- ii. Federal Landscape ad hoc Committee: Mr. Herrick presented the list and noted that Adam Winston (Sands Anderson) would also serve. There was no known product delivery date.
- iii. Ethics and Conflicts of Interest Statement update: Mr. Herrick presented the revised form. There was no discussion. Ms. Sales will send to the Board to complete.
- iv. HB 2660 Work Group appointment: Mr. Herrick shared that Ms. Sydnor has agreed to serve on behalf of the association.

b. Vice President (Lackey)

- i. Finance Committee update: Ms. Lackey shared that the Finance Committee will schedule a meeting after the draft budget is complete. Ms. Sales shared that she and Mr. Murrill are meeting on May 22, 2025 to start the process.

c. Treasurer (Sydnor)

- i. Approval FY2025 Q3 financial reports: The Treasurer's report was presented out of order between III. Board Action Items b. and c.

1. DISCUSSION: Ms. Sydnor presented the financials and there were no questions. Ms. Sales shared that there did not seem to be a need to pull Vanguard funds to balance the year.
2. ACTION: Mr. Spencer moved to approved the Q3 Financials. Ms. Kegley seconded the motion. The motion was approved unanimously.
- ii. Truist signatories and Vanguard access process: Ms. Sydnor asked if an Easter staff member could be the administrator and leadership be provided access. Ms. Sales shared that she will talk with Mr. Murrill. She also shared that the account transitions could occur during the Summer Board meeting.
- d. Secretary (Samuel): Mr. Samuel had no items to report.

### III. Board Action Items

- a. Revised sponsorship program proposal: Ms. Jenkins provided the proposed sponsorship program. There was a discussion about growing annual sponsors and conference sponsorship totals. Ms. Sales was asked to list the sponsorship totals in the general budget as annual sponsorships and conference sponsorships in two lines and remove sponsorship funds from the conference budgets.
- b. AI Committee Proposal review:
  - i. DISCUSSION: Mr. Herrick shared Mr. Rogers' proposed ad hoc committee description. Mr. Samuel asked if the committee function is to develop an AI bot. Mr. Herrick shared that was his understanding. Mr. Murphrey asked if Mr. Rogers would serve as chair. Mr. Herrick noted that has not been determined. Mr. Murphrey noted that Judge Kelsey presented an AI session at a Virginia Bar Association's program.
  - ii. ACTION: Mr. Spencer moved to approve the creation of an AI ad hoc committee. Ms. Law seconded the motion. The motion passed.
- c. Amicus Committee request:
  - i. DECISION: Mr. Blair and Mr. Gore presented the issues with the committee policy, budget, and the increase in the number of cases. Mr. Herrick noted that the committee is seeking to change LGA P&P Section 12-3.04(2). There was a discussion about eliminating the Court of Appeals and a concern about the risk involved in pulling back.
  - ii. ACTION: It was requested that the Amicus Committee develop an "intake form" that models the P&P criteria and identifies the request, the parties involved, a cost estimate, and other items to support consideration. It was also requested that the Amicus Committee develop a decision tree or approval rubric/decision tree.
- d. January 2026 Board meeting date/time selection: The Board scheduled the ZOOM meeting for January 15, 2026 at 9 a.m.

### IV. Conference Administration

- a. 2025 Spring Conference update
  - i. Financials 2<sup>nd</sup> estimate review: Ms. Jenkins reviewed the 2<sup>nd</sup> estimate. There was no discussion.
- b. 2025 Regional Seminar update
  - i. Financials 1<sup>st</sup> estimate review: Ms. Jenkins reviewed the 1<sup>st</sup> estimate. There was no discussion.
  - ii. Draft agenda: Ms. Jenkins reviewed the draft agenda. She noted that it was not ready to submit for approval and a special meeting would be scheduled once it's complete.

- c. 2026 Regional Seminar site selection
  - i. DISCUSSION: Ms. Jenkins presented the proposal information provided. She reminded the Board that Martha Washington Inn was previously selected, but the hotel decided to not proceed with the contract. There was a comment about hosting the 2027 program in Danville, or Wytheville and beyond.
  - ii. ACTION: Ms. Lackey moved to host the 2026 Regional Seminar at The Virginian in Lynchburg. Mr. Crim seconded the motion. The motion was approved unanimously.
- d. 2025 Fall Conference
  - i. Financials 1<sup>st</sup> estimate review: Ms. Jenkins shared her 1<sup>st</sup> estimate for the 2025 Fall program. It is not due at this time, but shared to inform the Board of regular program and added celebration function costs.
- e. 2026 Leadership Program
  - i. Leadership Training Interest Survey results: Ms. Law presented the results of the LGA Leadership Training Interest survey and shared that since 21 respondents expressed interest she recommended hosting in 2027.
  - ii. Draft budget review: Ms. Jenkins shared the final 2024 program budget.
  - iii. Location discussion: There was a general discussion about site, including Fredericksburg.

V. Staff reports

- a. Executive Director: Ms. Sales had nothing to report.
- b. Associate Director: Ms. Jenkins had nothing to report.
- c. CFO: Mr. Murrill was not present to report.
- d. Handbook and Bill of Particulars Editor: Mr. Wagoner shared the *Handbook* production delay. He noted that if Susan Custer is unable to produce the final product, NLRG's production company, NexGen, can produce the resource.

VI. Committee/Practice Group reports

- a. BEDI ad hoc Committee request: The Board reviewed the committee requests and suggested the following:
  - i. The ad hoc committee should draft a mission and identify goals.
  - ii. Collaboration efforts can be made official with Board approval.
  - iii. Membership is by request/application and presidential appointment and Board approval. BEDI members can serve on other committees to provide representation and input and any members can share interest in BEDI ad hoc committee service.
  - iv. Speaker selection follows the LGA Policies & Procedures Section 19-6. Chief Counsels can identify staff with expertise.
  - v. Examples of incidental administrative expenses include expenses related to LGA work with pre-approval by the Board.
- b. Law School Liaison Committee request:
  - i. The Board reviewed the committee request for funding and Ms. Sales will reach out for further detail on what the committee wishes to purchase.
  - ii. The Board reviewed the request about eligibility and agreed by consensus that the answer is in the first sentence of the LGA Policies & Procedures 15-2.02(a).
- c. Nominating Committee request:
  - i. DISCUSSION: The Board reviewed the request for the Executive Director to provide a list of nominees considered for the past three years with each Nominating Committee. A secondary report will be provided to share all nominee information.

- ii. ACTION: Ms. Sydnor moved to adopt the proposed language amending the Policies & Procedures Section 5-3.02 to instruct staff to provide a list of nominees considered over the last three years and present it to the Nominating Committee who will then provide a secondary report of the nominations considered. Mr. Crim seconded the motion. The motion passed unanimously.

VII. Other Business

- a. Pending FOIA Bill(s) update: Mr. Crim shared that the bill includes a FOIA training requirement for in-house counsel.
- b. Virginia State Bar update: Mr. Murphrey shared that each of the Bar Councils will be converted into sections required to become self-funded beginning July 1, 2026.
- c. Boyd-Graves Conference Study Committee update: Mr. Blair shared the request for feedback on two code amendments: naming the individual in the initial petition for cases seeking civil penalty and allowing an “advice of counsel” defense to individuals against whom civil penalties are pursued.

The meeting adjourned at 11:44 a.m.