



VML BOARD OF DIRECTORS MEETING
Sunday October 8th – 9:30am
Marriott Downtown Norfolk
Norfolk, Virginia
Agenda

- Only one person speaks at a time and give the courtesy of listening to your colleague
- Start and end in a timely fashion
- Debate an item and move on, there is no need to rehash
- Stay on topic and be respectful
- Agree to disagree in a professional manner
- Seek to understand and be understood
- Know when to move on
- Don't monopolize the time
- Give everyone a chance to be heard

SUNDAY OCTOBER 8th 9:30am

- I. **Call to Order**
 - a. Introductions
- II. **Consideration of Minutes**
 - a. **Board minutes for May**
- III. **VML/VACO Finance Annual Update – Bob Lauterberg and Steve Mulroy, Managing Directors**
- IV. **Spark Mill, Chris Bennett**
- V. **Southern Municipal Conference Appointee**
- VI. **Discussion of VML Annual Conference 2023**
- VII. **Review of Financials**
- VIII. **Approval of Resolutions for Jill Carson and Susan Dewey and Awards**
- IX. **Future Meetings:**
 - a. December 7th, Farmville
 - b. June 7th, Richmond
 - c. February 1st, Richmond
 - d. October 13th
- X. **Adjournment by 12:00 (Lunch is provided)**

*NOTE THE NEW BOARD WILL MEET BRIEFLY ON TUESDAY OCTOBER 10th IMMEDIATELY FOLLOWING THE LAST SESSION IN THIS ROOM.

MINUTES
VML BOARD OF DIRECTORS
MARRIOTT DOWNTOWN RICHMOND
May 11th

In attendance: A.D. “Chuckie” Reid, Derrick Wood, Bill Rush, Steve Trivett, Stephanie Moon-Reynolds, Randy Eads, Phil Miskovic, Kelly Burk, Katie Cristol, Dwayne Tuggle, Jon Stehle (on the phone until groups were created), Roger Wiley and Danielle Powell (General Counsel), Sue Mellen (Chief of Staff), Joe Flores (VML Staff), Chris Bennett (Spark Mill)

Consideration of Minutes: The Board considered minutes from their March virtual meeting. A motion was made and passed unanimously to approve the minutes.

2024 VML Budget: Ms. Mellen reviewed the proposed operating budget. A motion was made passed unanimously to approve the budget.

Building Offer: Mr. Wiley presented an overview of the unsolicited proposal to purchase the VML building. A motion was made to direct the Executive Director to obtain an appraisal of the building and report back market conditions in Richmond. The motion passed unanimously.

Discussion of the VML Annual Conference: There was discussion about the 2024 annual conference and the proposals by both Alexandria and Virginia Beach. A motion was made to accept the proposal from Virginia Beach and the motion passed with some opposition.

Next Meeting: A motion was made to cancel the August meeting due to scheduling conflicts. The motion was passed unanimously.

Presentations: The Spark Mill led the board through Strategic Planning and Jim Stuart gave a presentation of GovDeals who is a Community Business Member of VML.

Adjournment. The meeting was adjourned at 12:20 pm.

Respectfully submitted,

Michelle Gowdy
Executive Director



Virginia Municipal League

Board Self-Assessment Findings Report

August 2023

The board self-assessment survey was distributed via email to all 12 members of the Virginia Municipal League Board, after a few emails bounced it was sent out by VML via link to the board. Between the initial email and the follow-up link, 9 of the 12 board members responded.

In this report you will find a summary of the data received from the survey, organized by focus area in alignment with the survey. The final section includes the general feedback and comments made by board members in the open-ended sections of the survey.

Overall, your results were very positive. Even your lower scoring sections (board preparedness for meetings and utilization of board member skills and experience) still had 78% of members answer affirmingly. The survey would indicate you have an active and engaged board that understands and does what is expected of them and works well together and with the staff. If this does not accurately reflect the reality of the board, the opportunity may live in clarifying roles and expectations.

MISSION, VISION, VALUES

	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	UNCERTAIN
I understand the mission, vision, and values of VML	0	0	0	2	7	0
I agree with the mission, vision, and values of VML	0	0	0	2	7	0
I use the mission, vision, and values to guide my decisions and actions as a member of VML	0	0	0	3	6	0

Overwhelmingly the feedback in this section affirmed that your mission, vision, and values are clear to your board, they are in agreement with them, and they are mindful of the mission, vision, and values when conducting board business.

- 100% - understand, agree with, and utilize the mission, vision, and values of VML

ROLES & RESPONSIBILITIES

	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	UNCERTAIN
I understand my roles and responsibilities as a member of the VML board	0	0	0	2	7	0
I understand the roles and responsibilities of the VML staff and the executive committee	0	0	1	0	8	0
I respect the VML staff and my fellow board members	0	0	0	0	9	0
I feel respected by the VML staff and my fellow board members	0	0	0	1	8	0
I believe I am an active and engaged member of the VML board	0	0	0	3	6	0

Overall, the results of this entire section are positive.

- ✦ 100% of the board believes they are active and engaged
- ✦ 100% of the board understands their roles and responsibilities

BOARD ENGAGEMENT

	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	UNCERTAIN
I feel I receive information concerning the board agenda in a timely manner	0	0	0	3	6	0
I come to board meetings prepared to engage the items on the agenda	0	0	0	3	6	0
I believe the majority of the VML board comes to meetings prepared to engage the items on the agenda	0	1	1	2	5	0
I respond in a timely manner to board communications requiring a response	0	1	0	3	5	0
I feel I am responded to in a timely manner to board communications requiring a response	0	0	0	4	5	0
I attend at least 75% of all board meetings	0	0	0	2	7	0

This section had very positive results. Everyone agrees they attend meetings like they should, receive information in a timely manner, are responded to in a timely manner, and come to meetings prepared. They were slightly less enthusiastic about the preparedness of their fellow members, but that is common in this type of survey.

- ✦ 100% feel they receive information about the board agenda in a timely manner
- ✦ 100% feel they are engaged and come to meetings prepared
- ✦ 78% believe the majority of the board are engaged and come to meetings prepared

BOARD OPERATIONS

	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	UNCERTAIN
I feel I receive sufficient information before and during board meetings to make good decisions	0	0	1	4	4	0
I believe board meetings are conducted in an efficient and effective manner	0	0	0	4	5	0
I feel I am given adequate opportunity to participate and communicate in board meetings	0	0	0	3	6	0
I believe the board is comprised of people with the right mix of skills and experience	0	0	1	4	4	0
I feel I have the right skills and experience to be useful to the VML board	0	0	0	2	7	0
I believe my skills and experience are being utilized fully as a member of the VML board	0	1	1	4	3	0

Overall, members seem to generally agree they are receiving sufficient information during board meetings, everyone feels they are given an opportunity to participate in meetings, and meetings are being conducted efficiently and effectively. There does appear to be some opportunity to more fully utilize the skills and experience of your board to further the work of the board and the organization.

- 📌 100% believe they are given an opportunity to participate in meetings
- 📌 100% feel board meetings are conducted efficiently and effectively
- 📌 78% feel their skills are being fully utilized

GENERAL COMMENTS & FEEDBACK

"The Board serves the organization well according to the mission of VML and the Board should continue to direct members to maintain a broad focus on carrying out good government, rejecting overly political thinking and staying on target in concentrating on wise policy across the State. No individual agendas or political party maneuvering should ever be in a position to disrupt the unity of VML's member jurisdictions. The State needs the common sense presentations of the VML staff and Board guidance to provide the 'local government' perspective to our State department staff and Senators and Delegates. Not easy but somebody's got to keep at it!"

"It's a solid group. Always facing issues of recruiting the next set of leaders that are representative of all of Virginia."

"Staff is excellent."

"It has been great working and meeting different people during my years on the board."

"I would like an opportunity in the planning or picking the sessions at the conferences as a board member."

"Very much enjoying my time on the board. Wish I could be more involved/aware of every day operations leading up to and during legislative sessions. I am fully briefed by our city's legislative liaison from the city's perspective and would like the same from VML staff."

"Regarding the strategic plan, I'd like to see SMART goals and quantitative performance metrics for measuring progress."

VIRGINIA MUNICIPAL LEAGUE

Statement of Activity YTD Comparison

July - September, 2023

	TOTAL			
	JUL - SEP, 2023	JUL - SEP, 2022 (PY)	CHANGE	% CHANGE
Revenue				
4120 Investment Income	29,326.66	16,820.96	12,505.70	74.35 %
4180 Miscellaneous Income	38.25		38.25	
Annual Conference	290,730.00	209,900.00	80,830.00	38.51 %
Membership Dues	1,182,345.00	1,406,412.72	-224,067.72	-15.93 %
Publications	6,755.00	5,610.00	1,145.00	20.41 %
Sponsorships	4,886.13	283,763.70	-278,877.57	-98.28 %
Workshops/Seminars	765.12		765.12	
Total Revenue	\$1,514,846.16	\$1,922,507.38	\$-407,661.22	-21.20 %
GROSS PROFIT	\$1,514,846.16	\$1,922,507.38	\$-407,661.22	-21.20 %
Expenditures				
Advocacy Expenses	19,683.31	32,824.98	-13,141.67	-40.04 %
Annual Conference Expenses	5,757.96	13,914.08	-8,156.12	-58.62 %
Compensation and Benefits	361,785.90	309,536.32	52,249.58	16.88 %
Executive Committee		7,767.76	-7,767.76	-100.00 %
General Operating Expenses	116,368.28	138,994.08	-22,625.80	-16.28 %
Miscellaneous	6,491.73	12,679.53	-6,187.80	-48.80 %
Publications Expenses		19,330.00	-19,330.00	-100.00 %
Workshops/Seminars expenses	661.99		661.99	
Total Expenditures	\$510,749.17	\$535,046.75	\$-24,297.58	-4.54 %
NET OPERATING REVENUE	\$1,004,096.99	\$1,387,460.63	\$-383,363.64	-27.63 %
NET REVENUE	\$1,004,096.99	\$1,387,460.63	\$-383,363.64	-27.63 %



BETTER COMMUNITIES THROUGH
SOUND GOVERNMENT

BOARD OF DIRECTORS RESOLUTION CELEBRATING THE LIFE OF **Doris “Jill” Carson**

BE IT KNOWN BY ALL PRESENT, the following Resolution was proposed and approved by the Virginia Municipal League Board of Directors at the 2023 VML Annual Conference;

WHEREAS, Doris Carson, as respected financial professional and community leader in Lee County died on January 28, 2023;

WHEREAS, Jill Carson bravely relocated her family to Southwest Virginia;

WHEREAS, in the 1980's Jill and her husband Ron, cofounded the Appalachian African-American Cultural Center in Pennington Gap Virginia which still exists today;

WHEREAS, among many accolades and awards, Jill received the President's Volunteer Service Award from President Joe R. Biden and recognition from the 400 years of African American History Commission;

AND WHEREAS, Jill was the VML President for 2023 and will be greatly missed by VML and her family, Ron her husband and Kevin and Alexis her children and their families:

NOW BE IT THEREFORE RESOLVED, that VML honorably recognizes Jill's lifelong accomplishments; and recognizes and will forever appreciate the exceptional public service and substantial contributions to the Commonwealth of Virginia and its citizens.

Presented this 10th day of October, 2023.

Michelle Gowdy
VML Executive Director

Chuckie Reid
VML President



BETTER COMMUNITIES THROUGH
SOUND GOVERNMENT

BOARD OF DIRECTORS RESOLUTION HONORING THE SERVICE AND CAREER OF **Susan Dewey**

BE IT KNOWN BY ALL PRESENT, the following Resolution was proposed and approved by the Virginia Municipal League Board of Directors at the 2023 VML Annual Conference;

WHEREAS, Susan Dewey has dedicated 24 years of honorable service, leadership and support to Virginia Housing as the Chief Executive Officer;

WHEREAS, Susan Dewey has provided constant leadership and professional mentorship at the highest levels of integrity, competence and ethical standards during her tenure;

WHEREAS, Susan Dewey is a steadfast advocate for affordable housing and has improved the lives of many Virginians by providing them housing along with the tools to maintain stable housing;

WHEREAS, Susan Dewey is well recognized among her colleagues as a distinguished leader in providing vibrant communities and working diligently to collaborate with localities, VML and other colleagues to expand affordable housing in Virginia;

AND WHEREAS, Susan Dewey has also been a steadfast public servant as a Virginia Housing Commissioner and the State Treasurer of Virginia; VML thanks her for her public service;

NOW BE IT THEREFORE RESOLVED, that VML honorably recognizes the distinguished professional career and lifelong accomplishments of Susan Dewey; and recognizes and will forever appreciate the exceptional public service and substantial contributions to the success of Virginia Housing.

Presented this 10th day of October, 2023.

Michelle Gowdy
VML Executive Director

Chuckie Reid
VML President