

# VAAO BOARD MEETING MINUTES

Friday, December 2, 2011

Omni Hotel, Richmond, Virginia

Call to Order by VAAO President Greg Daniels, CAE on December 2, 2011 at 10:05 am.

## In Attendance:

Voting Members:

Past President	Susan Lower, SRA	-Present
President	Greg Daniels, CAE	-Present
President Elect	Larry Mackereth, CAE	-Present
First Vice President	Bill Marchand	-Present
Second Vice President	Ron Agnor	-Present
Treasurer	Billy Driver	-Present
Secretary	Brian Gordineer, AAS	-Present
Director 1 Year	David Sanford, CAE, SRA	-Absent
Director 1 Year	Bruce Lowe	-Absent
Director 1 Year	Steve Esenbock	-Present
Director 2 Years	Jeff Davis	-Present
Director 2 Years	Ryan Davis	-Present
Director 2 Years	Pam Stepanick	-Present

**Invocation:** President Greg Daniels, CAE provided the invocation.

**Pledge of Allegiance:** President Greg Daniels, CAE led the Pledge of Allegiance.

**Oath of Office:** Greg Daniels, CAE

President Greg Daniels administered the oath of office to Ryan Davis.

**Secretary's Report:** Brian Gordineer, AAS – Present

President Greg Daniels, CAE asked the Secretary to read the minutes from the October 7, 2011 meeting. First Vice President Bill Marchand made a motion to dispense with the reading of the minutes. The motion was seconded by Director Jeff Davis. There was no discussion and all voted in favor. First Vice President Bill Marchand made a motion to approve the minutes. The motion was seconded by Director Jeff Davis. There was no discussion and all voted in favor.

**Treasurer's Report:** Billy Driver – Present

Treasurer Billy Driver presented the attached report and explained it in detail. Second Vice President Ron Agnor asked Treasurer Billy Driver to provide a summary of the financial results of the three regional seminars, which he did. A motion to accept the Treasurer's report was made by First Vice President Bill Marchand. The motion was seconded by Second Vice President Ron Agnor. There was no discussion and all voted in favor.

## Reporting to the President Elect: Larry Mackereth, CAE

**Education Committee 2011:** Angela Arnold and Rebecca Grenoble

Chairwomen Angela Arnold and Rebecca Grenoble provided a financial summary of the 2011 Education Seminar.

**Education Committee 2012:** Kathy Grizzle – Present, Libby Griebel – Absent.

Chairwoman Kathi Grizzle reported that the Education Committee would meet February 7. The Education Seminar is scheduled for July 11-13 at the Doubletree Charlottesville. The room rate is \$109.

**Education Committee 2013:** Elizabeth Craft and Jeff Davis - Present

Chairpersons Elizabeth Craft and Jeff Davis presented a report summarizing the exploration of moving the 2013 Education Seminar to the Charlottesville Omni. They provided details regarding room pricing for one for a three year contract. They will be doing additional research and reporting back at the April board meeting. There was discussion regarding the superior location of the Omni at the Mall, as well as discussion of the slightly higher room rate. There was also discussion regarding the rate at the Omni if a one year contract is signed. Members were urged to give feedback to Larry Mackereth by phone or email after the meeting.

**Audit and Finance Committee:** Steve Esenbock – Present

Chairman Steve Esenbock reported that the committee had audited the Treasurer's account, but had not yet reviewed the Arrangements Committee account.

**Annual Meeting 2013:** Catherine Brincefield - Absent

President Elect Larry Mackereth indicated that several hotels in Northern Virginia are being considered.

**Reporting to First Vice President: Bill Marchand**

**Arrangements Committee 2011:** Cookie Wall and Terry Compton - Present

Chairwomen Cookie Wall and Terry Compton provided the attached summary of the Annual Conference.

**Arrangements Committee 2012:** Janice Hudgins and Kim Smith - Present

Past President Janice Hudgins indicated that the 2012 Annual Conference will be held October 9-12 at the Hilton in Virginia Beach. The room rates at the Hilton will be \$139. A budget will be submitted for review at the April Board meeting.

**Membership Committee:** John Nelms, RES, SRA - Present

Chairman Nelms provided a report indicating that he processed two new members this year. Last year eighteen new members were added. He requested that a line be added to the new member application for email address.

**PDP Advisory Committee:** David Sanford, CAE - Absent.

First Vice President Larry Mackereth, CAE reported that the Committee plans to present a program at the Education Seminar. David L. Jones has successfully completed all of the requirements for an AAS and should be receiving confirmation from IAAO shortly.

**Personnel Committee:** Lori Nuckles - Absent

President Greg Daniels, CAE indicated that data entry was problematic and required Lori Nuckles to scrutinize and reorganize submissions. The Committee would like to consider another software application for the next Salary Survey submission.

**Reporting to Second Vice President: Ron Agnor**

**Awards Committee:** Charles Vester - Present

Chairman Charles Vester reported that all awards not presented at the Annual Conference were subsequently delivered to the award recipients.

**Resolutions Committee:** John Nelms, RES, SRA - Absent

Chairman John Nelms provided a report indicating that there were no resolutions.

**Manual Committee:** John Kiger - Absent

Chairman John Kiger had no report.

**Publicity Committee:** Ryan Davis - Present

Chairman Ryan Davis reported that another issue of the Network would be published in January, although there was still time to make a submission.

### **Reporting to President: Greg Daniels, CAE**

**Nominating Committee:** Susan Lower, SRA – Present  
Past President Susan Lower did not have a report.

**Legislative Committee:** Tommy Rice, CAE – Present  
Chairman Tommy Rice, CAE did not present a report.

**Use Value Committee:** Bruce Lowe – Absent  
Chairman Bruce Lowe had no report.

**Regional Seminar Committee:** Tammy Carroll, CAE – Present  
Chairwoman Tammy Carroll, CAE indicated that planning would be underway to offer regional seminars for the coming year.

**Parliamentarian:** Wendell Ingram – Present  
No report was given.

**Technology Committee:** Greg Daniels, CAE– Present.  
President Greg Daniels, CAE reported that he has been adding employment listings from the VML website to the VAAO website.

**Historian:** Steve Boyer – Absent  
President Greg Daniels, CAE reported that Steve Boyer is in possession of the VAAO Historian file cabinet and has begun scanning these materials. The historic Networks have already been added to the VAAO website.

**Commissioner of Revenue Liaison:** Frankie Edmondson – Present  
Liaison Frankie Edmondson reported that he looked forward to working with the VAAO. He shared thoughts on coordination of programs between the Commissioners and the VAAO. Past President Susan Lower, SRA reviewed Commissioner attendance at the conference and seminar, showing the importance of the Commissioners in VAAO.

**IAAO Representative:** Wendell Ingram  
IAAO Representative Wendel Ingram reported continuation of the “2 for \$200” membership deal.

### **Unfinished Business:**

No unfinished business was discussed.

### **New Business:**

Charles Crowson Agreement

President Greg Daniels, CAE provided an copy of last year's agreement with Charles Crowson with updates for the current year. He indicated that Mr. Crowson had asked for the upper limit of the agreement be revised from \$6,000 to \$7,000 and in consultation with the Lynchburg City Attorney a non-performance clause was added. There was considerable discussion regarding the additional \$1,000. It was noted that this is a longer general assembly session. Tommy Rice, CAE suggested we have a clause to be able to end the agreement, but not have it relate to performance. First Vice President Larry Mackereth, CAE made a motion to enter into the agreement with Charles Crowson, as modified with the suggestions of Tommy Rice, CAE. The motion was seconded by Secretary Brian Gordineer, AAS. All voted in favor of the motion.

Carrie Walker Agreement

Past President Susan Lower, SRA provided a draft agreement based on the agreement used for Charles Crowson. The agreement would be for Carrie Walker to provide administrative support – initially creating an email database and later assisting with the salary survey and facilitating communications. There was considerable discussion regarding what Ms. Walker

would be doing, and how her progress would be measured. The agreement provided for a review of her progress when she reached \$1,000 of compensation. Members raised a number of questions and concerns during the discussion.

1. Carrie Walker would provide continuity
2. Carrie Walker would be doing administrative support activities that would relieve officers and their staffs
3. Does having such a position take away opportunities for members to contribute
4. President Greg Daniels, CAE is willing to undertake creating the email database

Past President Susan Lower, SRA made a motion to enter into the agreement with Carrie Walker. The motion was seconded by Secretary Brian Gordineer, AAS. A substitute motion was entered by Director Steve Esenbock to postpone making a decision on the agreement until the April board meeting. The substitute motion was seconded by First Vice President Bill Marchand. The first motioned failed with only three votes in favor - Past President Susan Lower, SRA, Secretary Brian Gordineer, AAS and Director Jeff Davis. The substitute motion passed with abstentions, but no dissenting votes.

#### 2012 Budget Adoption

The 2012 budget was formulated and the final version is attached. First Vice President Larry Mackereth, CAE made a motion to adopt the budget. The motion was seconded by Secretary Brian Gordineer, AAS. All voted in favor of the motion.

The meeting was adjourned by President Greg Daniels, CAE at 12:38 p.m.