



VML BOARD OF DIRECTORS MEETING

Thursday January 19th – 9:00am

Omni Downtown Richmond

Shenandoah Room

Richmond, Virginia

Agenda

- Only one person speak 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

THURSDAY JANUARY 19th 9:00am

- I. **Call to Order**
 - a. Introductions
- II. **Consideration of Minutes**
 - a. Executive Board minutes for October
- III. **Virginia Public Access Project – David Poole, Executive Director**
- IV. **Legislative Briefings from Staff**
- V. **2025 Conference Location**
- VI. **Review of Financials**
- VII. **Proposed Future Meeting Dates:**
 - a. Thursday May 11th
 - b. Thursday August 17th
 - c. Sunday October 8th - Norfolk, VML Annual Conference
- VIII. **Adjournment by 11:30 (Lunch is provided with Legislative Day)**

MINUTES
VML BOARD OF DIRECTORS
MARRIOTT DOWNTOWN RICHMOND
October 2nd , 2022

In attendance: Jon Stehle, Willie Greene (arrived at 11:50), Bill Rush, A.D. “Chuckie” Reid, Derrick Wood, Steve Trivett, Stephanie Reynolds-Moon, Robert Ike, Phil Miskovic, Kelly Burk, Katie Cristol, Roger Wiley (General Counsel), Sue Mellen (Chief of Staff), Michelle Gowdy (Executive Director – arrived at 11:50)

Call to Order: President Stehle called the meeting to order at 11:15 am.

Presentation by VML/VACo Finance: Steve Mulroy, Managing Director presented an overview of VML/VACo finance and their various programs.

Consideration of Minutes: The Board considered minutes from their July 27th meeting. A motion was made and passed unanimously to approve the minutes.

Civility Pledge: President Stehle presented the Civility Pledge which was adopted by the Board unanimously.

Financials: Ms. Mellen reviewed the financials, and they were accepted unanimously.

Discussion of the VML Annual Conference: Staff went over the 2022 conference schedule. There was discussion about the location of the 2024 conference and a motion to hold it in Dumfries at the Rosie’s facility passed.

Adjournment. The meeting was adjourned at 12:05 pm.

Respectfully submitted,

Michelle Gowdy
Executive Director

VIRGINIA MUNICIPAL LEAGUE
Budget vs. Actuals: FY2023 Budget - FY23 P&L

July 2022 - June 2023

	Total		%	%
	Budget	Actual		
Revenue				
4120 Investment Income	12,000.00	34,798.59	(22,798.59)	289.99%
4180 Miscellaneous Income	7,500.00		7,500.00	0.00%
Advocacy			0.00	
4070 Local Government Day	22,000.00	160.00	21,840.00	0.73%
4320 Rent Payments During GA	15,000.00		15,000.00	0.00%
Total Advocacy	\$ 37,000.00	\$ 160.00	\$ 36,840.00	0.43%
Affiliated Groups			0.00	
4135 AEP Administrative Fee	12,500.00	12,500.00	0.00	100.00%
4136 VBCOA Administrative Fee	23,500.00	11,750.00	11,750.00	50.00%
4137 VLGMA Administrative Fee	13,400.00	13,400.00	0.00	100.00%
4138 MEPAV Administrative Fee	10,600.00	10,600.00	0.00	100.00%
4145 VEPGA Administration Fee	42,000.00	21,000.00	21,000.00	50.00%
Total Affiliated Groups	\$ 102,000.00	\$ 69,250.00	\$ 32,750.00	67.89%
Annual Conference			0.00	
4050 Conference Registration	150,000.00	157,450.00	(7,450.00)	104.97%
4055 Conference Sponsorship	80,000.00	115,500.00	(35,500.00)	144.38%
4061 Mayor's Institute	20,000.00	11,750.00	8,250.00	58.75%
Total Annual Conference	\$ 250,000.00	\$ 284,700.00	\$ (34,700.00)	113.88%
Membership Dues			0.00	
4000 Regular Dues	1,250,000.00	1,249,633.72	366.28	99.97%
4010 Associate Dues	87,800.00	88,329.00	(529.00)	100.60%
4030 Sustaining Dues	60,000.00	60,000.00	0.00	100.00%
Total Membership Dues	\$ 1,397,800.00	\$ 1,397,962.72	\$ (162.72)	100.01%
Publications			0.00	
4090 VTC Advertising	25,000.00	3,280.00	21,720.00	13.12%
4185 VTC Subscriptions	200.00		200.00	0.00%
4290 Online Classified Advertising	20,000.00	7,575.00	12,425.00	37.88%

Total Publications	\$	45,200.00	\$	10,855.00	\$	34,345.00	24.02%
Sponsorships						0.00	
4095 VML Bond/Finance Program		150,000.00		80,288.86		69,711.14	53.53%
4150 Insurance Programs		525,000.00		187,500.01		337,499.99	35.71%
4200 US Communities Program		40,000.00		38,532.81		1,467.19	96.33%
Total Sponsorships	\$	715,000.00	\$	306,321.68	\$	408,678.32	42.84%
Workshops/Seminars						0.00	
4130 Other Workshops/Seminars		3,500.00				3,500.00	0.00%
4190 Newly Elected Officials		3,000.00		1,635.00		1,365.00	54.50%
4195 Finance Forum		6,000.00				6,000.00	0.00%
Total Workshops/Seminars	\$	12,500.00	\$	1,635.00	\$	10,865.00	13.08%
Total Revenue	\$	2,579,000.00	\$	2,105,682.99	\$	473,317.01	81.65%
Gross Profit	\$	2,579,000.00	\$	2,105,682.99	\$	473,317.01	81.65%
Expenditures							
Advocacy Expenses						0.00	
5740 Local Government Day		22,000.00				22,000.00	0.00%
5805 Advocacy (Lobbying)		45,000.00				45,000.00	0.00%
5807 Outside Contracts		123,000.00		36,773.30		86,226.70	29.90%
5808 Legislative/Policy Committees		15,000.00				15,000.00	0.00%
5809 Reportable Lobbying Expenses		1,200.00				1,200.00	0.00%
Total Advocacy Expenses	\$	206,200.00	\$	36,773.30	\$	169,426.70	17.83%
Annual Conference Expenses						0.00	
5710 Annual Conf - Other Expense		10,000.00		5,556.57		4,443.43	55.57%
5711 Annual Conf - Mkting & Promotion		7,000.00		5,532.21		1,467.79	79.03%
5713 Annual Conf - Food		150,000.00		162,696.07		(12,696.07)	108.46%
5714 Annual Conf - A/V		35,000.00		59,018.14		(24,018.14)	168.62%
5716 Annual Conf - Speakers/ Entertainment				18,370.00		(18,370.00)	
5718 Annual Conf - Supplies		3,000.00		1,359.60		1,640.40	45.32%
5719 Annual Conf - Staff Exp		10,000.00		5,290.20		4,709.80	52.90%
5721 Annual Conf - Mayor's Institute		20,000.00		16,023.90		3,976.10	80.12%
5723 Host night		15,000.00		24,000.00		(9,000.00)	160.00%
Total Annual Conference Expenses	\$	250,000.00	\$	297,846.69	\$	(47,846.69)	119.14%
Compensation and Benefits						0.00	
5000 Salaries		1,100,000.00		386,185.22		713,814.78	35.11%

5001 Overtime Salaries	5,000.00	3,191.30	1,808.70	63.83%
5010 Social Security Tax	68,000.00	19,976.19	48,023.81	29.38%
5020 Medicare Tax	16,000.00	5,583.02	10,416.98	34.89%
5030 Life Insurance	9,500.00	1,635.47	7,864.53	17.22%
5040 401 Pension Plan	96,000.00	39,756.41	56,243.59	41.41%
5045 RHSP	5,500.00	1,879.55	3,620.45	34.17%
5050 Health Insurance	105,000.00	29,656.33	75,343.67	28.24%
5051 Health Insurance - dependent	33,500.00	12,038.09	21,461.91	35.93%
5052 Employee Assistance Plan	500.00		500.00	0.00%
5060 Dental Coverage	7,500.00	1,720.57	5,779.43	22.94%
5070 Long Term Disability	7,000.00	1,320.67	5,679.33	18.87%
5080 Short Term Disability	5,000.00	950.70	4,049.30	19.01%
5100 Flexible Spending Acct Fees	1,000.00		1,000.00	0.00%
5110 Wellness	500.00		500.00	0.00%
5130 Contract Labor	28,300.00	24,146.96	4,153.04	85.32%
5140 Payroll Service Fee	5,000.00	1,901.72	3,098.28	38.03%
5210 Employee Parking	7,600.00	3,075.00	4,525.00	40.46%
Total Compensation and Benefits	\$ 1,500,900.00	\$ 533,017.20	\$ 967,882.80	35.51%
Executive Committee			0.00	
5620 Exec Comm - Other	1,000.00	800.00	200.00	80.00%
5621 Exec Comm - Meetings	15,000.00	5,467.35	9,532.65	36.45%
5622 Exec Comm - Travel	7,500.00	1,779.22	5,720.78	23.72%
Total Executive Committee	\$ 23,500.00	\$ 8,046.57	\$ 15,453.43	34.24%
General Operating Expenses			0.00	
5190 National League of Cities Dues	45,000.00		45,000.00	0.00%
5225 VML Transportation & Parking	17,500.00	7,574.98	9,925.02	43.29%
5240 Lodging	15,000.00	8,535.58	6,464.42	56.90%
5250 Meals	3,000.00	3,104.58	(104.58)	103.49%
5320 VML Phone Services	5,500.00	341.21	5,158.79	6.20%
5330 VML Computer Equipment	3,000.00		3,000.00	0.00%
5365 IT Services	25,000.00	11,839.86	13,160.14	47.36%
5375 Software Purchase/Subscription	12,500.00	5,751.04	6,748.96	46.01%
5410 Internet Services	3,000.00	1,104.10	1,895.90	36.80%
5415 Website	5,000.00	343.80	4,656.20	6.88%

5420 Telephone - Cellular	6,500.00	1,552.07	4,947.93	23.88%
5460 Copier Expense	5,700.00	2,349.60	3,350.40	41.22%
5500 Office Equip - Purch/Lease	9,500.00	3,315.71	6,184.29	34.90%
5550 Maintenance & Repairs	13,000.00	36,550.07	(23,550.07)	281.15%
5560 Office Utilities	6,700.00	2,377.84	4,322.16	35.49%
5600 Office Supplies	10,000.00	4,706.76	5,293.24	47.07%
5610 Postage	3,500.00	1,656.10	1,843.90	47.32%
5640 Legal Services	88,000.00	36,666.65	51,333.35	41.67%
5650 Annual Audit	22,000.00		22,000.00	0.00%
5660 Seminar & Conf Registration Fees	7,500.00	1,050.00	6,450.00	14.00%
5670 Dues Licenses & Certifications	7,500.00	1,173.34	6,326.66	15.64%
5690 Insurance Expense	30,000.00	30,195.20	(195.20)	100.65%
5700 Subscriptions	1,500.00	230.78	1,269.22	15.39%
5806 Rent	25,000.00	17,217.05	7,782.95	68.87%
Total General Operating Expenses	\$ 370,900.00	\$ 177,636.32	\$ 193,263.68	47.89%
Miscellaneous		(2,088.51)	2,088.51	
5090 Employee Training	1,000.00		1,000.00	0.00%
5120 Acc Leave Earned	40,000.00		40,000.00	0.00%
5570 Real Estate Tax	10,000.00		10,000.00	0.00%
5595 Depreciation Expense	55,000.00		55,000.00	0.00%
5675 Banking Fees	10,000.00	7,010.43	2,989.57	70.10%
5881 Promotional Items	1,000.00		1,000.00	0.00%
5892 Essay contest	1,500.00		1,500.00	0.00%
5999 Miscellaneous Expense	15,000.00	21,668.36	(6,668.36)	144.46%
Total Miscellaneous	\$ 133,500.00	\$ 26,590.28	\$ 106,909.72	19.92%
Publications Expenses			0.00	
5751 VTC Printing	58,000.00	28,999.00	29,001.00	50.00%
5752 VTC Postage	15,000.00	10,000.00	5,000.00	66.67%
5771 Other Publications	500.00		500.00	0.00%
Total Publications Expenses	\$ 73,500.00	\$ 38,999.00	\$ 34,501.00	53.06%
Workshops/Seminars expenses			0.00	
5760 Other Workshops & Seminars	3,500.00		3,500.00	0.00%
5840 Newly Elected Officials	2,000.00		2,000.00	0.00%
5842 VML Events at NLC	10,000.00		10,000.00	0.00%

5843 Finance Forum		5,000.00		5,000.00	0.00%	
Total Workshops/Seminars expenses	\$	20,500.00	\$	-	\$ 20,500.00	0.00%
Total Expenditures	\$	2,579,000.00	\$	1,118,909.36	\$ 1,460,090.64	43.39%
Net Operating Revenue	\$	-	\$	986,773.63	\$ (986,773.63)	
Net Revenue	\$	-	\$	986,773.63	\$ (986,773.63)	

Wednesday, Dec 07, 2022 11:13:37 AM GMT-8 - Accrual Basis

	Budget	Actual		
Annual Conference Revenue				
4050 Conference Registration	150,000.00	157,450.00	(7,450.00)	104.97%
4055 Conference Sponsorship	80,000.00	115,500.00	(35,500.00)	144.38%
4061 Mayor's Institute	20,000.00	11,750.00	8,250.00	58.75%
Total Annual Conference	\$ 250,000.00	\$ 284,700.00	\$ (34,700.00)	113.88%
Annual Conference Expenses				
5710 Annual Conf - Other Expense	10,000.00	5,556.57	4,443.43	55.57%
5711 Annual Conf - Mkting & Promotion	7,000.00	5,532.21	1,467.79	79.03%
5713 Annual Conf - Food	150,000.00	162,696.07	(12,696.07)	108.46%
5714 Annual Conf - A/V	35,000.00	59,018.14	(24,018.14)	168.62%
5716 Annual Conf - Speakers/ Entertainment		18,370.00	(18,370.00)	
5718 Annual Conf - Supplies	3,000.00	1,359.60	1,640.40	45.32%
5719 Annual Conf - Staff Exp	10,000.00	5,290.20	4,709.80	52.90%
5721 Annual Conf - Mayor's Institute	20,000.00	16,023.90	3,976.10	80.12%
5723 Host night	15,000.00	24,000.00	(9,000.00)	160.00%
Total Annual Conference Expenses	\$ 250,000.00	\$ 297,846.69	\$ (47,846.69)	119.14%
Net loss		\$ (13,146.69)		

VIRGINIA MUNICIPAL LEAGUE
Transaction Detail by Account
July 1 - December 7, 2022

	<u>Date</u>	<u>Name</u>	<u>Class</u>	<u>Memo/Description</u>	<u>Amount</u>
Annual Conference Expenses					
5710 Annual Conf - Other Expense					
	09/09/2022			SOCIETY AWARDS	2,163.00
	09/29/2022	VML		Bunkie Trinite Trophies	63.00
	10/01/2022			TST* Henley on Grace	2,724.00
	10/03/2022			AMUSE RESTAURANT	350.57
	11/17/2022			parking passes	156.00
	11/17/2022			shuttle	100.00
Total for 5710 Annual Conf - Other Expense					\$ 5,556.57
5711 Annual Conf - Mkting & Promotion					
	09/21/2022			PRINTING SERVICES	185.80
	11/03/2022			THE IMPRINT SOURCE INC	4,746.41
	11/17/2022			elevator wraps	600.00
Total for 5711 Annual Conf - Mkting & Promotion					\$ 5,532.21
5713 Annual Conf - Food					
	09/30/2022			MARRIOTT RICHMOND F&B	272.68
	11/17/2022			RICHMOND MARRIOTT	#####
Total for 5713 Annual Conf - Food					#####
5714 Annual Conf - A/V					
	11/21/2022			AV Company	59,018.14
Total for 5714 Annual Conf - A/V					#####
5716 Annual Conf - Speakers/ Entertainment					
	08/30/2022			IN *GEEKS WHO DRINK	1,120.00
	08/30/2022	Audience Ave LLC		CHECK 1241	8,750.00
	10/03/2022	Audience Ave LLC		CHECK 1253	7,500.00
	10/04/2022	Lucy Kilpatrick		CHECK 1254	1,000.00
Total for 5716 Annual Conf - Speakers/ Entertainment					#####
5718 Annual Conf - Supplies					
	09/08/2022			PCNAMETAG INC	61.10
	09/22/2022			IN *KEITH-FABRY REPRODUCT	1,126.00
	09/23/2022			PCNAMETAG INC	42.50
	09/28/2022			IN *KEITH-FABRY REPRODUCT	130.00
Total for 5718 Annual Conf - Supplies					\$ 1,359.60
5719 Annual Conf - Staff Exp					
	10/03/2022			PARKING CITY OF RICHMOND	28.00
	10/04/2022			PARKING CITY OF RICHMOND	36.00
	10/04/2022			PARKING CITY OF RICHMOND	36.00
	10/04/2022			PARKING CITY OF RICHMOND	36.00
	10/04/2022			PARKING CITY OF RICHMOND	52.00
	10/04/2022			PARKING CITY OF RICHMOND	52.00
	11/17/2022				5,050.20
Total for 5719 Annual Conf - Staff Exp					\$ 5,290.20
5721 Annual Conf - Mayor's Institute					
	11/17/2022			Marriot	16,023.90
Total for 5721 Annual Conf - Mayor's Institute					#####
5723 Host night					
	11/2/2022	CHECK 1266		Visit Richmond	24,000.00
Total for 5723 Host night					#####
Total for Annual Conference Expenses					#####

VIRGINIA MUNICIPAL LEAGUE
Budget vs. Actuals: FY2023 Budget - FY23 P&L
 July 2022 - June 2023

			Total		% of Budget
	Budget	Actual	Remaining		
Revenue					
4120 Investment Income	12,000.00	46,087.58	(34,087.58)		384.06%
4180 Miscellaneous Income	7,500.00	0.00	7,500.00		0.00%
Advocacy	37,000.00	16,160.00	20,840.00		43.68%
Affiliated Groups	102,000.00	69,250.00	32,750.00		67.89%
Annual Conference	250,000.00	284,700.00	(34,700.00)		113.88%
Membership Dues	1,397,800.00	1,397,962.72	(162.72)		100.01%
Publications	45,200.00	12,280.00	32,920.00		27.17%
Sponsorships	715,000.00	306,321.68	408,678.32		42.84%
Workshops/Seminars	12,500.00	11,180.00	1,320.00		89.44%
Total Revenue	\$ 2,579,000.00	\$ 2,143,941.98	\$ 435,058.02		83.13%
Gross Profit	\$ 2,579,000.00	\$ 2,143,941.98	\$ 435,058.02		83.13%
Expenditures					
Advocacy Expenses	206,200.00	49,349.96	156,850.04		23.93%
Annual Conference Expenses	250,000.00	297,866.69	(47,866.69)		119.15%
Compensation and Benefits	1,500,900.00	649,361.91	851,538.09		43.26%
Executive Committee	23,500.00	8,046.57	15,453.43		34.24%
General Operating Expenses	370,900.00	213,215.00	157,685.00		57.49%
Miscellaneous	133,500.00	35,521.15	97,978.85		26.61%
Publications Expenses	73,500.00	47,164.00	26,336.00		64.17%
Workshops/Seminars expenses	20,500.00	1,236.00	19,264.00		6.03%
Total Expenditures	\$ 2,579,000.00	\$ 1,301,761.28	\$ 1,277,238.72		50.48%
Net Operating Revenue	\$ -	\$ 842,180.70			
Net Revenue	\$ -	\$ 842,180.70			

Friday, Jan 06, 2023 05:42:36 AM GMT-8 - Accrual Basis

VIRGINIA MUNICIPAL LEAGUE
Budget vs. Actuals: FY2023 Budget - FY23 P&L
 July 2022 - June 2023

			Total		% of Budget
	Budget	Actual	Remaining		
Revenue					
4120 Investment Income	12,000.00	46,087.58	(34,087.58)	384.06%	
4180 Miscellaneous Income	7,500.00	0.00	7,500.00	0.00%	
Advocacy			0.00		
4070 Local Government Day	22,000.00	10,760.00	11,240.00	48.91%	
4320 Rent Payments During GA	15,000.00	5,400.00	9,600.00	36.00%	
Total Advocacy	\$ 37,000.00	\$ 16,160.00	\$ 20,840.00	43.68%	
Affiliated Groups			0.00		
4135 AEP Administrative Fee	12,500.00	12,500.00	0.00	100.00%	
4136 VBCOA Administrative Fee	23,500.00	11,750.00	11,750.00	50.00%	
4137 VLGMA Administrative Fee	13,400.00	13,400.00	0.00	100.00%	
4138 MEPAV Administrative Fee	10,600.00	10,600.00	0.00	100.00%	
4145 VEPGA Administration Fee	42,000.00	21,000.00	21,000.00	50.00%	
Total Affiliated Groups	\$ 102,000.00	\$ 69,250.00	\$ 32,750.00	67.89%	
Annual Conference			0.00		
4050 Conference Registration	150,000.00	157,450.00	(7,450.00)	104.97%	
4055 Conference Sponsorship	80,000.00	115,500.00	(35,500.00)	144.38%	
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Total Annual Conference	\$ 250,000.00	\$ 284,700.00	\$ (34,700.00)	113.88%	
Membership Dues			0.00		
4000 Regular Dues	1,250,000.00	1,249,633.72	366.28	99.97%	
4010 Associate Dues	87,800.00	88,329.00	(529.00)	100.60%	
4030 Sustaining Dues	60,000.00	60,000.00	0.00	100.00%	
Total Membership Dues	\$ 1,397,800.00	\$ 1,397,962.72	\$ (162.72)	100.01%	
Publications			0.00		
4090 VTC Advertising	25,000.00	3,280.00	21,720.00	13.12%	
4185 VTC Subscriptions	200.00		200.00	0.00%	
4290 Online Classified Advertising	20,000.00	9,000.00	11,000.00	45.00%	
Total Publications	\$ 45,200.00	\$ 12,280.00	\$ 32,920.00	27.17%	
Sponsorships			0.00		
4095 VML Bond/Finance Program	150,000.00	80,288.86	69,711.14	53.53%	
4150 Insurance Programs	525,000.00	187,500.01	337,499.99	35.71%	
4200 US Communities Program	40,000.00	38,532.81	1,467.19	96.33%	
Total Sponsorships	\$ 715,000.00	\$ 306,321.68	\$ 408,678.32	42.84%	
Workshops/Seminars			0.00		
4130 Other Workshops/Seminars	3,500.00		3,500.00	0.00%	
4190 Newly Elected Officials	3,000.00	11,180.00	(8,180.00)	372.67%	
4195 Finance Forum	6,000.00		6,000.00	0.00%	
Total Workshops/Seminars	\$ 12,500.00	\$ 11,180.00	\$ 1,320.00	89.44%	
Total Revenue	\$ 2,579,000.00	\$ 2,143,941.98	\$ 435,058.02	83.13%	