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EXECUTIVE DIRECTOR

MICHELLE GOWDY

MAGAZINE

VIRGINIA TOWN & CITY

To: Executive Committee

From: Michelle Gowdy

Date: January 15, 2019

Re: January 23rd – 24th

Hotel Rooms have been reserved at the Omni Hotel, for persons who requested a room. If you still need a room for the 23rd or the 24th, please let me know ASAP. The Omni is located at 100 S. 12th Street, Richmond, Virginia. The meeting will begin at 11:00am on the 23rd with a goal of ending at 4:00pm.

Dinner will be served around 6:00pm with the VACo Executive Committee members.

Kim Payne will facilitate the first part of the meeting and will be with us for most of the day.

On the 24th, the Executive Committee will hold its regularly scheduled meeting at 9:00am with Legislative Day beginning at 11:45am and a reception that evening at 5:00-6:15pm. We strongly encourage our members to have dinner with their legislative delegation if at all possible after the brief reception.

Please let me know if you have any questions.

P.O. Box 12164
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

804/649-8471
www.vml.org



Executive Committee Retreat Agenda
Omni Hotel
Richmond, Virginia

January 23, 2019
11:00 a.m. – 4:00 p.m.

Agenda

- I. Call to Order
- II. Consideration of Minutes from September 30, 2018
- III. VML Executive Committee Retreat
 - A. Introduction
 1. Review Agenda and Schedule
 2. Ground Rules
 3. Individual members' statements
 - a. Tell your colleagues something about you that they wouldn't know from your published bio.
 - b. Why did you want to serve on the VML Executive Committee?
 - c. What do you hope the group achieves from the retreat?
 4. Review Retreat Goals
 - B. Overview of VML and its current structure
 1. What is VML?
 2. Mission / Value to the Members
 3. Recap of Staff Discussion of Mission and Future Organizational Structure
 4. Roles of Staff & Consultants
 5. Reaffirmation of mission and priorities
 - C. Role of the Executive Committee
 1. Responsibilities and Expectations of Executive Committee Members
 2. Governance; rules of procedure, policies, orientation, training; notebooks

3. Discussion of Policy and Legislative Committees (goals, relevance, structure)
4. Relationships with Southern Municipal Conference and National League of Cities

D. Role of the Executive Director

1. Relationship with Executive Committee
2. Expectations
3. Boundaries

E. Challenges and Opportunities (Issues Identification)

1. New building
2. Completing staffing plan
3. Finances
4. Partner relations; VACO, VMLIP, VML Finance, etc.
5. Other?

12:30 p.m. Break for Lunch

1:00 p.m. Reconvene

F. Identifying Next Steps; priorities and timeline

G. Wrap-up

4:00 p.m. Conclude Retreat

IV. Future Meetings:

- a. Finance Forum (not an Exec. Comm. meeting) – January 8, Richmond
- b. Dinner with VACo – January 23, Richmond
- c. Legislative Day – January 24, Richmond
- d. Executive Committee Meeting – May 3-4, Roanoke
- e. Executive Committee Meeting August 17-18 – TBD
- f. Annual Conference – October 6, Roanoke

V. Adjournment



Executive Committee Meeting
The Omni Hotel
Richmond, Virginia

January 24, 2019 at 9:00 a.m.

Action Agenda

- I. Call to Order
- II. Moment of Silence
- III. President's Comments
- IV. Additions to Agenda
- V. Confirm contracts for Hefty, Wiley & Gore, McGuire Woods Consulting and Bernie Caton
- VI. Review of Initial Budget

Information/Discussion Agenda

- VII. Review of Conference Schedule
- VIII. Update on General Assembly Session
- IX. Discussion of FCC Action regarding Wireless Facilities
- X. Legislative Program and Schedule for VML Legislative Day
- XI. Future Meetings:
 - a. Finance Forum (not an Exec. Comm. meeting) – January 8, Richmond
 - b. Dinner with VACo – January 23, Richmond
 - c. Legislative Day – January 24, Richmond
 - d. Executive Committee Meeting – May 3-4, Roanoke
 - e. Executive Committee Meeting August 17-18 – TBD
 - f. Annual Conference – October 6, Roanoke
- XII. Closed Session: Contract Negotiations.
- XIII. Other Matters
- XIV. Adjournment