

VPMIA Board of Directors Meeting Minutes

Date: June 26, 2026

Meeting Duration: 1 hour, 44 minutes

Call to Order

President **Josh Rolfe** called the meeting to order.

- The **Pledge of Allegiance** was recited.
- A **quorum** was established and acknowledged.

Approval of Previous Meeting Minutes

Chris Hickey made a motion to approve the Board of Directors meeting minutes from **May 14, 2026**.

Motion carried unanimously.

Officer Reports

Secretary's Report

No report was provided by **T.J. Reed**.

Treasurer's Report

Presented by **Robert Nick**.
Report attached.

Executive Secretary's Report

Presented by **Skip Harper**.
Report attached.

Ex-Officio Committee Reports

ICC Report

Presented by **Avi Smith-Rose**.

- Written report attached.
- Avi was not present to provide the report.

ICC Region VII Report

No report was available.

Key Announcements (Presented by Josh Rolfe):

- No Region VII meetings or events have been announced.
- No updates have been posted on the Region VII website or distributed by email.
- It was confirmed that no meetings have been missed because none have been scheduled.
- Josh Rolfe will follow up with the Region VII President to determine the date of the next meeting and provide an update when additional information becomes available.

DHCD Report

Presented by **Rajan Engh**.
Report attached.

Key Announcements:

Levy Reporting Portal

- Fiscal Year 2026, Quarter 4 (Q4) payment notices will be issued on **July 1, 2026**.
- Payments are due by **August 1, 2026**.

Train-the-Trainer Program

- One seat is currently available due to a participant withdrawal.
- Classroom training will be held **July 20–24, 2026**, in the **Richmond area**.
- Instructor evaluations will take place during **August and September**. Scheduling conflicts may be accommodated; however, attendance at the classroom portion is essential.

Continuing Education

- Members are encouraged to submit any outstanding Continuing Education (CE) documentation, even if late.
- CE records will continue to be updated as they are received.
- Individuals required to submit CE for 2026 who have not done so currently have **inactive certifications**.

Employment Opportunities

DHCD is currently accepting applications for:

- Code Development Administrator
- Technical Support Administrator

Additional Updates

- Work continues on the **high-speed rail project**.
- Rajan will submit a written report and respond to any additional questions.

Academy Schedule

In response to a question from **Skip Harper**, Rajan stated that the **2027 Academy schedule** has not yet been finalized. Planning is expected to begin within the next few weeks to allow sufficient time to complete the schedule.

DPOR: Jerry Heinlein: No report

DPOR Report – Key Discussion Summary

- No DPOR representative was present
- Chris Hickey asked whether **Jerry Heinlein** was still serving as the VPMIA representative to DPOR.
- Anthony McMahan explained that the position is **Governor-appointed**, with VPMIA typically recommending a candidate for appointment.
- Josh Rolfe said he would contact Jerry Heinlein to confirm whether he was still serving.
- Dennis Hart confirmed that **Jerry Heinlein's term expired on June 30** and that he is no longer serving in the position. He had forwarded Josh an email from Jerry stating this.
- The board discussed the importance of ensuring VPMIA maintains representation on DPOR and other state boards to stay informed on regulatory and legislative matters.
- Skip Harper noted that **Marjorie King has left DPOR**, prompting discussion about who has assumed her responsibilities.
- Anthony McMahan added that both **Marjorie King and Teresa** have moved on from their previous roles, expressing hope that VPMIA can maintain the strong working relationship it had with DPOR.
- Skip Harper volunteered to contact Jerry Heinlein for additional information regarding his replacement and the appointment process.
- Anthony McMahan stated that Jerry may be able to explain the appointment process, which likely involves a formal recommendation or letter from the VPMIA President or Board to the Governor.

VBCOA / Regional Coordination

- Discussion centered on uncertainty regarding VBCOA leadership appointments and Region 7 representation.
- Members agreed to follow up with Ron Clements and others to determine the current process and organizational structure.
- Clarification was sought regarding VBCOA and Region 7 leadership roles.

Advertising & Yearbook

- Jamshid Anjam reported that Microsoft Publisher is being discontinued and is searching for a suitable replacement.
- Microsoft's online replacement was evaluated but determined to be too limited.
- Adobe products were discussed as a possible alternative despite the annual subscription cost.
- Chris Hickey later suggested Canva as a possible replacement and agreed to investigate whether it could also be used for producing the yearbook.
- Board acknowledged that purchasing a software subscription may be appropriate if adopted for official VPMIA business.

Auditing & Awards

- No reports were presented.

Bylaws

- Chris Hickey reminded officers and committee chairs to review their duties in the bylaws posted on the VPMIA website.
- Members were encouraged to contact Chris Hickey or Skip Harper with any questions.

Certification & Education

- Anthony McMahan reported:
 - Graves Mountain School of Instruction agenda has been finalized.
 - Membership meeting was intentionally moved to the middle of the training day to improve attendance.
 - Participants must attend the full day to receive continuing education credit.
- Extensive discussion occurred regarding DPOR continuing education submissions:
 - Personnel changes at DPOR have caused communication issues.
 - Skip Harper reviewed the history of VPMIA's streamlined approval process.
 - ICC Preferred Provider status remains the key to simplified CEU reporting.
 - Anthony continues resubmitting attendance sheets due to DPOR administrative issues.

Finance

- Sponsorship payment for the VBCOA golf tournament has been processed.
- Region 7 dues had been overlooked.
- Board agreed to resend the invoice and process payment immediately.
- Discussion also covered:
 - Treasurer surety bond renewal schedule.
 - Bond is now renewed every three years.
 - Future reminders should be added to organizational calendars.

Information Technology

- Skip Harper announced:
 - Membership roster has been added to the website.
 - Roster includes color-coded information for easier reference.

Legislative

- Ron Clements reported:
 - No significant legislative activity at this time.
 - State budget has been approved, preventing possible furloughs.
 - Legislative activity is expected to resume later in the year.

Membership

- Membership report stood as submitted within the Executive Secretary's report.

PMG / Building Safety Month / BCAC / VCEC

- No PMG updates.
- BCAC discussion revealed:
 - VPMIA currently has a vacant representative position.
 - Rajan Engle encouraged VPMIA to appoint someone.
- VCEC discussion included:
 - Organization appears inactive.
 - Approximately \$80,000 remains in VCEC funds.
 - Several members suggested funds should be redistributed to participating organizations if VCEC does not continue operations.

VBCOA Liaison

- Dennis Hart provided updates:
 - Annual conference scheduled for September in Virginia Beach.
 - Golf tournament scheduled at Cypress Point Country Club.
 - David Beam continues serving as liaison and had submitted a written report.
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New Business

DHCD Stipend Request

- Request has been submitted to DHCD.
- Awaiting Executive Leadership Team approval following completion of the state budget process.

2027 Joint Spring School of Instruction (VPMIA & WICED)

Extensive planning update included:

Registration

- VPMIA will handle:
 - Registration
 - Payment collection
 - Distribution of funds to WICED
- Registration and payment will be separated to improve attendance tracking.
- Microsoft Forms is being tested for online registration.

Conference Structure

- Two educational tracks planned.
- Attendees may attend classes offered by either organization.
- Proper attendance tracking will be required for CEU credit.
- Possibility of a joint opening session was discussed.

Marketing

- WICED will assist with:
 - Social media
 - Digital flyers
 - Conference promotion
 - Website and Constant Contact will be primary communication methods.
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Graves Mountain School of Instruction

- Board discussed:
 - Mid-day membership meeting.
 - Full-day attendance requirement.
 - Importance of member participation.
 - Additional reminders will be sent through Constant Contact.
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Future In-Person Board Meetings

- September Board meeting will be held at Peppers Grill in Culpeper.
- Board agreed in-person meetings remain valuable despite Teams availability.

Promotional Items for 2027

Ideas discussed included:

- Polo shirts
- Challenge coins
- Badge holders
- Flashlights
- Additional giveaway items

Consensus was to gather member feedback before making final decisions.

District Training

- District Directors were reminded to submit:
 - Training dates
 - Training locations
 - District 2 remains vacant.
 - Discussion occurred regarding finding new locations and increasing participation.
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District Structure

Skip Harper raised concerns regarding declining participation:

- District 2 currently has only 17 members.
 - Difficulty finding volunteers.
 - Suggested considering restructuring districts, potentially dividing Virginia into northern and southern regions.
 - Board agreed the topic should be discussed with the general membership.
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New Registration System

- Microsoft Forms is currently being tested.
- Early results have been positive with approximately 22 registrations received.
- Board will evaluate effectiveness after the Graves Mountain event.

VPMIA Logo Update

Discussion included:

- Adoption of a modern logo for the 65th Anniversary.
- Chris Hickey created several new designs.
- Anthony McMahan incorporated the logo into new certificates and agenda materials.
- Board generally favored adopting the updated branding.
- Canva was identified as the software used to create the designs.

Overall Themes

- Significant planning for the 2027 Joint School of Instruction.
- Improving member engagement and attendance.
- Modernizing VPMIA technology, branding, and registration processes.
- Addressing administrative issues with DPOR CEU reporting.
- Evaluating long-term organizational structure, including district representation and VCEC funding

Action Items (Assigned)

Responsible Party	Action
Joshua Rolfe	Follow up on Region 7 representation questions.
Anthony McMahan	Continue coordinating DPOR CEU process.
Robert Nick	Pay Region 7 dues upon receipt of invoice.
Dennis Hart	Resend Region 7 invoice.
Skip Harper	Send Constant Contact reminders for Graves Mountain and future events.
Joshua Rolfe	Finalize Microsoft Forms registration system.
Joshua Rolfe	Coordinate WICED planning for the 2027 Joint SOI.
Chris Hickey	Continue logo development and investigate Canva for yearbook production.
District Directors	Submit district training dates and locations.
Joshua Rolfe	Contact Ben Compton regarding District 2 training location.
Joshua Rolfe	Present district restructuring discussion to the membership at Graves Mountain.
Board	Evaluate promotional gift options before the 2027 conference.

Minutes unanimously approved at Board of directors meeting on 09_18_2026

Respectfully submitted By

T.J. Reed

VPMA Secretary

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