

Virginia Beach MEDAC
Staff / Chair/Vice Chair Meeting Notes
2:00 pm, Tuesday, December 19, 2023

Attendees: RADM Fenton Priest, RADM Bob Katz, CAPT Steve Herbert, Charlie Bauman, ShiKim Holden and Vicki Kelley met to discuss changes in the MEDAC Chair and Vice Chair positions.

Opening Remarks:

Fenton Priest thanked Phil Olson and Rob Katz for accepting the role of Chair and Vice Chair for the new term.

Fenton expressed he would like to send out "Thank You" notes to the departing members. Maybe check with Terri Chelius to get something nice for them from their storeroom. Especially to those being with us for more than 5 years.

Discussion Topics:

- Attendance
 - Recording needs to be improved.
 - City Clerk is tracking closer now.
 - 3 unexcused absences can cause removal from committee.
 - Remote participation policy is in effect now.
 - 2 members removed because of absences.
- Membership
 - Vice Mayor Wilson has nominated Bill Curtis to replace Admiral Cook, and explained members are nominated at one Council Meeting, then voted on during the next meeting.
 - Discussion of requesting changes be made to the attendance Policy, maybe a percentage of meetings since we have more meetings than required.
 - RADM Olson to assign a work group to recommend changes.
- Agenda Changes
 - Fenton asked to note in the minutes that an additional item be added to Agenda to give Council Member Taylor's remarks an agenda heading.
- Ronnie Parker's response to Membership
 - Fenton reminded all that he quoted from Council's resolution about the members qualifications.
 - These qualifications were stated in the City Council's resolution to appoint a MEDAC.
 - Charlie spoke to Ronnie Parker and reminded him of the MEDAC By-Laws and let him know he was appreciated and wanted him to continue as the VBDA liaison.
- Update Membership list
 - City Clerk's Office will be notified of updates.
 - Ask Clerk to add date on the Membership List.
 - Reiterate in the January meeting the membership requirements City Council chose.
- Command Visits
 - Look into the Waiver for 2 meetings per year at the installations that was discussed in 2023.
 - The installations have joined us in our joint meetings since the members have been unable to meet them on base periodically.

- City Council Liaison
 - Shared that the membership should be more diverse.
 - More communication with council members.
 - Staff needs to communicate with Clerk's office on membership openings.
- Documents to Clerk
 - Staff should share documents with MEDAC Officers prior to submitting to Clerk.
 - Attendance based on annual calendar year January through December.
- Departing Members
 - Fenton asked if we could send those that are no longer members a gift or certificate.
- Future meetings
 - Fenton shared contacts with Chair Olson of guests to present at the MEDAC Meetings.
 - Sultan Camp's Workforce updates on the agenda for each meeting.
 - Kathy Owens on the Agenda for the Veterans Affairs updates.
- Meeting with new Chair Olson on Friday 29 Dec 2023.
 - Vicki will send out meeting invitation.
- Adjourn at 1531