



12:00 PM

Tuesday, July 16, 2024

**Virginia Department of Agriculture
& Consumer Services**

102 Governor Street

Richmond, VA 23219

Meeting Agenda

- I.** Call to order
- II.** Introductions
- III.** Business Development
 - a) Review of Articles of Incorporation
 - b) Adoption of Bylaws
 - c) Election of Board Chair
 - d) Election of Board Vice Chair
- IV.** Introduction to FOIA, Conflict of Interest, Media Relations
 - a) Adoption of Virtual Meeting Policy
- V.** Operations Manager Report
 - a) Brand guidelines
 - b) Walkthrough of VBDC online system
- VI.** New Business
 - a) Discussion of Operating Agreement
 - b) Discussion of Fee Structure
- VII.** Next meeting date
- VIII.** Public Comment
- IX.** Adjourn