

VIRGINIA AUCTIONEERS BOARD MEETING MINUTES

The Virginia Auctioneers Board met on October 2, 2024, at 10:00 a.m. at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia 23233.

The following members were present for all or part of the meeting:

Betty Bennett (Auctioneer)
Joshua Puffenbarger (Auctioneer)
Linda Terry (Auctioneer)
Adrianna Cowan-Waddy (Citizen Member)

The following members were absent for the meeting:

Angela Smith-Mackey (Citizen Member)

Staff present for all or part of the meeting were:

Brian Wolford, Director
Jeb Wilkinson, Special Assistant to the Director
Stephen Kirschner, LRPD Deputy Director
Kate Nobsch, Executive Director
Jhustyna McBride-Dunn, Regulatory Operations Administrator
Ecila Williams, Licensing Operations Administrator
Karen Reid, Administrative Coordinator
Khang Le, Licensing Specialist

Elizabeth Peay, Assistant Attorney General from the Office of the Attorney General was not present.

Charles Vaughters, BPOR Liaison was present.

Finding a quorum of the Board present, Ms. Terry, Chair, called the meeting to order at 10:00 a.m.

Call to Order

Ms. Nobsch advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation**

Ms. McBride-Dunn arrived at 10:03 a.m.

**Arrival of DPOR
Staff**

Ms. Nobsch announced Brian Wolford's recent appointment as Agency Director, Jeb Wilkinson, Special Assistant to the Director, Ecila Williams, Licensing Operations Administrator, Karen Reid, new Administrator Coordinator, and Jhustyna McBride-Dunn, new Regulatory Operations Administrator, and Khang Le, Licensing Specialist.

Welcome and Introductions

Ms. Bennett moved to approve the agenda. Mr. Puffenbarger seconded the motion, which was unanimously approved by members: Bennett, Cowan-Waddy, Puffenbarger, and Terry.

Approval of Agenda

Ms. Bennett moved to approve the meeting minutes from January 24, 2024. Mr. Puffenbarger seconded the motion which was unanimously approved by members: Bennett, Cowan-Waddy, Puffenbarger, and Terry.

Approval of Minutes January 24, 2024

There was no public comment.

Public Comment Period

Ms. Terry, Chair read the following resolution for consideration by the Board:

Resolution for Douglas B. Sinclair

RESOLUTION TO

Douglas B. Sinclair

WHEREAS, **Douglas B. Sinclair**, did faithfully and diligently serve as a member of the Virginia Auctioneers Board from 2018 to 2024;

WHEREAS, **Douglas B. Sinclair**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **Douglas B. Sinclair**, did endeavor at all times to render decisions with fairness and good judgment in the best interest of the citizens of the Commonwealth and the profession; and

WHEREAS, the Virginia Auctioneers Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Auctioneers Board this second day of October 2024, that **Douglas B. Sinclair**, be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

The Board members agreed to the resolution by consensus.

Ms. McBride-Dunn informed the Board of two Regulatory packages that are in process:

**Regulatory
Review Update**

1. The Fee Adjustment package is in the proposed stage. Public Comment period ends October 25, 2024. There will be a public hearing today at noon to receive comment on proposed stage.
2. General Regulatory Review is in the proposed stage. Publication is October 21, 2024, and concludes on December 20, 2024.

Ms. Terry informed the Board of the meeting dates for 2025. The Board members agreed to the 2025 meeting dates by consensus.

**2025 Meeting
Dates**

- i. Wednesday, January 15, 2025
- ii. Wednesday, April 16, 2025
- iii. Wednesday, July 30, 2025
- iv. Wednesday, October 1, 2025

Ms. Terry reviewed the Examination Director Report.

**Examination
Director Report**

Ms. Terry reviewed the Executive Director Report.

**Executive
Director Report**

The licensee counts as of September 9, 2024: Auctioneers 972 and Auctioneer Firms 221.

**Licensed
Population**

Ms. Nobsisch stated the financial statements were provided for informational purposes.

**Review of
Financial
Statements**

Ms. Nobsisch explained the process of Board election of officers.

**Elections of
Officers**

Ms. Nobsisch opened the floor for nominations for Board Chair. Mr. Puffenbarger nominated Ms. Bennett as Board Chair. Ms. Terry seconded the motion. Ms. Bennett accepted the nomination. Ms. Nobsisch asked if there were any additional nominations for Board Chair. There being none, Ms. Nobsisch closed the floor for nominations. The motion was unanimously approved by: Bennett, Cowan-Waddy, Puffenbarger, and Terry.

By acclamation, Ms. Bennett was named Board Chair.

Ms. Nobsisch opened the floor for nominations for Board Vice Chair. Ms. Bennett nominated Mr. Puffenbarger as Board Vice Chair. Ms. Cowan-Waddy seconded the motion. Ms. Nobsisch asked if there were any additional nominations for Board Vice Chair. There being none, Ms. Nobsisch closed the

floor for nominations. The motion was unanimously approved by: Bennett, Cowan-Waddy, Puffenbarger, and Terry.

By acclamation, Mr. Puffenbarger was named Board Vice Chair.

Ms. Nobsich informed the Board that Board Member Training Conference is scheduled for October 10, 2024, to October 11, 2024, at Great Wolf Lodge in Williamsburg, VA.

Other Business

Ms. Nobsich and Mr. Wolford provided an EpicX update.

Conflict of Interest forms and Travel Vouchers were completed by all members present.

**Conflict of
Interest Forms /
Travel Vouchers**

There being no further business, the meeting adjourned at 10:26 a.m.

Adjourn

Linda Terry, Chair

Brian P. Wolford, Secretary