

# Virginia Board for Towing and Recovery Operators (BTRO)

October 30, 2007 - 9:30 AM

**Virginia Department of Motor Vehicles**  
2300 West Broad Street, Richmond, Virginia 23220  
7<sup>th</sup> Floor Conference Room 702

## MEETING AGENDA

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1. Call to order
2. Speaker            Mr. Mike Washburn, Director  
                                 Incident Management Division, Virginia Dept. of Transportation
3. Public comment period
4. Acceptance of September meeting minutes
5. Chairman's Report
6. Executive Director's Report
  - A. Lease information
  - B. Draft Applications
7. Committee Reports
  - A. Licensing and Regulatory Affairs Committee – Mr. Brown
  - B. Administrative Affairs Committee – Mr. Herring
  - C. By-Laws and Policy Committee – Mr. Seibert
  - D. Communications and Consumer Affairs Committee – Mr. Coleman
  - E. Second Signature Ad Hoc Committee – Mr. Sawyers (Mr. Seibert)
  - F. Education Ad Hoc Committee Introductions – Mr. Minor
8. Action Items
9. New Business
10. Old Business
11. Next Meeting (November 13, 2007)
12. Adjournment

*Break for refreshments and to begin committee meetings*