

COMMON INTEREST COMMUNITY BOARD
TRAINING PROGRAM REVIEW COMMITTEE MEETING

MINUTES OF MEETING

The Training Program Review committee of the Common Interest Community Board (Board) met on December 8, 2022, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Maureen A. Baker
Matt Durham
Jim Foley
Katherine E. Waddell

DPOR staff present for all or part of the meeting included:

Joseph C. Haughwout, Jr., Board and Regulatory Administrator
Raven C. Custer, Administrative Coordinator

Ms. Baker called the meeting to order at 9:00 a.m.

Call to Order

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

**Emergency
Evacuation
Procedures**

Mr. Durham moved to approve the agenda. Mr. Foley seconded the motion which was unanimously approved by: Baker, Durham, Foley, and Waddell.

Approval of Agenda

No members of the public present came forward to address the Board.

**Public Comment
Period**

Mr. Haughwout provided the Committee with the training program and examination requirements.

**Resources and
Information**

The committee reviewed for approval the Virginia CIC Law and Regulation Training Program application from Whiteford, Taylor & Preston, L.L.P. Chad Rinard was present and available, on behalf of the applicant, to address any questions from the Committee.

**Review of
Whiteford, Taylor,
& Preston, L.L.P
Training Program
Titled Virginia
Common Interest
Community Law and
Regulation Updates**

After discussion, Mr. Foley moved that the Committee recommend Board-approval of the training program application. Mr. Durham seconded the motion which was unanimously approved by: Baker, Durham, Foley, and Waddell.

There was no other Board business to be discussed.

**Other Board
Business**

Ms. Baker reminded Board members to complete their conflict of interest forms.

**Complete Conflict
of Interest Forms
and Travel
Vouchers**

There being no further business, the meeting was adjourned at 9:13a.m.

Adjourn



Matt Durham, Chair

Demetrios J. Melis, Secretary

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Matt Durham
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Committee Meeting December 8, 2022

5. I have a personal interest in the following transaction:

None

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.


Signature

12/8/22
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Katherine E. Waddell
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Committee Meeting December 8, 2022

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Katherine E. Waddell
Signature

12/8/2022
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Jim Foley
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Committee Meeting December 8, 2022

5. I have a personal interest in the following transaction:

n/a

Nature of Personal Interest Affected by Transaction:

n/a

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

n/a

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Jim Foley
Signature

12/8/2022
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

- 1. Name: Maureen A. Baker
- 2. Title: Board Member
- 3. Agency: Common Interest Community Board
- 4. Meeting/IFF Date: Committee Meeting December 8, 2022

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Maureen A Baker
Signature

12/8/2022
Date

