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To the Honorable Mayor of the Town of Irvington & the Honorable Members of the Irvington Town Council:

I am pleased to submit a Retreat Proposal for the Irvington Town Council. I have conducted training sessions for the Virginia Municipal League as well as for individual governing bodies and I have taught local government law at the University of Richmond Law School. The Retreat Proposal I have prepared is tailored for the needs of the Town of Irvington; however, I am happy to make additional adjustments upon request.

I have thirty years of experience in local government law, and I represent several small towns which provides me with insight as to the challenges that are often involved in serving as a locally elected public official. I enclose my Curriculum Vitae to share additional information as to my education and experience.

Thank you for taking the time to consider my proposal and I look forward to meeting you!

Best regards,

Andrea Erard

Andrea G. Erard, Esq.

Retreat Proposal

Town of Irvington

Location: Someplace other than where Council meetings are held. I am happy to assist in identifying and reserving an appropriate location.

Time Commitment: Two half days beginning in the morning. I have found that lengthy trainings do not yield the best results because it takes time and reflection to achieve the maximum benefit of a retreat.

Preparation for Retreat: I will distribute some questions for everyone to answer and return to me prior to the retreat. These questions will center around each member's experiences and impressions in the Town and serving on Council.

Note: Sessions I and II are not sequential.

Session I

Team Building/Goal Setting

Facilitated discussion in order to:

- Identify the strengths of the Town
- Identify the challenges the Town faces
- Identify the strengths of the Council
- Identify the challenges the Council faces
- Identify what everyone has in common
- Identify areas of agreement

Discussion of the strengths that each Council member brings as an individual to Council.

The purpose of this session is to identify the "why." Why choose to serve on Council? We will look at the "why" from both an individual and collective perspective. What are Council's goals?

Review the Comprehensive Plan and the CIP to ascertain how those documents align (or not) with Council's goals and decide whether modifications are needed.

**The product of this session will be a set of goals and priorities for the next year established by the Council, as well as how to measure progress on the goals and priorities.

Session II

Nuts & Bolts of Local Government Law

- Role of the Council from a legal perspective
- Role of the Planning Commission
- Role of the BZA
- Role(s) of the Town Staff
- Authority of Council & Mayor
- Conducting meetings
 - Bylaws/Rules of Procedure
 - Work session v. Meeting (FOIA)
 - Options for conducting meetings:
 - In person
 - Virtual
 - Special/Emergency Meetings
 - Meeting agendas/Amending the agenda
 - Ordinances/Resolutions/Motions
 - When is a Motion needed?
 - Motions to Table/Postpone
 - Abstentions
 - Closed meeting/Confidentiality
- Civility
- Social Media
- Public Comment/First Amendment Issues

**The product of this session will be a working knowledge of legal requirements and the tools for participating in effective and productive meetings.

