VBCOA Board of Directors
Meeting Minutes September 7, 2025
Williamsburg Lodge, Williamsburg Virginia

President Michelle Coward, called the meeting to order at 1:04 pm
Seargeant at Arms Dennis Hart, led the board in the pledge of allegiance.
Executive Director, Sandra Harrington, conducted a roll call of voting members.

Voting Members Present
Michelle Coward, President
Jason Laws, 1st Vice President
Kyle Kratzer, 2nd Vice President
Dennis Hart, Seargeant at Arms
John Broughton, Immediate Past President
Gary Jackson, Region I
Mark Bowles, Region II
Mark Graver, Region III
Mackenzie Tate, Region IV
Matthew Hawkes, Region V
Kemper Elder, Region VI
Quentin Mascari, Region VII
Lee Ostheller, Region VIII
Richard Moore, Awards and Resolutions
Nathan Young, Education
DeAnthony Pierce, Energy Committee
Dan Willham, IBC
Rick Adams, IRC
Ron Clements, Legislative
Carolyn Chavis, Membership Committee
Amanda Spittle, Permit Technicians
Earl Weaver, Property Maintenance Committee
Kenny Hackworth, Existing Building Code Committee

Ad Hoc Ex Officio and others present
David Beahm, Warren County
Mark Bolt, Floyd County
Kay Bollen, City of Richmond
Mark Casteel, Chesterfield County
Jose Miguel Chavez, Prince William County
Jeffrey Cheek, Longwood University
Ivonne Chevere, Chesterfield County
Calvin Clark, Town of Herndon
Tom Coghill, PIO
Kevin Collins, Hanover County
Robby Dawson, NFPA
Mike Dellinger, ADTAC

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Daniel Dunivan, Powhatan County
Mark Drummheller, Isle of Wight
Rajan Engh, DHCD
Jessica Elkins, Bedford County
Andrew Faircloth, James City County
Heagon Gill, Town of Abingdon
Jenna Goodman, DRC
Paul Hancher, IBTS
Susan Harold, City of Richmond
Sandy Harrington, Executive Director
Jim Hayes, Retired Member
Rachel Hermes, UVA
Farrah Henderson, WICED
Daniel Irerley, Prince William County
Christina Jackson, ICC
David Kent, Chesterfield County
Paul Koll, Gloucester County
Maryia Lackansingh, Fairfax County
Matthew Lewis, Botetourt County
Jeremy Marquis, Town of Bedford
Charles Meade, IBTS
Pete Mensinger, Past President
Steve McLaughlin, Town of Abingdon
Adam Millette, City of Hampton
Francisco Moreira, City of Hampton
Nancy Morgan, Roanoke City
Sandi Morris, DHCD
Rebecca Painter, Orange County
Nic Polera, Fairfax County
Joe Ransone, Co-Chair IRC
James Riddel, Rockingham County
Brandon Rou, Chesterfield County
Victoria Russell, County of Suffolk
Raymond Shero, Fauquier County
Avi Smith Rose, ICC
David Smithgall, City of Staunton
Guy Tomberlin, Past President
Otis Vaughan, Pittsylvania County
Edward Verra, Chesterfield County
David Wolfe, Chesterfield County

Approval of agenda

Michelle Coward added awards to the agenda.
John Brougton made motion to accept the agenda, with the additional agenda item, seconded by Kyle Kratzer and unanimously approved.

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Approval of Minutes
John Broughton made a motion to approve the minutes of the June 6, 2025 VBCOA Board meeting, seconded by Jason Laws and unanimously approved.

Presidents Report
President Coward submitted a written report. Thanked everyone for their support for this past year.

REGION CHAIRS
Jason Laws asked the region chairs to provide updates

Region I
Gary Jackson submitted a written report.

Region II
Mark Bowles submitted a written report.

Region III
Mark Graver submitted a written report.

Region IV
Mackenzie Tate submitted a written report

Region V
Matthew Hawkes submitted a written report.

Region VI
Kemper Elder submitted a written report

Region VII
Quentin Mascari submitted a written report.

Region VIII
Lee Ostheller submitted a written report.

TIME AND PLACE
Kyle Kratzer submitted a written report.

PAST PRESIDENT
Past President John Broughton stated that the Nominations Committee met earlier this morning to interview candidates for the Seargeant at Arms position and will announce their recommendation at the Annual Business Meeting on September 8, 2025.

Unfinished Business

Membership Dues

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Jason Laws reported that the Region Chairs met earlier this morning and have propose a dues increase of $5 (increase from $55 to $60) for FY27, which will be the next budget cycle for the Association. There was a motion by Jason Laws, seconded by Quentin Mascari. After discussion, the motion was unanimously approved.

ICC Board Letters of Support

Michelle Coward referred to the letters of support for ICC Board Candidates that had been requested and were provided as part of the Board packet. Dennis Hart asked if any of the at large positions (there are 3) were running against each other. Ron Clements indicated this year, there are more candidates than positions, so there is competition to the Nominations committee. Kenny Hackworth asked if any of the candidates are from ICC Region VII, the answer was no. ICC is having a candidate forum this year on September 24 and it will also be live.

Kenny Hackworth moved that VBCOA provide support to everyone who had requested an endorsement to the ICC Nominations Committee, seconded by John Broughton. The motion was unanimously approved.

New Business

Honorary Member

Michelle Coward received a recommendation that Cindy Davis become a VBCOA Honorary Member. Kyle Kratzer made a motion that Cindy Davis be accepted an VBCOA Honorary Member, seconded by Dan Wilham and unanimously approved.

Award Presentation

This awardee will not be present at the ABM, therefore Richard Moore presented the Jack A. Proctor Meritorious Service award to D'Anthony Pierce.

AWARDS AND RESOLUTION

Patrick Hughes and Richard Moore submitted a written report.

EDUCATION

Nate Young submitted written report.

ENERGY

DeAnthony Pierce submitted a written report.

INTERNATIONAL BUILDING CODE

Dan Willham submitted a written report.

INTERNATIONAL RESIDENTIAL CODE

Joe Ransone and Rick Adams submitted a written report.

LEGISTLATIVE

Ron Clements did not provide a written report but indicated he has been working with Joel Andrus to prepare for the upcoming legislative session.

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MEMBERSHIP
Carolyn Chavis submitted a written report and let people know that the updated membership list has been put on the website. She requested the Region Chairs to please review the list and let her know if there are any issues.

PERMIT TECHNICIANS
Amanda Spittle submitted a written report. Kim Altemose provided highlights from the written report.

PLUMBING/MECHANICAL CODE
Dennis Hart submitted a written report.

PROPERTY MAINTENANCE
Earl Weaver submitted a written report.

PUBLIC INFORMATION
Tom Coghill reported VBCOA had a record size newsletter for the summer regarding the content, thanked everyone for their input and indicated the newsletter should be out in October.

EXISTING BUILDING CODE COMMITTEE
Kenny Hackworth haven't met since last meeting

AD HOC ADMINISTRATIVE
John Broughton stated nothing to report.

AD HOC FIRE CODE
James Moss submitted a written report.

AD HOC TECHNICAL TRAINING AND OUTREACH PROGRAM
Kyle Kratzer submitted a report. Kyle Kratzer was seeking support from the VBCOA for more of a direct effort to reach out directly to the schools, the details of this proposal are in his written report; suggesting $200 to cover student memberships and to create the Jim Elwood Scholarship which would be reserved to send a student member to the Annual Conference. There was discussion on this issue but no action.

AD HOC VIRGINIA CODE EDUCATION CONFERENCE (VCEC)
Jason Laws and Mike Eutsey submitted a report.

AD HOC 100th Anniversary Committee
Dennis Hart submitted a report. Dennis Hart discussed that a survey went out asking for input about the 100th Anniversary. Quentin Mascari and Steven Shapiro have agreed to co-chair a golf event at the September 2026 Annual Conference, with funds raised from that event to be used for the 100th Anniversary Conference.

ADTAC

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Mike Dellinger submitted a report.

BCAAC
Kris Bridges submitted a report. Michelle Coward pointed out the 2 BCAAC recommendations listed in the BCAAC report.

DHCD
Rajan Engh submitted a report and provided high lights from the report.
Last day to provide code change proposals is October 10, 2025 (reported earlier as October 8, 2025).

DPOR
Jerry Heinline indicated there was nothing new to report.

REGULATORY COMPLIANCE
Jenna Goodman submitted a written report and indicated there was a change in the next meeting date, the 9/8/2025 meeting date was cancelled and will be reschedule TBD in the future.

ICC
Ron Clements submitted a written report.

TRB
Eric Mays and Jimmy Moss submitted a written report. Christina Jackson reminded members to make sure when Mr. Luter reaches out, to provide the necessary documentation for hearings. Ms. Jackson also reminded everyone that Mr. Luter will come to localities to provide training and this is a very valuable resource for localities who may find themselves with a case before the TRB.

ICC REGION VII
Kyle Kratzer submitted a written report. There was a change to the report, which was the upcoming training on the 18th.

VFPA
No report was submitted.

VIAEI
No report was submitted.

VPMIA
No report was submitted.

WEBMASTER
Kemper Elder submitted a written report.

WICED

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Farrah Henderson submitted a written report.

Michelle Coward adjourned the meeting at 2:45 pm

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