

**Administrative Affairs Committee
Virginia Board of Towing and Recovery Operators**

**December 2, 2009
Immediately after the Compliance and Consumer Affairs Meeting**

**DMV Headquarters Bldg
2300 West Broad Street, Room 119
Richmond, VA 23220**

Draft Minutes

Members Absent:

Ron Miner

Members Present:

Woody Herring – Chairman

Erin Williams – Designee of the Commissioner of Agriculture and Consumer Services

Lynwood Butner – Designee of the Commissioner of the Department of Motor Vehicles

Adan Rangel

Mark Sawyers

Staff Present:

Marc Copeland – Executive Director

Barbara Drudge – Compliance Officer

Call to Order:

The meeting was called to order at 2:00PM

Public Comment:

No public comment

Discussions:

The Chairman sought guidance from Mr. Copeland regarding the role and responsibility of the Administrative Affairs Committee in relation to the responsibilities of the Compliance and Consumer Affairs Committee (CCA).

Mr. Copeland explained it was his understanding that the CCA would develop the compliance process and procedures, and that this committee would develop the overall administrative process associated with those complaint processes and procedures.

The Chairman suggested holding a joint meeting with the CCA committee, given that some of the administrative responsibilities overlap.

Adjournment:

Lynwood Butner moved at 2:30 for adjournment. Mr. Sawyers seconded that motion. The motion passed unanimously.