

2025 Virginia County Board Chairpersons' Institute



Friday, January 24, 2025 | Saturday, January 25, 2025

Breakout Sessions at VACo Headquarters

Meals and Accommodations at the [Omni Richmond Hotel](#)

Friday, January 24, 2025

730 – 830AM

Breakfast

9 – 910AM

Institute Overview, Welcome, and Introductions

Ruth Larson | VACo President and James City County Supervisor

Dean Lynch | VACo Executive Director

910 – 1010AM

Session 1 – Relationship Building

Jeff McKay | Fairfax County Chair

Mary Biggs | Montgomery County Chair

1010 – 1015AM

BREAK

1015AM – 1145AM

Session 2 – Managing Meetings/Parliamentary Procedure

Michelle Robl | Prince William County Attorney

1145AM – 1245PM

Lunch

1245 – 1PM

HOW CAN VACo HELP YOU?

1 – 3PM

**Session 3 – Small Roundtable Discussions | Conflict Resolution and
Decision Making**

Jane Dittmar | VACo Supervisors' Certification Instructor

**3 – 315PM
BREAK**

315 – 415PM
Session 4 – Small Legislative Roundtables with VACo Lobbyists
VACo Lobbyist Team

530PM
Reception | Dinner

Saturday, January 25, 2025

7 – 8AM
Breakfast

930 – 1030AM
Session 5 – Messaging/Media Relations
Ruth Larson | James City County Chair
Sarah Vogelsong | The Richmonder

1030 – 1115AM
Session 6 – Leadership
William H. Leighty | Douglas Wilder School of Government Affairs

1115 – 1130AM
BREAK

1130AM – 1215PM
Session 7 – The Role of the Chair
William Kyger | Former Rockingham County Chair

1215 – 1245PM
Closing – Your Role in Your Association
Penny Gross | Former Fairfax County Supervisor

1PM
Adjournment | Box Lunch to Go