



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL WORKSHOP MINUTES
IRVINGTON TOWN OFFICE
THURSDAY, March 13, 2025; 5:30 p.m.**

AGENDA –

A. CALL TO ORDER – 5:31 p.m.

B. ROLL CALL

F. Johnson, present
M.C. Bradley, present
P. Robinson, present
F. Westbrook, present
J. Harris, present
W. Nunnally, absent

C. WORKSHOP, K. Kemp

- **Learning session on FOIA, COIA and types of meetings.**
 - Ms. Kemp discussed the purpose of the Virginia Freedom of Information Act and defined the parameters on what constitutes a public meeting and quorum. She discussed what is not a meeting and the legal requirements of a public meeting. She covered the requirements of notices and how votes and minutes are recorded. She covered when emergency meetings may be called and when it is permissible to hold a closed meeting. She then discussed what is required for the creation and access of public records and how FOIA requests must be handled. She also briefly discussed issues related to the Virginia Conflict of Interests Act.

D. ADJOURN – 6:26 p.m.

**Motion made by M.C. Bradley to adjourn. Seconded by F. Johnson.
Motion carried unanimously.**