### FLUVANNA LEADERSHIP DEVELOPMENT PROGRAM

**County Bus Tour Procedures—September 29, 2018**

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>ROLE</th>
<th>EMAIL</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Chris Dunne</td>
<td>Team Lead</td>
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<tr>
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<td><a href="mailto:swenson.miller@gmail.com">swenson.miller@gmail.com</a></td>
<td>434.589.5399</td>
</tr>
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<thead>
<tr>
<th>CRITICAL CONTACTS</th>
<th>ROLE</th>
<th>EMAIL</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mozell Booker</td>
<td>Tour Advisor</td>
<td><a href="mailto:mhbooker@mail.fluco.org">mhbooker@mail.fluco.org</a></td>
<td>434.842.3311</td>
</tr>
<tr>
<td></td>
<td>Board of Supervisors Mbr</td>
<td></td>
<td>434.987.0038</td>
</tr>
<tr>
<td>Easton Loving</td>
<td>Bremo Coordinator</td>
<td><a href="mailto:reloving@embarqmail.com">reloving@embarqmail.com</a></td>
<td>434.589.7859</td>
</tr>
<tr>
<td>Ed Yates</td>
<td>Bremo Contact</td>
<td></td>
<td>434.414.4000</td>
</tr>
<tr>
<td>Mike Sheridan</td>
<td>Tour Driver</td>
<td><a href="mailto:mikesheridan@fluvannacounty.org">mikesheridan@fluvannacounty.org</a></td>
<td>434.906.2133</td>
</tr>
<tr>
<td></td>
<td>Board of Supervisors Mbr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Cannon</td>
<td>Bus Transportation Supervisor</td>
<td><a href="mailto:jcannon@apps.fluco.org">jcannon@apps.fluco.org</a></td>
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<tr>
<td>Overton McGehee</td>
<td>Tour Narrator</td>
<td><a href="mailto:omcgehee@habitatvirginia.org">omcgehee@habitatvirginia.org</a></td>
<td>804.929.8436</td>
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<tr>
<td>Rhonda White</td>
<td>FUMA (Lunch) Guidance &amp; Summer School Coordinator</td>
<td><a href="mailto:whiter@fuma.org">whiter@fuma.org</a></td>
<td>434.842.4203</td>
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<tr>
<td>Carmen Smith</td>
<td>Dunbar Rosenwald School Owner</td>
<td><a href="mailto:carmensmith5133@gmail.com">carmensmith5133@gmail.com</a></td>
<td>434.808.6952</td>
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<tr>
<td>George Cushnie</td>
<td>Thistle Gate Vineyard</td>
<td><a href="mailto:george@thistlegatevineyard.com">george@thistlegatevineyard.com</a></td>
<td>434.286.7781</td>
</tr>
<tr>
<td>Aaron Spitzer</td>
<td>Parks n Rec Carysbrook Gym</td>
<td>Call Parks n Rec for contact to open facilities: 2018 is Brian Coffield</td>
<td>434.589.2016</td>
</tr>
<tr>
<td>Cindy Hoffman</td>
<td>Library Opening</td>
<td>Fluvanna <a href="mailto:library@gmail.com">library@gmail.com</a></td>
<td>434.589.1400</td>
</tr>
</tbody>
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<thead>
<tr>
<th>OPTIONAL ROLE</th>
<th>EMAIL</th>
<th>TELEPHONE</th>
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<tbody>
<tr>
<td>Sue Charney</td>
<td><a href="mailto:sue.charney@redrockercandy.com">sue.charney@redrockercandy.com</a></td>
<td>434.589.2011</td>
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<tr>
<td>Hope Lawrence</td>
<td><a href="mailto:hope@hudsonhenrybakingco.com">hope@hudsonhenrybakingco.com</a></td>
<td>434.510.7776</td>
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<tr>
<td>Nikki Fuller</td>
<td><a href="mailto:digital@tnprinting.onmicrosoft.com">digital@tnprinting.onmicrosoft.com</a></td>
<td>434.971.8976</td>
</tr>
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FLUVANNA LEADERSHIP DEVELOPMENT PROGRAM
County Bus Tour Procedures—September 29, 2018

ACTIVITIES

(1) FIRST THING! Confirm exact day at Bremo through Easton Loving. Get contact info for Bremo, name and number, especially if bus is early/delayed/broken down.

(2) A,C,J,L – Start with date and macro schedule
   meet at the Library at 7:30
   bus departs at 8:00
   arrive at Carysbrook Gym at 09:30
   arrive at Bremo at 11:30
   lunch at FUMA 12:00
   arrive at New Fork Baptist Church 1:10pm
   arrive at Thistle Gate 2:10pm
   finish at the Library 4:00pm

(3) J – Arrange for a bus ($XXX, Capacity 40 ADULTS) FLDP pays for the Driver’s lunch.
   Mike Sheridan (County Board of Supervisors) offered to drive for the Class 16 tour.
   *Note: Tour Driver Lee Ann Fitzgerald, County School Bus Driver, stepped up in 11th hour for Class 16. She did a great job filling in for Mike, reflected a positive attitude and expressed interest in doing this again.
   Jessica D. Cannon, Fluvanna County Public Schools Transportation Supervisor
   Understand emergency procedure, contact info, and confirmation one week prior
   Alternate Contact: Chuck Winkler, Superintendent
   Fluvanna County Public Schools
   14455 James Madison Highway
   Palmyra, Virginia 22963
   434.589.8208

(4) J,C – FUMA Lunch, MUST ARRIVE BY 12:00pm
   For 2018 pay FUMA with a check from FLDP treasurer Jackie Bland
   Collect $15 from each non-FLDP guest.
   Six minute drive from Bremo
   Rhonda C. White, Coordinator of Guidance & Summer School Testing Supervisor, Fork Union Military Academy
   434.842.4203
   Alternate Contact: Larry McIlnay, mcilnayl@fuma.org
   Food Services Director, Fork Union Military Academy

(5) A,C,J,L – Meet Mozell Booker (County Board of Supervisors) at New Fork Baptist Church 1:10pm
   Mozell will speak about New Fork then meet the bus down to Dunbar Rosenwald School.
   434.842.3311 / 434.987.0038

(6) C – Confirm early opening with the County Library 7:45am
   Cyndi Hoffman, Library Director
   Fluvanna County Public Library
   214 Commons Blvd.
   Palmyra, VA 22963
   434.589.1400 fluvannalibrary@gmail.com

(7) J – Confirm the arrival at Thistle Gate Vineyard.
   George & Leslie Cushnie, Thistle Gate Vineyard
(8) C – Confirm with Parks and Rec the use of Carysbrook Gym restrooms at Time: 0930 – 1030. Get employee name and cell # that will have the key and opportunity to say a few words about Parks & Rec. For the 2018 tour, Brian Coffield is the contact.

Aaron Spitzer
Fluvanna County Parks and Recreation
Recreation and Program Specialist
(434) 589-3150 jonathanpace@fluvannacounty.org

(9) L – Confirm that Mr. Overton McGehee will narrate.

(10) L – Confirm that new class member Kathleen Kilpatrick will speak on the tour.

(11) A,C,J,L – Drive the route, validate sites and update script as necessary. Review narration, timing.

(12) C – Coordinate sign-ups with Treasurer, Jackie Bland.

(13) C,L – Get county maps from County Director of Economic Development to distribute at end of tour.

(14) J – Get FLDP cooler from previous session coordinator.

(15) J – Get water and ice (small 8oz bottles work well for a long trip) 2 per person.

(16) A,C,J,L – Meet at 7:30am at the library, guests arrive 7:45, depart by 8:00.

(17) C, J – Hand out and retrieve name tags. We set up on an outside library table.

(18) A, – Hand out snacks and maps as participants board bus. Set up on the bus, front seat. Moved leftovers to the back with cooler.

(19) A – Get Pictures of speakers, class during tour.

(20) C,J – Collect total payment to FUMA for lunch. (get a check from FLDP treasurer or arrange payment/reimbursement) Collect $15 from each non-FLDP guest.

(21) L – Text Mozell with ETA as the bus leaves FUMA.

(22) J – Text George with ETA as we near Thistle Gate Vineyard.

(23) A,C – Distribute larger county maps at the end of the trip. Collect name tags.


(25) A – Forward the narrative at the end of the trip along with post session report to be posted on FLDP website.

(26) A – Email pictures to photos@fluvannaleadership.org
(27) A,C – Update this document as appropriate. Submit with Post Session Report to the FLDP executive committee email below.
(28) A,C – Complete Post Session Report. Email to FLDP executive committee at exec@fluvannaleadership.org
(29) C,L – Send Thank You notes to contributors and venue contacts. County employees benefit from a note directly to the County Administrator.