

Virginia Local Government Auditors Association  
Minutes of the Executive Committee Meeting  
January 29, 2016

The VLGAA Executive Committee convened a regular meeting on Friday, January 29, 2016 at 9:00 a.m. at the DoubleTree by Hilton, Williamsburg, Virginia.

Attendees:

Lily Hernandez, President  
Mike Taylor, Vice President  
Vaughan Crawley, Secretary  
Karen Woodson, Treasurer  
Tony Markun, At-Large Member/Bylaws Chair  
Bernie Jordan, Membership Chair  
Lyndon Remias, Newsletter/Spring Conference Chair  
Sharlene Wrenn, Nominating Chair  
Ryan Gartin, Website Chair

Absent:

Sharon Pribadi, Audit

Lily Hernandez, president, called the meeting to order at 9:28 a.m. The president presented the agenda. There were no requested changes to the agenda. Lily noted that the location of next year's meeting may need to be re-evaluated to reduce the commute for Northern Virginia members.

**FOLLOW-UP AND APPROVAL OF PRIOR MEETING MINUTES**

Mike Taylor, the former secretary, presented minutes from the Conference Call of the Executive Committee held on November 25, 2015 at 10 a.m. Lyndon Remias asked about the mentioned changes to the website and Ryan Gartin briefly reviewed the changes. It was moved by Sharlene Wrenn and seconded by Tony Markun to approve the minutes as submitted. Motion carried.

**TREASURER'S REPORT**

Karen Woodson presented the treasurer's report as of December 31, 2015 (attached). The reconciled balance at that time was \$12,552.24. Karen noted that she would send summaries of October and November activity when she got back to the office. She explained that the December balance didn't reflect a deposit received in January 2016 approximating \$1,900 for Fall Conference fees collected through Cvent.

Review of Fall Conference - Karen reviewed the financial results of the Fall 2015 Conference (attached). Revenues were \$4,665; fixed expenses were \$1,891.74; variable costs were \$3,485.92; and net loss was \$712.66. It was noted that the expenses were as budgeted and the only difference when compared to the Spring 2015 Conference was that some fall speakers were paid.

It was noted that 6 paid registrants from Maryland were unable to attend the Fall Conference due to bad weather on the day of the event. The Executive Committee had previously agreed through email to offer them the opportunity to attend a future 1-day conference in lieu of issuing a refund. It was noted that Drew Harmon from Roanoke also gave advance notice that he was unable to attend due to the weather. It was moved by Sharlene Wrenn and seconded by Mike Taylor that the same offer to attend a future 1-day conference at no additional charge would be extended to Drew Harmon. Motion carried.

There was a question about the Cvent Fee line items for the Fall Conference. Karen and Tony Markun shared that there is a processing fee that is charged by Cvent (\$5.33 per transaction) as well as variable bank charges that are passed through for the use of individuals' bank cards. Since VLGAA is using the Tidewater IIA's Cvent account and Tony is their Treasurer, he reviews and reconciles the account activity to pass along the appropriate revenues and charges to VLGAA.

There was discussion that there may be a need to come up with a method to pass along the Cvent fees as a part of the registration. An increase in the fee for all may be considered when setting the next conference fee.

Preparation for audit – Karen informed the Committee that the binder of financial records is ready to go to the new auditor from Fairfax, Sharon Pribadi. Karen has been in contact with Sharon and they are coordinating to have the materials shipped. Karen noted that Sharon has met with the prior auditor, Andrea Goutman.

It was moved by Sharlene Wrenn and seconded by Vaughan Crawley to accept the treasurer's report. Motion carried.

### **SPRING CONFERENCE**

Lyndon Remias noted that the conference will be held on May 16th at the Virginia Beach Hilton. He indicated that this is the last year of a three-year contract with the Hilton. He is working on the program and will send out a budget once it has been prepared. He will serve as the Cvent point of contact with Karen. Tony is their Tidewater IIA contact for questions about deposits, etc.

Lyndon mentioned that, while Virginia Beach has been determined to be a good destination for the Spring Conference, his office is looking for other area shops to help run the next Spring Conference. He indicated that his office is willing to continue to help secure and manage a hotel contract in Virginia Beach if desired. Tony indicated that he would check with Jay Poole about Chesapeake running the next conference.

There was discussion about the rate charged to attend the conference. The rate has been \$95 for members and \$115 for non-members for a while. It was noted that there were 59 attendees at the Fall Conference and the resulting Cvent Fees averaged roughly \$8.50 per person. The Executive Committee indicated that they would be amenable to a \$10 fee increase as Lyndon is pulling together his budget.

### **FALL 2016 CONFERENCE**

Lily Hernandez reported that the fall 2016 conference will be in Richmond. Their office is still working on details. It will be held in the downtown area. The date has not been set but will be near the end of September and will not conflict with the IIA District Conference.

Sharlene Wrenn suggested that the Executive Committee look ahead to determine who will be hosting the 2017 conferences. It was hoped that Chesapeake/Virginia Beach would handle the Spring Conference pending Tony's discussion with Jay Poole. Lily volunteered to contact Greg Akers to determine whether Chesterfield would host the Fall 2017 Conference.

### **VLGAA GROUP SET UP**

Lily noted that Terrie Pyeatt had contacted the VLGAA to see if the association could get a group account with the IIA which would allow all the local governments to be part of a larger VLGAA group for greater discounts on IIA membership rates. The State previously had a similar arrangement for all state audit shops and Virginia Beach Public Schools had been able to be a part of that group in the past.

Tony Markun volunteered to check with the IIA to see if this would be feasible. If a VLGAA group is not allowed, an alternate suggestion was made that Virginia Beach and VBPS utilize the same group membership.

### **C-VENT MEMBERSHIP DUES**

Lily Hernandez and Bernie Jordan noted that there had been previous discussions about using Cvent to collect membership dues. Anytime there is a change in the treasurer, there is confusion about where dues should be mailed, dues get mailed to the prior treasurer, etc. Bernie mentioned that the dues could possibly be collected in Cvent as part of the spring or fall conference sign up. There would be no new, separate event in the Tidewater IIA's Cvent system.

Bernie noted that there would be fees associated with using Cvent and a dues increase would need to be considered. That led to discussion about the amount of annual dues which have been \$15 per year since the organization began in 1988; the fact that some join at the time of conference registration to get the member rates; and the need to work out reconciling processes.

Moving forward would require agreement from the Tidewater IIA chapter, since VLGAA uses their Cvent account. Tony Markun indicated that he would discuss this potential additional use of Cvent with the Tidewater IIA Board and report back to the Executive Committee. Further discussion was tabled until feedback is received.

### **SHORT/LONG TERM STRATEGIC PLANNING FOR RESERVE BALANCE**

Lily mentioned that there was general discussion in the prior year about the strategic plans for the reserve balance. Lyndon Remias suggested that at least 2 times the cost of a conference be held in reserve. The fixed conference cost has been approximately \$2,000 and there is currently roughly \$15,200 in the account.

Ideas had been solicited last year and sent to Lily. She reviewed the ideas she had received which included: one or two opportunities per year for a roundtable discussion; an extra conference which could be held in other parts of the state; and outreach to Virginia University Students.

The group began to discuss ideas for an additional conference. Sharlene mentioned that a free roundtable had been done one year. Lyndon mentioned that a similar roundtable had been done for CAE's in Virginia Beach. Bernie noted that he had participated in a two-day roundtable in another professional organization where ideas had been submitted in advance and there was focused group

discussion on very specific topics. It was suggested that this might be a half-day conference option. The group decided to table the discussion and revisit in May.

### **COMMITTEE REPORTS**

Audit – As noted earlier in the meeting, the records are ready to send to Sharon for the audit.

ByLaws and Operations Manual – Tony Markun had no updates for the board. Sharlene Wrenn noted that she would look back at her records to bring up some good suggestions that Terrie Pyeatt had raised in January 2015 about the bylaws.

Membership – Bernie Jordan noted that there had been 59 renewals and 5 new members thus far. He noted that many had not been heard from and he would be sending out renewal reminders.

Newsletter – Lyndon Remias noted that he would do a newsletter after the conference in May. Sharlene Wrenn reminded everyone that it would soon be time for a welcome message from the President to promote the conference. She also noted that she would send some pictures to Lyndon for the newsletter.

Nominating – Sharlene Wrenn confirmed that Mike Taylor would move into the role of President at the next election. The Treasurer and new Secretary were willing to keep their positions for another term. Tony Markun indicated that he would be willing to stay in his current position or step aside if someone new was interested. Sharlene suggested that he consider the role of Vice President.

Program – There is no Program Chair currently and it was noted that the host of the conference generally does the program. It was agreed that this role was not needed and that the vacant position could be removed from the website.

Website – Ryan Gartin noted that the new website went live on December 1, 2015. She has the information from the old Chesterfield site. She noted that the VLGA had paid to have the new site for one year and that the renewal would be due in July. She indicated that the initial cost of the new site was \$71.88 for a year including the setup fee.

There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Vaughan Crawley  
Secretary

**ACTION ITEMS:**

- Send October/November financial summaries - Karen Woodson
- Financial audit for 2015 – Sharon Pribadi
- Provide budget for 2016 spring conference to board for review and approval – Lyndon Remias
- Discuss whether Chesapeake can run 2017 spring conference with Jay Poole – Tony Markun
- Set and communicate date for 2016 fall conference – Lily Hernandez
- Contact Greg Akers to determine whether Chesterfield will host the Fall 2017 conference and confirm 2017 schedule - Lily Hernandez
- Contact IIA regarding possible VLGAA group account for membership – Tony Markun
- Discuss use of Cvent for dues collection with Tidewater IIA Board – Tony Markun
- Research and present Terrie Pyeatt's ideas for changes to bylaws/board structure – Sharlene Wrenn
- Prepare president's message to promote conference – Lily Hernandez
- Create and send newsletter – Lyndon Remias (after May conference)
- Send pictures for inclusion in newsletter – Sharlene Wrenn
- Send reminders for membership renewals – Bernie Jordan

**Virginia Local Government Auditors Association  
Board Meeting Agenda**

**Date: Friday, January 29, 2016 @ 9:00 a.m.**  
**Place: Harvest Grille - DoubleTree by Hilton,**  
**50 Kingsmill Rd., Williamsburg VA 23185**

**ATTENDEES**

<input type="checkbox"/> Vaughan Crawley, Secretary	<input type="checkbox"/> Lyndon Remias, Newsletter, Spring Conference
<input type="checkbox"/> Ryan Gartin, Website	<input type="checkbox"/> Mike Taylor, Vice President
<input type="checkbox"/> Bernie Jordan, Membership	<input type="checkbox"/> Karen Woodson, Treasurer
<input type="checkbox"/> Lily Hernandez, President	<input type="checkbox"/> Sharlene Wren, Nominating
<input type="checkbox"/> Tony Markun, At-Large/Bylaws	
<input type="checkbox"/> Sharon Pribadi, Audit	

**ITEMS TO BE DISCUSSED:**

ITEM	Person	METHOD	TIME	OUTCOME
1. Warm-Up/Breakfast	Lily	Discussion	5	N/A
2. Review Agenda/Changes	Lily	Discussion	5	
3. Follow-up and Approval of Prior Meeting Minutes	Mike	Discussion and vote	5	
4. Treasurer's Report (including discussion of (a) review of fall conference (b) preparation for audit	Karen		15	
5. Spring Conference (Va. Beach)	Lyndon	Discussion	30	Update
6. Fall Conference (Richmond)	Lily	Discussion	15	Update
7. VLGAA group set up	Lily/all	Discussion	15	
8. C-Vent membership dues	Lily/all	Discussion	20	
9. Short/long term strategic planning for reserve balance	Lily/all	Discussion	15	Update
10. Committee Chair Reports • Audit • Bylaws and Operations Manual (including officer qualifications) • Membership • Newsletter (discussed at item 7) • Nominating • Program Chair • Website	All	Discussion	30	Updates  Initiate Audit

**MEETING NOTES**

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## Virginia Local Government Auditors Association

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VLGAA Treasurer  
2512 George Mason Drive  
VA Beach, VA 23456-0038  
phone (757) 263-1280  
karen.woodson@vbschools.com

January 11, 2016

RE: Treasurer's Report

Dear VLGAA Board and Members:

Please find the bank balances for month ended December 31, 2015 below:

<i>Transaction Summary</i>	
Beginning Balance 12/1/15	\$12,551.81
Receipts	.43
Disbursements	0.00
Ending balance 12/31/15	12,552.24

<i>Bank Account Balances</i>	
Business Performance Savings 12/31/15	\$10,108.07
Essential Business Checking 12/31/15	2,444.17
Ending balance 12/31/15	\$12,552.24
Reconciling Amount	0.00
Reconciled Balance	\$12,552.24

The activities for the month of December were as follows:

- Interest earned .43

Please let me know if you have questions or need any additional information.

Respectfully submitted,



Karen Woodson  
VLGAA Treasurer

## Fall 2015 Conference

	<u>Actual</u>
<b>Fixed Costs:</b>	
Speaker Cost Richard Lanza	775.50
Speaker Cost Elliot Davis Decosimo	396.50
Speaker Hotel Fee- Chris Horton	94.04
Speaker Hotel Fee- Richard Lanza	94.04
Speaker Hotel Fee- Richard Cook	94.04
Speaker Gift \$50 Visa Gift Card (6 @ \$54.94 each)	329.64
Door Prizes (4 Wawa Gift Cards @ \$25 each)	100.00
Supplies ( gift bags)	7.98
<b>Total Fixed Expenses</b>	<b>1,891.74</b>
<b>Revenues</b>	<b>4,665.00</b>
<b>Variable Cost Per Attendee:</b>	
Breakfast	463.80
Lunch	849.12
AM/PM Breaks	556.80
Charge for Room Rental & AV	450.00
Hotel Service Charge/Gratuuity/Tax	661.68
Name tags	49.98
C-Vent Fee (Online Registration and CC Fees)	303.81
C-Vent Bank charges (online payments)	150.73
<b>Total Variable Cost</b>	<b>3,485.92</b>
<b>Total Revenues</b>	<b>4,665.00</b>
<b>Total cost</b>	<b>5,377.66</b>
<b>Net (loss) gain</b>	<u><u>\$ (712.66)</u></u>