

Virginia Local Government Auditors Association  
Minutes of the VLGAA Business Meeting  
Hanover County  
January 20, 2006 10:00 a.m.

Kim Taylor, President, called the meeting to order.

In attendance were the following individuals:

- Drew Harmon, Vice President
- Chris Pietsch, Treasurer
- Randi Ricco-Clifford, Secretary
- Gretchen Hudome, At-large Board member
- Kath Seay, Nominating Committee
- Dawn Hardman, Audit Committee
- Jay Poole, Newsletter
- Lora Holland, Membership (for Tasha Owens)
- Sherry Ariail, Website
- Sharlene Wren**

**Secretary's Report:**

Drew Harmon presented the minutes from the October 4, 2005 business meeting. Discussions ensued relative to potential changes to the by-laws for clarity purposes. The minutes were then approved.

**Treasurer's Report:**

Chris Pietsch presented the cash balances as of December 31, 2005, which totaled \$10,249.25. He also reported on the membership activity. There were 101 members in total. The fall seminar had 31 members and 9 non-members. There were an additional twelve conference application forms for new membership. However, the seminar had a net loss of \$943.39. Discussions ensued surrounding the spring conference and possible ideas for cost-cutting strategies. The general consensus was that the membership turnout for the fall conference was historically low. The report was then approved by motion from Drew Harmon and seconded by Kim Taylor.

**Committee Reports:**

Newsletter: Jay Poole

Jay discussed ideas for the newsletter format and provided a hand-out for the group. Discussions also ensued relative to the idea of an electronic distribution of the newsletter.

The consensus was that *both* electronic version and hardcopy format would be used. Discussions also ensued around House Bill 781, spotlighting audit shops and further solicitation of stories for the newsletter.

Membership: Lora Holland

Lora Holland provided a Membership Committee Report and discussed a comparison between calendar year 2006 and calendar year 2005 data. There were 2 new members in 2006 versus 23 new members in 2005. Lora also discussed her plans for outreach and plans for follow-up telephone calls to 28 people that had not responded. Second notices had already gone out. She would plan to perform a reconciliation later in the month. Discussions also developed regarding an inquiry of the number of CPA firm with memberships.

Website Report: Sherry Ariail

Sherry Ariail discussed ideas for the website, inquired about the spring conference date and discussed hits on the website. She asked for other ideas.

Audit: Sharlene Wrenn

Other than a short discussion on the audit due date (March 2006), there were no new items to discuss.

Quality Assurance: Kim Taylor

Kim Taylor discussed that NALGA will start performing red book reviews this spring in Florida. Discussions also ensued regarding a request from Theresa McGrady for information on the “process.” Revisions to the by-laws was necessary to remove “teams” from the existing language. Discussions also focused on a newsletter inquiry to identify members with experience. Kim Taylor indicated she would put together this information and seek feedback at a later date.

Spring Conference 2006 Update:

Kim Taylor provided an update and had specific questions from John Sanderlin. Discussions developed regarding parking fees for the conference. A motion was made and seconded *not* to include parking in the registration fee. The registration fee will be \$125/member and \$175/non-member.

Fall Conference 2006 Update:

Kathy Seay provided information relative to the fall conference. The date was determined to be the 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> of October in Williamsburg. This would be co-hosted with NALGA. Kathy Seay described the recent activity, indicating that there was a contract with Kingsmill. She also indicated that some of the contracts with the speakers

were not signed yet, as there were still issues that were not firmed up yet. Kathy expressed some concerns over the status of the speaker contracts. Ideas were tossed around relative to the timing of the business meeting during the conference. Kim Taylor inquired where the spring 2007 conference would be and asked about rotation.

#### Training:

Kim Taylor provided an update for the student night and handed out a brochure that was going to be used for the event. Discussions ensued regarding outreach and making contacts.

#### Partnerships:

Kathy Seay discussed the AGA joint meeting requests. Discussions ensued relative to possible ideas.

#### Audit Services Contract:

Kathy Seay provided the signed NALGA and VLGAA Cooperation Agreement

#### Roundtable:

Kathy Seay discussed the potential date as February 13, 2006 in the afternoon. Topics for discussion included auditing constitutional officers, House Bill 781 and using electronic work papers. Discussions ensued relative to the experience of auditing constitutional officers among the group.

#### Advocacy Update:

Jay Poole did not offer any new updates, but discussions ensued relative to Portsmouth, Virginia.

#### Other:

- ❖ The group briefly discussed regional programs and awards
- ❖ The group also discussed ICMA's performance measurement activity kick-off at the Richmond Convention Center. Jay Poole discussed ICMA's intentions and that there were 28 participating localities. It was the group's consensus that performance measures should be accumulated to show a united audit shop perspective.
- ❖ Discussions then turned to House Bill 781. Gretchen Hudome led the conversation about the bill at this time. She discussed the further impact of House Bill 664. It was the group's consensus the VLGAA would respond, accordingly. Kim Taylor would seek feedback from the group in the near future.

Motion to adjourn at approximately 1:30 p.m.