

Virginia Local Government Auditors Association
Minutes of the Executive Committee Meeting
Location: Hilton Double Tree Williamsburg, VA
January 30, 2015

Note: Action items are summarized at the end of the minutes.

Sharlene Wrenn, president, called the meeting to order at 9:20 a.m. After introductions, the president presented the agenda. There were no requested changes to the agenda. It was moved by Tony Markun and seconded by Gretchen Hudome to approve the agenda as presented. Motion carried.

Attendees:

Sharlene Wrenn, President
Mike Taylor, Secretary
Karen Woodson, Treasurer
Tony Markun, At Large Member/Bylaws Chair
Terrie Pyeatt, Past President
Sherry Ariail, Website Chair
Gretchen Hudome, Spring Conference Chair
Bernie Jordan, Membership Chair
Lyndon Remias, Newsletter Chair/Cvent Coordinator
Theresa Weatherman, Nominating Chair

SECRETARY'S REPORT

Mike Taylor presented minutes from the business meeting of the membership held on September 25, 2014 at Randolph-Macon College, Ashland, Virginia. It was moved by Tony Markun and seconded by Karen Woodson to approve the minutes as submitted. Motion carried.

TREASURER'S REPORT

Karen Woodson presented the treasurer's report as of December 31, 2014 (attached). The current balance is \$14,600.18.

Transition – Karen Woodson explained that she and Lily Hernandez are working on the transition. All the records have moved to Karen Woodson.

Review of fall conference – Karen Woodson presented the financial results for the fall 2014 conference in Hanover County (attached). Results show that the conference netted \$631.05, with an additional payment yet to be included.

Preparation for audit – The binder of financial records is ready to go to Andrea Goutam for the audit. It will be sent to her via Theresa Weatherman. One 1099 form is needed this year and it is going out today.

Short/long term strategic planning and use of reserve – There was general discussion about whether the current balance is too high or okay. Possible uses for some of the reserves included a scholarship, free registration and room night for some of our members (drawing), additional training at little or no cost to attendees, and free first year membership for new members. Sharlene asked everyone to email their ideas to Lily Hernandez to compile a list for consideration.

There was a question about whether or not VLGA is incorporated. Karen Woodson reported that records show that the organization incorporated in 1989.

There was also a discussion about dues. Anytime there is a change in the treasurer, dues get mailed to the prior treasurer, often because address changes in members' accounts payable systems are not made before the dues checks are issued. The board discussed the possibility of accepting dues through C-vent. To do so would require agreement from the Tidewater IIA chapter, since it is their C-vent account that VLGA uses. Also, there would be fees associated with using C-vent. That led to discussion about the amount of annual dues. It has been \$15 per year since the organization began. If C-vent is used, dues would need to be increased to maintain the same net dues income. Terrie Pyeatt and Tony Markun volunteered to research options for on-line payment of dues and report back to the board.

It was moved by Tony Markun and seconded by Mike Taylor to approve the treasurer's report. Motion carried.

SPRING 2015 CONFERENCE

Gretchen Hudome provided a preliminary budget for the spring conference. It will be held on May 11 at the Virginia Beach Hilton. The focus will be on public corruption and conflicts of interest. Plans also include an IT topic. Virginia Beach is a member of a public corruption task force. The task force is meeting next Wednesday and there will be a presentation, so Gretchen Hudome will be looking for good presenters. She is looking at a Virginia Beach attorney to discuss public conflicts of interest.

The hotel rate is \$94/night, plus tax. Parking is an additional charge for those not staying at the hotel.

When the final budget is ready, the board will review and approve via email.

Board members expressed an interest in getting evaluations from fall 2014 conference. Gretchen Hudome will get that material out to the board the week of February 2.

FALL 2015 CONFERENCE

Sharlene Wrenn reported that the fall 2015 conference will be in Henrico. The date has not been set. Once she finds out the date of the 2015 IIA district conference in Richmond, the VLGA conference date will be set.

NEWSLETTER

Lyndon Remias announced that it is time for a newsletter. Sharlene Wrenn will get him a president's message.

TERMS OF OFFICERS

Terrie Pyeatt led a discussion about the board composition and potential changes to the current composition. A number of points were discussed, including:

- There is no position for the past-president. The past-president accumulates knowledge which could be helpful to the board.
- All positions have a one year term. There are no staggered terms.
- Committees are for the most part one person committees.
- Committee chairs might be board members or other members of VLGA.
- There can be some disconnect between the board and the committees.
- Changes would require change to the by-laws and operations manual.
- The suggested changes would provide an opportunity for more people to get involved with VLGA.
- We can get the word out to the membership that there are volunteer opportunities in VLGA, and we must make sure we are ready when volunteers step up.

Sharlene Wrenn asked everyone at the meeting to get all their comments on the topic to Terrie Pyeatt. (Note: following the meeting, Terrie sent her notes to attendees and asked for comments by Tuesday, February 17, 2015.)

COMMITTEE REPORTS

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

By-Laws and Operations Manual – Tony Markun had no updates for the board.

Membership – Bernie Jordan presented the Membership Committee report. For 2015, we currently have 78 paid members. Of those, 72 are renewals and 6 are new members. Approximately 15-20 members from 2014 have not renewed, representing 8 audit organizations. Bernie Jordan will be sending second notices and following up with those who do not renew.

Website – Sherry Ariail anticipates leaving her position as website committee chair before the end of 2015. She reported that she will be looking to get someone in Chesterfield to take the committee, since

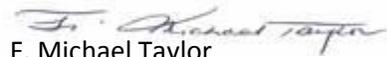
the website is on the Chesterfield County server. Lyndon Remias suggested migrating the website off of Chesterfield County's web server. That would open up the website work to any interested member. There would, however, be a cost. Sherry Ariail will look into the possibility of moving the site and the cost of the move.

Nominating – Theresa Weatherman reported that the nominating committee work this year was successful. Theresa Weatherman thanked Sharlene Wrenn for all her work on recruiting board members.

Program – The program committee activities are reported above.

There being no further business, the meeting was adjourned at 11:39 a.m.

Respectfully submitted,



F. Michael Taylor
Secretary

ACTION ITEMS:

- Financial audit for 2014 – Andrea Goutam
- Send ideas for use of financial reserves to Lily Hernandez – All
- Compile ideas for use of financial reserves – Lily Hernandez
- Research options for on-line payment of dues – Terrie Pyeatt & Tony Markun
- Provide budget for 2015 spring conference to board for review and approval – Gretchen Hudome
- Send evaluations from 2014 fall conference to board – Gretchen Hudome
- Select date for 2015 fall conference – Sharlene Wrenn
- Prepare president's message for newsletter – Sharlene Wrenn
- Create and send newsletter – Lyndon Remias
- Send ideas for changes to board structure by 2/17/15 to Terrie Pyeatt – All
- Send second notices for membership renewals – Bernie Jordan
- Contact non-renewals to learn why dropping membership – Bernie Jordan
- Research options and cost for moving VLGAA website away from Chesterfield County – Sherry Ariail