

Virginia Local Government Auditors Association  
Minutes of the Conference Call of the Executive Committee  
March 27, 2014, 3:00 p.m.

**Conference Call Participants**

Terrie Pyeatt, President  
Sharlene Wrenn, Vice President  
Mike Taylor, Secretary  
Lily Hernandez, Treasurer  
Tony Markun, At Large Board Member (arrived 3:06 p.m.)

Terrie Pyeatt called the meeting to order at 3:02 p.m.

**Spring Conference**

Terrie Pyeatt presented the budget and conference brochure for the upcoming Spring Conference to be held in Virginia Beach on May 19, 2014. Materials were sent to the executive committee in advance of the meeting.

Brochure:

- One hour breakfast and registration
- Four hour presentation on data analysis from Scott Langlais of Courtney Thompson
- One hour lunch
- Seventy-five minute presentation on GIS by someone from Virginia Beach GIS office
- Fifty minute presentation on records management from Glenn Smith of the State Library
- Fifty minute round table session led by Terrie Pyeatt of Virginia Beach Public Schools
- Overall, there will be eight hours of CPE
- Lisa O'Dell from Terrie's office developed the brochure, which received favorable comments from the committee

Budget spreadsheet:

- Scott will fly the day before and will be leaving later in the day. VLGAA will pay airfare, one night at the hotel, and rental car (if needed). The room charge will be billed directly to VLGAA. He charges a speaker fee. He does book airline tickets at least 3 weeks in advance to help keep costs down.
- Glenn Smith will be driving and will not need to stay the night, so his cost is only mileage.
- Other speakers are local, so no cost for them.
- We do provide a \$50.00 gift card for speakers other than paid speakers.
- The budget is based on 60 people attending. At that attendance level, we expect to lose \$1,282.50.
- Terrie used the blended rate from the prior conference.
- Food cost is based on the hotel's per diem menus. There was some discussion about break offerings. It was suggested that fruit would not be needed during the morning break. Terrie will

attempt to negotiate the fruit out of the cost. If that is unsuccessful, the next step would be to try and have the fruit served with the afternoon break.

- Terrie does not expect to need the \$1.00 per person cost for materials fee, but kept it in the budget just in case it is needed.
- C-vent fees are projected to be the same as the prior year. There was some discussion about c-vent fees. Due to the nature of the fee structure, it is not possible to budget the cost precisely. It is a combination of registration fee (estimated at \$5.00 per registrant) and credit card fee. Part of the credit card fee is variable, so we make our best guess, based on previous experience. With a two day fall conference, the fall cost is expected to be higher, but not double the cost of the one day event in the spring.
- Attendee raffle prizes include four \$25 Wawa gas cards. Grand prize is one night at the Sheraton, plus a \$50 gift card. Sheraton is providing the room at no cost to VLGAA.
- Breakeven would require 90 people, which is unlikely to occur. We need 28 to meet food minimum for avoiding a room charge. We had 59 in spring 2013, so the food minimum should not be an issue.
- Lily asked about the reception. Terrie is looking at the space on the 2<sup>nd</sup> week of April. That will help determine if the space will accommodate a reception. Cost is not a conference expense, but rather a board expense. It may have been included in conference cost in 2013 but will not be in the future.

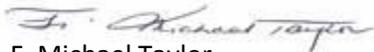
Sharlene Wrenn moved and Tony Markun seconded approval of conference budget and brochure. Motion carried.

Hotel Room Rate – It was brought up that people are not being given the \$89 rate that shows on our web site. Instead, they are being charged \$94. Terrie reported that the contract rate is \$89. Terrie will get it corrected with hotel and will let the executive committee know when the issue has been resolved.

Lanyards for badges – Tony Markun is waiting on cost information. Costs are not consider to be a conference expense. It is a VLGAA cost.

There being no further business, the meeting was adjourned at 3:37 p.m.

Respectfully submitted,



F. Michael Taylor  
Secretary