

**Virginia Local Government Auditors Association
Minutes of the VLGAA Executive Committee
Hanover County
July 29, 2008**

Chris Pietsch, President, called the meeting to order at 10:07.

In attendance were the following individuals:

Sharlene Wrenn, Secretary
Tony Markun, Newly elected Vice-President
Umesh Dalal, Fall Conference Chair
Kathy Seay, Member Host

Fall Conference

Umesh Dalal presented the report for the fall conference. He announced that the conference is set for Friday, October 17, 2008 at the Sheraton South, Midlothian in Chesterfield County.

Umesh has four committed speakers with possibly a fifth presenter.

Program outline:

Identity Theft – Andrew Baron – Investigator, Richmond City Auditor’s Office
20 years experience with NYPD.
Computer Security – Randy Marchany – Va. Tech Security
Very animated
Adding Value – Umesh (Richmond City Auditor) and Gary Blackmer, Portland City Auditor

Presently, the conference is scheduled for 6 hours but Umesh was certain we could squeeze in 7 hours. Umesh is trying to secure a speaker from Texas Tech who is very active in ISACA. The VLGAA would only have to pay for travel expenses if the individual is available. It was also suggested that we get member services to coordinate Gary Blackmer’s trip to get the best deal available.

Umesh stated we need a theme for conference. All committee members were asked to think about a theme. It was stated that we want to invite lots of different auditors to attract more people. The conference amenities will be better with more people.

We all agreed to aim for 7 CPE. We will attempt to work in one more hour by starting at 8:30, limit break to 15 minutes and lunch to 1 hr including the VLGAA required business meeting. Umesh will redo the schedule and present a final budget which will be approved by email.

Umesh stated that the conference room presently is set for 75 seats but could possibly hold up to 100 if needed. We agreed to charge \$85 for the conference. Tony Markun will present a discount model to Umesh to see if that is feasible for larger offices. The mailing list and possible websites will include IIA, ALGA, AGA, State Internal Auditors and the VGFOA.

Registration forms will be mailed to Umesh in Richmond. The hotel rate is \$79 per night. Information will be given to Drew Harmon for inclusion in the newsletter.

It was suggested that we look at the by-laws to possibly consider changing to one conference per year to be held over a 2 to 3 day time frame. We talked about forming a conference committee with at least 3 people to distribute the workload.

Secretary's Report

Sharlene Wrenn presented the secretary's report from the May 14, 2008 membership meeting held at the Cultural Arts Center in Glen Allen, Va. The minutes were accepted and approved as submitted.

Treasurer's Report

Chris presented report from treasurer, Dawn Hope. The ending balance as of June 30, 2008 was \$7,822.47. Year to date receipts and disbursements total \$290.34 and \$515.72, respectively. Both the required IRS Form 990 and the Virginia SEC annual registration were filed and fees paid during this time period. As of July 29, 2008 there were 92 paid members of the VLGAA. Chris stated that we have not received the final AGA numbers; however, we may have made a small profit. The report was accepted from Dawn as presented by Chris.

By-laws

Chris presented changes to by-laws as prepared by John Dorin, By-laws Chair. The executive committee proposed submitting the following bylaw changes for membership approval:

Proposed change #1

Under President's Responsibilities [p.9], delete the last bulleted item about serving on the editorial board of VGFOA.

Proposed change #2

Under Audit Committee Objectives [p.15], delete third bullet about reviewing CPE records.

Under Audit Committee Agreed Upon Procedures [p.15, 16], step 2, change "securing a membership list from the Secretary..." to say "obtain the membership list from the committee chair."

Proposed change #3

Remove all references to Quality Assurance Committee [table of contents and p.21].

Chris will send information to Drew Harmon to include in the next newsletter. We will hold a vote of the membership during the business meeting of the Fall conference, after which the bylaws and operations manual will be changed accordingly.

Other Committee Reports

None.

Committee Chair Attendance

The President stated that concerns had been raised as to whether committee members need to attend executive committee meetings if they do not have any information to present. After discussions we decided that we will continue to welcome and encourage all committee chairs to attend because the strength of our organization depends on input from a variety of opinions. By mutual consent we agreed that if the committee member's locality will not reimburse mileage, they can submit a request for mileage reimbursement and the VLGAA will reimburse at the IRS rate. We will also provide for the conferencing in of committee chairs if desired.

Recognitions

We need to gather information on any retirees. We will recognize committee chairs with gift certificates of at least \$15 per person. Chris will handle these purchases. We will recognize the past president, Drew Harmon with a plaque. Sharlene Wrenn will handle this purchase.

Nominating Committee

Chris will remind Drew Harmon that he is responsible for presenting a slate of officers for the 2009 year at the Fall Meeting. Potentially, we may have to find a new treasurer and an At Large member for nominations.

Other Items

We will announce in the next newsletter about the upcoming survey concerning future conference planning.

It was suggested that we get a representative from each area to work on a conference committee. The Vice-President could be on the committee to help the planning locality.

With respect to the next conference, we will plan for a one day location in late March of 2009. We will check with Lou Lassiter of Chesterfield for the Spring and wait to see what survey yields.

The survey will include questions such as:

Meeting once a year

Keep as is

One day one time, two days next in different locality

Would end of September

Spring or Fall 2 day conference

Late September for a major conference

Survey will also ask why?

Topics?

Partnering with other organizations like the AGA, IIA.

Committee members were asked to email Chris with questions for the membership related to future seminars.

We will ask Yolanda Tennessee about developing a CPE data base with number of people present per locality.

Our goal is 12 hours of CPE per year.

Meeting adjourned at 12:00 pm.