

Virginia Local Government Auditors Association
Minutes of the Conference Call of the Executive Committee
August 13, 2015, 3:30 p.m.

Conference Call Participants

Sharlene Wrenn, President
Lily Hernandez, Vice President
Mike Taylor, Secretary
Tony Markun, At Large Board Member
Bernie Jordan, Membership Committee Chair

Sharlene Wrenn called the meeting to order at 3:30 p.m.

Fall Conference

Sharlene Wrenn presented the budget and conference agenda for the upcoming Fall Conference to be held on October 2, 2015. The location is the Four Points Sheraton at the Richmond International Airport. Room rates are \$83/night. Budget and agenda materials were sent to the executive committee in advance of the meeting.

Budget spreadsheet:

- There will be a \$300 meeting room fee that cannot be waived. Food and beverage minimum will be \$1,500. It will take 34 attendees to cover the food and beverage minimum.
- Sharlene signed the contract on July 30.
- There has been a change to the speaker lineup that will impact the budget. Instead of one speaker from Dixon Hughes, there will be two. That adds one to the comps, raising the total to eight. It also adds one to the speaker gift cards, making the total six. There will be no speaker gift card for the paid speaker.
- Two speakers will be coming in from out of state, so they will be paid mileage. One, Richard Lanza, will charge a \$350 speaker fee.
- Other speakers are local, so no cost for them.
- The budget is based on 60 people attending. At that attendance level, we expect to lose \$150.00. The form presented shows a projected loss of \$100, but that was revised for the additional speaker card. Given the current fund balance, this was not considered an issue.
- Food cost was discussed. There was a question about the need for a morning beverage service, but the group was comfortable with keeping it in the plan.
- Sharlene based the C-vent fees on the spring conference. Tony confirmed that the accuracy of the charge per person. The credit card fee cannot be predicted, so the \$3.00/per person estimate was viewed as reasonable.
- Attendee raffle prizes include four \$25 Wawa gas cards.
- Breakeven was revised to 66 people, due to change in the number of speakers.
- Registration fees will remain the same at \$95/member and \$110/non-member.

Brochure:

- Sharlene reviewed the topics and speakers on the agenda. One or more of the participants had heard many of the planned speakers.
- The speaker for the fraud session will be changing. Instead of Ben Sady, Dixon Hughes will be providing two speakers, Brian Burns and Chris Kalafatis.
- Sharlene reached out to the Office of the State Inspector General and was pleasantly surprised to get a call back from Mike Westfall. He was planning to attend anyway, so it works out well to have him as a speaker.
- Overall, there will be eight hours of CPE.

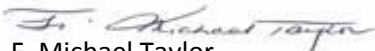
Sharlene will get publicity material to Bernie Jordan which will go out the week of August 17. As soon as C-vent is ready, membership will be notified to register.

Lily Hernandez moved and Tony Markun seconded approval of conference budget and brochure. Motion carried.

There was a brief mention that Ryan Gartin is working on the website update and is looking for areas where changes are needed.

There being no further business, the meeting was adjourned at 3:53 p.m.

Respectfully submitted,



F. Michael Taylor
Secretary