

**Virginia Local Government Auditors Association  
Minutes of the Executive Committee Meeting  
January 29, 2009 @ 10:00 am**

Attending:

Sherry Ariail	- Website, Fall Conference
John Doren	- Bylaws
Tony Markun	- President
Drew Harmon	- Newsletter
Gretchen Hudome	- At Large Member
Dawn Hope	- Treasurer
Chris Pietsch	- Nominating Committee
Mike Helmke	- VP
Kathy Seay	- Past President

Tony called the meeting to order at 10:07 a.m.

Introduction of new officers, committee chairs.

Minutes from July 29, 2008 executive committee meeting and October 17, 2008 business meeting were reviewed. Dawn Hope moved approval; Mike Helmke seconded; committee approved without changes.

Treasurer's report: Bank balance as of December 31, 2008, was \$10,187. Fall conference overview:

- Conference Receipts = \$4,905
- Conference Expenses = \$3,616
- Net profit = \$1,289
- Attendance = 63
- # receiving group discount = 30

Committee observed that the group discount may have boosted attendance and should be considered in future conference planning.

Mike moved approval of report; seconded by Tony; committee approved.

Old Business: None

[New Business]

Survey Results: Detailed results were distributed to the Officers. Membership generally supports having two conferences each year: A spring conference in the Richmond area that is one day or less and allows people to limit travel expenses; a fall conference that rotates around the State and can be as much as two days when overnight travel is involved. Membership generally supports joint meetings with other organizations. Most respondents requested greater advance notice of conference topics, dates, and locations.

Spring Conference: ALGA is interested in a two day conference in the Williamsburg area. AGA is planning a May 20 meeting offering 6 CPE and would be interested in cohosting with VLGAA. Location would be Richmond Sheraton. Conference agenda has not been developed. Another consideration is to try and avoid conflicting with the annual fraud conference at the end of April.

Committee discussed and agreed that an ALGA regional conference would be the best option for VLGAA members. Hosting a peer review workshop was discussed. Based on the number of VLGAA members who have peer review experience, the committee decided a workshop would likely not draw enough attendance to make it viable. The committee discussed having two tracks, one for experienced auditors and one for new auditors, but decided attendance would likely not support concurrent tracks.

Kathy will talk with ALGA about providing a day and a half to two day conference that includes a mixture of audit fundamentals and continuous monitoring topics.

Fall Conference: Chesterfield will host the fall 09 conference. Sherry provided a preliminary budget specifying October 2 as the date, Sheraton Park South in Midlothian as the location. Economies to be achieved by using the same speaker Chesterfield will use for internal manager training.

Speaker will be Dennis Dycus from Audit department for the State of Tennessee. It will be a fraud topic.

The committee agreed that VLGAA should subsidize the costs for VLGAA members to keep fees down in a tight budget year. Fee of \$75 discussed. Chesterfield is preparing a write up and flyers to publicize the conference well in advance. It was also suggested that they contact Jack Spooner in the Virginia State Internal Auditors office to generate interest.

Future Conferences: Gretchen to contact Newport News about hosting Spring 2010; Albermarle County/Charlottesville about Fall 2010.

Membership: Sherry reported that membership is currently 83. Deborah Eggleston, Committee Chair, plans to call departments who have not renewed. Prince William County is on the list to call. Membership is basically level with historical; fluctuations are principally due to people who join to get the member discount for conferences that interest them. These folks typically let their membership lapse as local government auditing is not their primary function.

The committee asked that Deborah review the ALGA membership directory to determine if we are missing any Virginia members.

Sherry recommended that the membership directory be published on the VLGAA website and that printed copies no longer be mailed as a cost cutting strategy. The committee concurred and asked that it be made available on the website in printable format.

Bylaws: John stated that the bylaws will be published on the website. No changes are currently being considered.

Newsletter: Discussed moving to email only version. Committee agreed to continue paper edition for the moment and to reconsider later.

Nominations: nothing to report.

Website: nothing to report

Other business:

Dawn suggested that large boxes of Treasurer's records be retained in Roanoke until further notice to avoid having to transport or mail voluminous records as officers change over. Committee concurred with the request.

Next meeting will be a conference call; third week in February; Gretchen to coordinate through Virginia Beach system.

Meeting adjourned at 11:50 a.m.