

**Virginia Local Government Auditors Association
Minutes of the Executive Committee Meeting
Hanover County
January 22, 2010**

Mike Helmke, President, called the meeting to order at 10:00 am. Officers and committee members introduced themselves.

Other Attendees:

Tony Markun	At Large Board Member
Larry Keller	Prince William representative for Spring Meeting
Kathy Seay	Member Host
Lyndon Remias	Vice-President
Drew Harmon	Newsletter
Sharlene Wrenn	Secretary
Terrie Pyeatt	Treasurer
Deborah Eggleston	Membership
Sherry Ariail	Website

Secretary's Report

Sharlene Wrenn presented the secretary's report from the membership meeting held at the Sheraton Park South in Chesterfield County on October 2, 2009. It was properly moved and seconded that the minutes be approved as submitted; motion carried.

Treasurer's Report

Drew Harmon presented the treasurer's report on behalf of outgoing treasurer, Dawn Hope Mullins. As of December 31, 2009, the ending balance was \$12,267.14, with receipts totaling \$12,700.55 and disbursements totaling \$10,670.37. (Report on file). VLGAA funds increased by \$2,030, primarily due to membership renewals and registration fees for the Spring and Fall conferences.

Dawn Mullins is sending the treasurer's records to Fairfax County for Chris Pietsch to conduct the annual audit.

Terrie Pyeatt stated that she talked to Dawn about the transfer of records. Terrie will contact Wachovia (Wells Fargo) to obtain the necessary documents. Terrie will then forward forms to executive committee members for execution.

It was moved and properly seconded that the treasurer's report be approved as submitted; motion carried.

Old Business

Fall Conference

The Fall Conference was a great success with a total of 85 attendees over the two day period. The Peer Review exceeded expectations in attendance with participants from outside of Virginia. The Fall Conference had income totaling \$7,788, expenses of \$6,812, leaving a net profit of \$976.

School Roundtable (Teleconference)

Comments:

Very good way of networking

9 localities participated:

Hanover, Chesterfield, Fairfax, Chesapeake Schools, Va. Beach Schools,
Roanoke, City of Tallahassee (FL), Henrico Schools, Norfolk Schools

Very helpful; good feedback from the group

Three main topics:

Efficiency for Schools, Fuel Cards, Risk assessment including Instruction

1 CPE for participation

Continue to do roundtable format

Spring Conference

Larry Keller, Senior Auditor of Prince William County, presented the details of the Spring Conference.

Location – Four Points by Sheraton; Manassas, Va; right off of Route 66; approximately 90 miles from Richmond.

Reserved a block of 30 rooms for \$93 plus tax; available until March 14 then rooms will be released.

Dates - April 15 and April 16

Budget

Three different scenarios (report on file):

80 attendees - average cost/attendee - \$116.16; breakeven attendees - 63

95 attendees – average cost/attendee - \$115.70; breakeven attendees - 63

113 attendees – average cost/attendee - \$125.50; breakeven attendees - 52

Proposed rates by Prince William:

Members:

One day fees - \$90
Two day fees - \$135
Non-members:
One day fees - \$95
Two day fees - \$145

It was noted that usually 45 to 50 people attend the conference when it is held in the Northern Virginia area.

Agenda

Prince William is recommending concurrent sessions on Day 1 of the conference to get maximum participation.

Overview:

Day 1

Strengthening Performance Management and Accountability

The Leadership Challenge

Who Moved My Cheese (The Journey of Change)

Day 2

Current Procurement Best Practices

Larry stated that all speakers listed are locked in (committed).

Fees

Ballroom fee is \$350 per day.

Kathy Seay recommended that Prince William contact ALGA to pull on their expertise for negotiating contracts. We may be able to get a discount on the rate or eliminate the flat fee. Larry stated that the hotel has no booking issues so bargaining may be hard. The hotel is providing desserts for afternoon breaks at no charge.

We do not have to rent any AV equipment.

Food will be catered by the hotel. The contract calls for a \$200 minimum which will be no problem. Food cost is estimated to be \$32.38 per attendee, per day.

Speaker fees including meals/travel are estimated to be \$2,167.97 for the two days.

Larry stated that Robin Howard, Director of Audit for Prince William, is optimistic about the turn out. All of Fairfax County is committed to attending. The procurement session on Day 2 with the Chief Procurement Officer of the Government of DC is expected to be a big draw.

If expenses do run over the projected revenue, the VLGAA has a healthy balance in treasury if needed.

Drew mentioned concerns about concurrent sessions, since the VLGAA does not a huge crowd. Others agreed; however, Prince William was commended for putting together an outstanding program.

CPE

16 hours will be available

Mike Helmke stated that Yolanda Tennessee, CPE chair, takes care of all CPE certificates including sign in sheets, name tags and evaluation forms. Mike will email Yolanda the necessary information when registration is complete.

Sherry Ariail will put pertinent information on the website, ie: agenda, bios, etc. We must get information out as quickly as possible because the conference is 3 months away. Some audit shops have already planned the conferences they will be attending.

Prince William will have to complete the conference brochure to include all data including registration form. Examples of brochures are on the VLGAA website. The brochure will be sent to Mike Helmke and he will forward to the executive committee for approval. The brochure will then be placed on the website, in the upcoming newsletter and emailed to the membership.

Sherry Ariail will put a save the date with topics on the website as soon as possible.

Lyndon Remias suggested that we look into acceptance of credit cards in the future as an alternative form of payment.

Recap of responsibilities

Larry will put together brochure and send to Mike who will send to executive committee for approval. After approval, Mike will email Larry and copy Drew, Deborah, and Sherry. Sherry will update the website with the final brochure.

We will try to have the brochure completed by the end of the month; however, a Save the Date will go on the website immediately setting forth the date, topics and location.

Kathy Seay mentioned that we should try to keep the registration rates the same as before. It was suggested that we keep the member rates as proposed by Prince William; however, the non-member rate would be \$15 higher which would represent the cost of a membership fee. This is in line with what we normally do for each conference registration.

Change to budget

Non-members

One day fee - \$105

Two day fee -\$150

Marketing responsibilities

Sherry Ariail – IIA, AGA, VASBO (Sherry will contact Steve Bateson)
Kathy Seay - ALGA
Robin Howard - Northern VA., Philadelphia and DC IIA Chapters
Mike Helmke – Tidewater IIA

Larry asked about reimbursable expenses. Mike told him to save all receipts until the end then submit to treasurer for reimbursement.

Mike asked Larry to get hotel to send forms to Mike so he can send to Terrie so that VLGAA can pay directly. Lyndon said we need to make sure that all rates are placed in the contract before signing.

Larry stated that the VLGAA needs to make a \$300 deposit by Monday, January 25. Mike asked Larry to see about getting a line of credit so that we will not have to pay the bill before service is rendered.

Tony Markun called the hotel and spoke with the Sales Manager during our meeting. Tony worked out the details for obtaining a revised contract to include all fees and a line of credit from the hotel. The contract will need to be signed by Friday, January 29, 2010.

A second contract was presented indicating the room rate of \$93 per night and a block of 60 rooms. All rooms not reserved by March 14 will be released. This represents no cost to the organization.

Terrie will prepare a \$300 check to be sent with the contract on January 29. The remaining portion will be paid after the conference.

It was properly moved and seconded to approve the contracts for the Spring Conference; motion carried.

Kathy Seay will look for VLGAA banner.

COMMITTEE REPORTS

MEMBERSHIP

Deborah Eggleston, Chair, reported that the current membership is 89.

We have 5 new members.

14 members have not renewed for 2010; 2 retired and 4 are no longer employed as local government auditors.

Terrie stated that one membership application is sitting in her office.

AUDIT

Mike Helmke announced that Chris Pietsch of Fairfax is the Audit Committee chair and will be doing the upcoming audit.

BY-LAWS

Tony Markun announced that John Doren, By-Laws Chair, has made changes to guidelines discussed in the executive meeting held on July 23, 2009 but needs to send out to the executive board for review.

NEWSLETTER

Drew Harmon, Chair, reported that the newsletter needs to be done. Mike said he will work on the President's Message this week and send to Drew. Details of the Spring Conference will be included in the newsletter.

NOMINATING

Tony Markun, Prior President, will be Nominating Chair. We will discuss nominations in the July executive committee meeting.

Kathy Seay asked who took Carol Bibb's position in Lynchburg after she retired. Kathy stated that we need to send an advocacy letter to Lynchburg to ensure that the position is filled. Lyndon Remias will contact ALGA's Chairman of the Advocacy Group to initiate a letter to City of Lynchburg to tell of the importance of filling the position.

WEBSITE

Sherry Ariail will update the website with the Spring Conference. Committee Chairs will also be updated.

Other Business

Lyndon Remias announced that he has been appointed the District Conference Coordinator for IIA Fall conference to be held October 22, 2010. In light of this, Lyndon has asked to delay hosting the 2010 Fall VLGAA conference.

Suggested alternatives for 2010 Fall Conference:

Va. Beach switch with Norfolk

Kathy Seay and Tony Markun work on something in Williamsburg

Sharlene Wrenn will contact Vaughan Crawley to see about hosting/co-hosting a Roundtable in Henrico

Lyndon is willing to host the 2013 Spring or Fall conference.

Sharlene passed out a schedule showing all the member localities, indicating when each locality last hosted or is scheduled to host a VLGAA meeting (report on file). We will

work with this schedule at our next executive meeting to continue developing our three year cycle.

It was again suggested that we consider a centralized conference where the same site would be used each year or alternating between two sites such as Williamsburg and Richmond. A program committee, headed by the Vice-President would then be responsible for developing our Spring/Fall meetings. That way we would know exactly when, where, etc. We could establish contracts with hotels to get better prices. We may do a conference call to further discuss this at a later date. It was noted that this question was asked in an earlier survey with the response being to continue to rotate between localities.

We will do recognitions of 2009 committee chairs at the Spring meeting.

We informed Larry that the host locality (Prince William) will get one free registration for the Spring Conference.

Meeting adjourned at 11:55 a.m.