

Virginia Local Government Auditors Association  
Minutes of the Business Meeting of the Membership  
Sheraton Virginia Beach  
May 3, 2019, 1:00 p.m.

Greg Akers, president, called the meeting to order at 1:00 p.m., presented the agenda, and thanked the Virginia Beach Office for hosting the spring conference. Greg also highlighted some current organizational goals related to the website and finances and expressed a need for additional member volunteers to move the organization forward.

**Secretary's Report**

Vaughan Crawley, secretary, presented the minutes of the Executive Committee meeting on February 8, 2019 as well as an addendum summarizing Executive Committee actions taken via email since that meeting. The addendum captured the April approval of the purchase of Directors & Officers liability insurance for the organization. The minutes were approved as presented.

**Treasurer's Report**

Karen Woodson, treasurer, presented the treasurer's report for the month ended March 31, 2019. The ending balance was \$21,038.06. Karen noted that activity did not reflect the majority of the Spring conference activity. The treasurer's report was accepted as presented.

**Annual Audit Results**

Greg Akers presented the results of the annual agreed upon procedures completed and submitted by the Audit Committee Chair, Sharon Pribadi for CY 2018 (see attached). Greg thanked Sharon for her work and noted that they had added a comparative schedule of the financial activity for the two years ended December 31, 2017 and 2018. A motion passed to receive the audit report as presented.

**Special Recognition**

Greg Akers, Lyndon Remias, and the members of the Executive Committee recognized the service of Sharlene Wrenn, a founding member and past president of the VLGAA, given her planned June 30 retirement as Director of School Internal Audit for Henrico County. The Committee presented Sharlene with a plaque and gift.

**Fall 2019 Conference Update**

Greg Akers announced that the fall conference will be hosted by Henrico County on Friday, September 20, 2019 at The Place at Innsbrook.

There being no further business, the meeting was adjourned at 1:13 p.m.

Respectfully submitted,

Vaughan Crawley  
Secretary

Virginia Local Government Auditors Association  
Addendum to Minutes  
Summary of Interim Executive Committee Actions  
since May 3, 2019

Since the May 3, 2019 Business Meeting of the Membership, the VLGAA Executive Committee took several actions via email correspondence which are summarized in this addendum to the minutes.

- A. On Tuesday, July 16th, Greg Akers, President, circulated two proposals as described below which were approved by the Executive Committee members (4 in favor, 1 against) between Tuesday, July 16<sup>th</sup> and Thursday, July 18<sup>th</sup>.

**1. Purchase and Implementation of Association Manager Software**

Authorize purchase and implementation of Association Manager Software. Estimated cost \$299 setup fee, \$40 CPE certificate setup, and recurring monthly subscription (currently \$49) and credit card processing (currently 3% receipts) fees.

Proposal was put forward as the VLGAA is no longer able to use the Tidewater IIA Chapter's access to IIA International's event management software. As an event management tool needed to be implemented for the Fall Conference, the board investigated alternative systems and proposal 1 was put forward after demos and discussions with 123Signup. The proposal included selection of the event management and membership management functions of the vendor's offerings.

**2. Increase VLGAA Annual Dues for Calendar 2020**

Authorize \$5 increase of VLGAA annual dues from \$15 to \$20 per member for calendar **2020**.

The proposal represented the first increase in membership dues since the organization's inception and was presented to offset some of the VLGAA's increased operating costs related to the proposed new system and the recent purchase of D&O Insurance.

The Committee passed both proposals (4 in favor, 1 against). The vote against the proposal reflected the concern that the increase in dues would not cover the new recurring monthly cost. The Committee reviewed its options to exit the system agreement as well as its further options for modifying conference pricing strategies.

- B. On Thursday, August 1, 2019, the final Fall Conference budget was submitted by Henrico with a request for approval. Votes were gathered via email through August 6<sup>th</sup> with 4 of 5 votes for approval. The 5<sup>th</sup> vote was never received and it was later noted that the email never reached the committee member's inbox.
- C. On Thursday, August 15, 2019, Greg Akers, President, put forth a motion per the by-laws (Article VIII) related to draft by-laws revisions. The by-laws revisions had been circulated by A. Baxter, Vice President on Friday, August 9<sup>th</sup> with a separate proposed Operations Manual circulated on Monday, August 12<sup>th</sup>. The motion read as follows:

*Executive Board to support proposed revisions to share with membership by email blast by 8.20.19, for member vote at our 9.20.19 business meeting.*

After the motion was seconded, the email votes were submitted on August 15th and the motion passed unanimously.

Respectfully submitted,

Vaughan Crawley  
Secretary