

Virginia Local Government Auditors Association
Minutes of the Conference Call of the Executive Committee
August 18, 2016, 10:00 a.m.

Conference Call Participants

Lily Hernandez, President
Vaughan Crawley, Secretary
Karen Woodson, Treasurer

Tony Markun, At Large Board Member
Sharlene Wrenn, Nominating Chair
Ryan Gartin, Website Chair

Elected Officers Absent:

Mike Taylor, Vice President

Lily Hernandez called the meeting to order at 10:11 a.m.

Executive Committee Vacancy

Lily noted that since Mike Taylor now works in a position with the state, the bylaws require that his status as Vice President has to terminate as of the end of the month of August. She noted that per Article XI, Section 1, another member of the Executive Committee should advance to the office of Vice President to complete the remainder of the calendar 2016 term. After discussion, it was moved by Karen Woodson and seconded by Vaughan Crawley that Tony Markun be appointed to serve as Vice President for the remainder of 2016. Motion carried.

Fall Conference

Lily referred everyone to the budget which had been previously distributed by email. (See attached). She walked through the budget highlighting the following:

- Danny Goldberg will serve as the speaker for the morning. His fee is \$1,500 plus estimated travel expenses from Texas.
- A Richmond investigator will cover a couple of recent investigations in the afternoon.
- NW3C (National White Collar Crime Center) will offer two 50-minute presentations in the afternoon related to data analysis. There is no fee.
- Cherry Bekaert will do an afternoon presentation on cyber security. The budget includes travel expenses from Northern Virginia for this speaker.
- The location will be the Omni Hotel in downtown Richmond.
- As parking was a concern expressed in prior conference feedback about this location, Lily and her team are working to identify some options such as reserved spaces that will require a parking permit or \$5-\$7 parking in a nearby deck. The Omni offers parking for \$20 and Sharlene mentioned that she recalled a deck across the street which was affordable.

Action Item: Karen suggested that the parking options be advertised as soon as possible to alleviate the prior concerns. Lily noted that they hoped to have parking options resolved no later than next week and would then send the information to Lyndon Remias to update Cvent.

- It was noted that the hotel prices listed in the budget are inclusive of taxes and service charges.
- Lily noted that they've already gathered lanyards and some other supplies.
- **Action Item:** Tony Markun suggested using Amazon to order the name tags to save money based on prior experience.
- Cvent costs were estimated similar to Virginia Beach's spring conference.
- Door prizes will include 4 gas cards at \$25 and 1 Visa gift card at \$50.

- Revenue was estimated using a \$100 blended rate assuming some will pay the \$105 member price while others will take advantage of the 20% group discount. Karen noted that she was already seeing a lot of registrations at that \$83 discounted rate.
- The net estimated loss at this point is \$751.

Marketing Action Items:

- Tony suggested that Lily contact Lyndon to see if he sent the Cvent invitation to the IIA and AGA.
- Lily noted that she would also forward the invitation to the State's training coordinator.
- Sharlene also suggested that the invitation could be sent to ALGA.

Lily noted that the room could be configured to hold 60 in a crescent configuration or could be altered to a more traditional classroom style to hold more. She will work with the hotel to determine what is best as the event gets closer and final registration numbers are known.

Karen indicated that she had received a note that the hotel billing issue had been resolved but she had not seen the final contract. Lily indicated that the discussions over the financial terms had been resolved. **Action Item:** Lily will forward the final email with the contract to Karen.

It was moved by Tony Markun and seconded by Vaughan Crawley that the Fall Conference budget be accepted as presented. Motion carried.

Nominating Committee Update

Sharlene Wrenn indicated that she would have a slate of officers ready by the September 30 conference. She noted that the vacancy in the Vice President's position had introduced a challenge with two openings. She had already reached out to members in Chesterfield and Norfolk to gauge their interest. Current officers were willing to continue serving as needed. Sharlene will keep the Executive Committee updated on the progress.

Other

- Tony noted that the IIA is releasing its own event management system. The Tidewater Chapter could be transitioning from Cvent to the new system by the end of the year. It is not yet known how this would affect the VLGA but he will share further details as they become available.
- Sharlene asked for confirmation of the other upcoming scheduled conference locations.
 - Chesapeake -Spring 2017: Tony noted that the conference will be on May 18. They have already secured a conference center.
 - Chesterfield – Fall 2017: Lily noted that Greg Akers is already working on the details.

There being no further business, the conference call was adjourned at 10:38 a.m.

Respectfully submitted,

Vaughan Crawley
Secretary



Seminar Coordinator: Amarilis Hernandez
Seminar Location: Richmond Omni
Seminar Date: September 30, 2016
Submitted by/date: Amarilis Hernandez / June 2016

		#	Cost	TOTALS	
Est. # Attendees	Members	60	100.00	\$ 6,000	Blended rate
	Non-Members	0	125.00	-	
Total Estimated Revenue		60		\$ 6,000	

Estimated Seminar Expenses:

Food Cost:

Welcome Reception					
Breakfast		60	15.00	\$ 900	
Morning Break		60	5.00	\$ 300	
Lunch		60	16.00	\$ 960	
Afternoon Break		60	5.00	\$ 300	
				<u>\$ 2,460</u>	

Material Cost:

Conference folders, name tags, misc. expenses		60	1.00	\$ 60	
C-Vent Fee (Online Registration and CC Fees)		60	8.50	\$ 510	

Location Cost:

Room Costs or Food Difference				368.55	
Table Set-up (fixed cost)					
Security					
Mic / Lavalier Audio				768.60	

Speaker Fees/Expenses:

Speaker Estimated Travel Cost - Danny Goldberg				2,148.00	
Speaker Estimated Travel Cost				114.48	
Speaker Gift Card (3 @ \$57) Visa				171.00	
Door Prizes (4 @ \$25) - WaWa Gas Cards and Visa Gift Card				150.00	
				<u>\$ 2,583.48</u>	

Promotional Cost:

Flyer Preparation/Advertisement				-	
Mail Cost-Seminar Notice				-	

Total Seminar Estimated Expenses

Profit/(Loss)				6,750.63	
				<u>\$ (750.63)</u>	
Seminar Reimbursements Anticipated					
Net Profit/(Loss)				\$ (750.63)	

Notes:

Approved by Executive Committee:



Date: _____

President's Signature: _____

Date: _____

VLGAA Fall 2016 Conference - Cost of Meals (Estimate still waiting on updated menu prices)

Plated Breakfast
TBD

Lunch
TBD

Per person \$ 15.00

Per person \$ 16.00

TOTAL \$ 15.00

TOTAL \$ 16.00

Morning Break
TBD

Afternoon Break
TBD

All inclusive of all taxes

Per person \$ 5.00

Per person \$ 5.00

TOTAL \$ 5.00

TOTAL \$ 5.00

Total Cost of Meals per Person \$ 41.00

60 \$ 2,460.00

VLGAA Spring 2016 Conference - Break-Even Analysis

Fixed Costs:

			Notes
Speaker Estimated Travel Cost - Danny Goldberg	\$	2,148.00	Traveling from Texas (Speaker fee (\$1,500) and estimated travel costs (\$148 Hotel + \$500 Estimated Flight))
Speaker Estimated Travel Cost		114.48	212 miles @ .54 mileage rate
Speaker Gift Card (3 @ \$57) Visa		171.00	Non compensated speakers
Door Prizes (4 @ \$25) - WaWa Gas Cards and Visa Gift Card		150.00	
Mic / Lavalier Audio		768.60	Includes all taxes
Room Costs or Food Difference		368.55	Includes 5.3% sales tax
Less: Gold Sponsor			
Total Fixed Expenses		\$ 3,720.63	

Revenue Per Attendee (Blended Cost)

\$ 105.00 Estimate based on adding \$10 to blended cost from prior year

Variable Cost Per Attendee:

Breakfast		\$ 15.00	
Lunch		16.00	
Monday Snacks		10.00	
Conference folders, name tags, misc. expenses		1.00	CVB will provide folders for conference
C-Vent Fee (Online Registration and CC Fees)		8.50	Payable to IIA Tidewater Chapter
Total Variable Cost Per Attendee:		\$ 50.50	

Contribution Margin Per Attendee

\$ 54.50

Break-even Point in Attendees

68 BE = Fixed Costs / Contribution Margin

Updated: 8/12/2016

Additional potential cost to discuss:



VLGAA Spring 2016 Virginia Beach Conference - Budget vs Actual

	Est. # Attendees	#	Blended Cost	Budget	Actual	Paid	True Blended Rate
Total Estimated Revenue	60	\$	100	\$ 6,000	\$ -	59	\$ -
Estimated Seminar Expenses:							
<u>Food Cost:</u>							
Breakfast	60	\$	15	\$ 900			
Morning Break	60	\$	5	300			
Lunch	60	\$	16	960			
Afternoon Break	60	\$	5	300	\$ 2,460		
<u>Materials:</u>							
Conference folders, name tags, misc. expenses	60	\$	1	60			
Mic / Lavalier Audio				769			
Room Costs				369			
C-Vent Fee (Online Registration and CC Fees)	60	\$	9	510	0		
<u>Speaker Fees/Expenses:</u>							
Speaker Estimated Travel Cost - Danny Goldberg				2,148	0		
Speaker Estimated Travel Cost				114	0		
Speaker Gift Card (3 @ \$57) Visa				171	0		
Door Prizes (4 @ \$25) - WaWa Gas Cards and Visa Gift Card				150	0		
Total Cost				\$ 6,751	\$ -		
Profit/Loss				\$ (751)	\$ -		
Profit Margin				-13%	#DIV/0!		

View prior year BEO to get true cost