

**Virginia Local Government Auditors Association
Minutes of the VLGAA Executive Committee
Hanover County
July 29, 2010**

In the absence of our President, Lyndon Remias, Vice-President, called meeting to order at 10:05 am.

Others in attendance were:

Terrie Pyeatt, Treasurer
Tony Markun, At-Large Board Member
Sharlene Wrenn, Secretary
Deborah Eggleston, Membership Chair
Sherry Ariaail, Website Chair
Vaughan Crawley, Fall Conference Chair

Lyndon welcomed everyone to the summer planning meeting and stated that due to job obligations our President, Mike Helmke would not be able to attend. Introductions were made to the Chairman of our Fall Conference, Vaughan Crawley.

Secretary's Report

Sharlene Wrenn presented the secretary's report of the Business meeting of the membership held on April 16, 2010 at the Four Points by Sheraton, hosted by Prince William County. The minutes were approved as submitted.

Treasurer's report

Terrie Pyeatt presented the report as of June 30, 2010. Although expenses totaled \$8,000, we recognized a profit in excess of \$1600 from the Spring Conference in Prince William County. One speaker was going to charge; however, Prince William County picked up that speaker's fee. Also, the food count was lower than anticipated. The ending balance as of June 30, 2010 was \$13,952.05. The treasurer's report was approved as presented.

Fall Conference

Vaughan Crawley, Director of Audit for Henrico County, presented the budget for the upcoming Fall Conference.

Conference date - October 1, 2010

Hosted jointly by Henrico County and Henrico County Public Schools (Budget on File)

The proposed budget offers 8 CPE.

The budget was submitted to charge members \$85 and non-members \$100. It was decided, to be consistent with the prior conference fee, we would charge members \$90 and non-members \$105.

Jim Kaplan requested a small honorarium; however, he did not state an amount. We decided that \$100 would be a sufficient amount.

Changes to Brochure:

- Include title for Jim Kaplan
- Change Terrie's address to Office of Internal Audit
- We will offer a 20% discount to organizations with 5 or more attendees.

Sharlene will find out deadline for food to ensure that our cutoff date of September 20 is adequate.

Lyndon suggested that we try partnering with the Tidewater IIA Chapter to see if we can work through C-Vent (can pay online, register, CPE, etc.). If this is possible, the brochure would have to indicate Credit Cards are not accepted by the VLGAA Treasurer. Lyndon will find out about this within the next couple of days.

We will ask Walt Kucharski to touch on yellow book revision.

Lyndon signed the contract for Mark Funkhouser. Terrie will do a 1099.

It was suggested that we get presentations put on website in advance and let everyone print off before attending the conference. Sharlene said her office would take care of printing presentations. We can put up on website after the conference.

Vaughan will book hotel for Funkhouser and find out when check is needed to pay the bill.

The budget and the agenda were approved by the executive committee. Lyndon was very complimentary of the good job in planning the Fall Conference. It is a nice appealing program to members as well as non-members.

Terrie will send Vaughan and Sharlene a weekly report. She will also copy the Executive Committee and Yolanda Tennessee, CPE chair.

Distribution of Fall Conference Brochure:

- Membership - Deborah Eggleston
- Richmond IIA - Vaughan Crawley
- ALGA – Tony Markun will talk to Jay Poole
- AGA – Mike will contact Norfolk; Get Mike Westfall to contact Chesterfield
- Website - Sherry Ariail

New Business

A slate of officers will need to be presented at the Fall Conference. As of right now, we need to fill the Vice Presidency's position.

President – Lyndon Remias

VP -

Treasurer – Terrie Pyeatt

Secretary – Sharlene Wrenn

At Large – Tony Markun

Tony Markun, nominating chair, and Deborah Eggleston will work on issuing information to the membership requesting any interest in volunteering for any office or chairing any committee. They will send out a list of the offices and committees along with position descriptions.

COMMITTEE REPORTS:

Membership

Deborah Eggleston reported 98 members with several new members. No one knows the status of the Lynchburg audit shop.

We will work with Melanie Andrews, Acting Director of Audit for Hanover, to acknowledge Kathy Seay for her dedicated service to the VLGAA over the years. We will honor Kathy with a \$50 gift card and a goody bag.

Website

All updates will be sent to Sherry for the website. Send copy of minutes that were just approved. The membership directory is on the website.

Nominating

Deborah and Tony will formulate email for upcoming election.

Bylaws

No by-laws update. Tony will contact John Doren to see if he wants to remain the chair.

Audit Committee

Done for 2009. Chris Pietsch will conduct audit for 2010.

CPE Coordinator

Yolanda Tennessee will do CPE, name tags, evaluations and sign in sheets for the Fall Conference.

Newsletter

No report.

Lyndon will have his assistant work on the newsletter; this will start as of January 1, 2011. The schedule for the newsletter is on the website.

Fall Conference of 2011

Melanie Andrews said she will talk to Kathy about time frame. Melanie stated that they are reviewing the possibility of using Bass Pro Shops as the location for the meeting. It will probably be a one day session. The budget will be presented next year.

Other Business

We will recognize our out going President with a \$50 gift card and free registration for the 2011 Fall and Spring conferences. Motion carried. This will undo the free registration fee to ALGA.

Roundtable discussions were held concerning the upcoming Peer Review in the City of Va. Beach, the Yellow Book and School Board Audits on Curriculum.

Meeting adjourned at 12:00 pm.