

Virginia Local Government Auditors Association
Minutes of the Conference Call of the Executive Committee
March 29, 2012 @ 9:30 am

Conference Call Participants

Lyndon Remias – Nominating/Newsletter/Spring Conference Chair
Terrie Pyeatt - Treasurer
Sharlene Wrenn – Secretary
Sherry Ariail – Website Chair
Deborah Eggleston – Membership Chair
Melanie Andrews – At Large Board Member
Amarilis Hernandez (Lilly) – In for Umesh Dalal, President

In Umesh's absence, Lyndon conducted the meeting.

SPRING CONFERENCE

Lyndon presented the budget for the upcoming Spring Conference to be held in Virginia Beach on May 21, 2012. Lyndon presented the five tabs on the proposed budget as follows (on file):

- Conference Break Even
- Price Menu
- Projected Profits
- Standard Seminar Budget Form
- Actual Expenses

Lyndon indicated that Robin Howard, previously with Prince William County, now in Atlanta, will be one of the speakers. The VLGAA will cover his hotel and meal expenses. Peter Goldman will also be a presenter and the VLGAA will cover travel only.

We need to obtain five Visa gift cards at \$50 each for the speakers. Because of activation fee and gift boxes, we estimate a total of \$57 per card. We will present door prizes as follows:

- One night's stay at the hotel
- Four WaWa gas cards at \$25 each plus gift boxes
- A dinner card of \$50 (Lyndon will let Terrie know where to purchase from)

Terrie indicated that her blended cost did not come up to Lyndon's blended cost. Blended cost was \$77. Terrie said a lot more attendees are coming at the 20% rate plus free attendees. Lyndon revised the budget using Terrie's blended cost.

Lyndon stated that we received a savings from negotiations with the hotel. Because of our organization we will receive the government per diem meal rates. This includes service charge with no tax.

Folders will be donated by the Convention Center; therefore, the miscellaneous expense category was reduced to \$5 per person. The new breakeven point is now 35 participants.

Lyndon will make the necessary changes to the budget.

On C-Vent website there will be an incentive for the first 50 registrants.

Lilly will check to see if Umesh distributed conference information to the State Auditors and other organizations in the Central Va. area.

We have 21 registered. ALGA did send out an announcement about the VLGAA conference. Lyndon will send out to IIA – Tidewater Chapter for publication.

We will continue to budget from a low end as so many groups and conferences come around same time. Budgets continue to be tight right now. We will hit minimum when board members and staff register.

It was motioned and properly seconded to approve the budget with the necessary revisions. Motion carried.

BYLAWS

We are required to submit to the membership, proposed changes to bylaws at least 30 days in advance of a vote. Tony Markun and Lyndon will make corrections and send to Deborah for distribution.

AUDIT COMMITTEE

Chris Pietsch has finished the audit and will send the information back to Terrie. The audit will be presented at the next membership meeting.

WEBSITE

Sherry asked, as soon as date is set for Fall Conference, please let her know for posting to the website.

It was noted that the IIA district conference is Oct 18 and 19. We must consider this when planning the VLGAA Fall conference.

OTHER ISSUES

Melanie suggested that we keep in mind we have money in the bank and we need to come up with ideas on how to give back to the membership. This is a reminder to send ideas to Umesh for short term/long term strategic planning. We should also solicit ideas from the membership on how to utilize these funds.

There being no other discussions, the meeting was adjourned at 10:09 am.