

**Virginia Local Government Auditors Association
Minutes of the Conference Call of the Executive Committee
July 28, 2011 @ 1:30 pm**

Conference Call Participants

Lyndon Remias – President
Terrie Pyeatt - Treasurer
Sharlene Wrenn – Secretary
Mike Westfall – At- Large Member
Mike Helmke – Nominating Chair
Sherry Ariail – Website Chair
Deborah Eggleston – Membership Chair
Melanie Andrews – Fall Conference Chair

Lyndon called the meeting to order. The main purpose of the conference call was to approve the budget for the upcoming Fall Conference. Because Terrie Pyeatt was chaperoning a trip and could not remain for the entire call, she asked to speak first.

After review of the budget presented by Melanie Andrews by email in draft form, Terrie stated that the actual blended rate for the Spring Conference was \$77. This was calculated by dividing the total revenue by the number of attendees included individuals with no charge. Terrie then exited the conference call.

Lyndon then went over the treasurer's report, highlighting the Spring Conference, which was printed in the VLGAA Newsletter. Revenues totaled \$4,879 with expenses at \$3000.57, leaving a profit of \$1,878.43. The revenues tied directly into C-Vent. Lyndon stated this was a good profit ration. Mike Westfall asked are we trying to make a profit or breakeven? Lyndon said we want a reasonable charge. Mike Westfall feels our objective is to provide training, not have a large sum of money sitting in the bank. He feels that members should receive the benefit and we should either charge the breakeven or less.

Lyndon stated that we have to develop a vision with some long term and short term goals while maintaining a reasonable reserve. This could include reducing the price and/or providing more services. Our goal is to provide quality continuing professional education at a reasonable rate. As a Board we will develop a vision. Ninety-five dollars is more than reasonable. The Fall Conference is projecting a profit because of low expenses through the use of a college facility where the only cost is for food. Local resources have been tapped for speakers; therefore, the cost includes mileage and gift cards. We will start thinking about what to do about our reserve. We need to determine what the reserve will be.

Getting back to Spring Conference, we had 63 paid attendees; 29% received a discount; and as previously stated, the blended rate was \$77/person.

Everything went everything through C-vent. Lyndon is working on getting the evaluation comments through Gretchen Hudome to how we can improve our conferences. People did like the nice door prizes. Melanie stated that having the conference the same week as ALGA was hard. Lyndon stated this was a conscience decision to continue the VLGAA that same week.

Lyndon had previously emailed the budget for the Fall Conference. He then turned the meeting over to Melanie Andrews to present the status.

The Fall Conference will be held on Friday, September 30, 2011 at Randolph Macon College in Ashland, VA. The conference will be held in the large dining hall with the use of round tables. The draft agenda currently has Registration at 7:30 am with Welcome/Opening Remarks at 8:20 with the program starting at 8:30. The day will end at 4:30 which will yield 8 CPE hours.

Melanie reviewed the following tabs included on her spreadsheet (details attached):

- Conference Break even - currently at 9; but will be updated with new blended rate
- Price menu (Cost of meals) - \$26.25/person
- Projected profits – Ranging from breakeven to \$2,073 with 60 attendees; will be updated with new blended rate.
- Standard Seminar Budget Form – presented in PDF format which is in the by-laws. Melanie suggested that we revise this form into an Excel format.

Marcia Buchanan will be coming from Springfield so there will only be a mileage charge. Speakers will be given \$50 gift cards to be purchased by Terrie.

Melanie will bring in laptop and check to make sure other necessary equipment is available. Randolph Macon will supply the food; Melanie factored in a 20% gratuity which was agreeable to the Board.

As below, presentations will be available on line for attendees.

Melanie asked about the use of C-Vent for this conference. Lyndon does not feel it will be a problem; however, Gretchen has to consult with the Board of the Tidewater IIA before we can finalize this plan. As long as the VLGAA will absorb all cost related to the usage of C-Vent, Gretchen does not envision any issues. Once we get the go ahead, Melanie will supply Gretchen will the necessary information to process. Gretchen will be the host of C-Vent.

After Melanie changed the blended rate on her spreadsheet the breakeven point increased to 12 attendees.

Lyndon asked about running the coffee all morning, at least until lunch. It can be added as an a la cart item. Melanie said she would look into that and also water and drinks.

With revised blended rate and estimating 60 attendees, there will be approximately a \$2,000 profit.

It was properly moved and seconded to accept the budget with the revised blended rate. Motion carried. Melanie will forward a revised budget at a later date.

The draft program is as follows:

Welcome and First Speaker – Joe Casey from Hanover – Unsure about topic; it could be something related to fiscal reality or personal career development. This will be about 75 minutes.

Membership meeting and special presentation to Kathy Seay for service to the VLGAA

Break

Marcia Buchanan - GAO yellow book 10:20 to 12:00

Lunch Hour

Sr. Manager from KPMG – Audit considerations in the Cloud

Break

Director of Finance from Hanover Schools – Results of School Efficiency Review

Umesh Dalal and Richmond City– Fraud presentation

We will present Kathy Seay with a plaque and a gift card (same as Lou Lassiter). Sharlene will handle plaque. Melanie will decide where to obtain the gift card and let Sharlene know.

Brochures will be produced by Hanover.

It was decided that we don't really need any sponsors to augment cost with the projected figures. If any other organizations want to attend, we will offer the same member rate.

It was moved and properly seconded that we will purchase four gift cards to give away as door prizes at the end of the conference. Motion approved.

Terrie will purchase all gift cards. Melanie will factor in the door prizes in the budget and resend.

All speakers, past president and one person from Hanover have complimentary registrations for the Fall Conference.

Looking forward to the Spring 2012 Conference, Roanoke is on the schedule for 2012. Lyndon will touch base with Drew to see if he wants to host in the Spring. If not, we will look into either the Williamsburg/Tidewater area.

Elections will be on the Fall agenda. Mike Helmke will investigate whether officers can remain without changing the by-laws.

Kudos was given to Lyndon for a great job with the Newsletter.

The theme of the Fall Conference is Accountability - Center of the Audit Universe
Lyndon congratulated Melanie for a job well done.

Melanie will start requesting bios and mug shots. Deborah will send out a save the date with the theme.

The meeting was adjourned at 2:28 pm.

Follow Up Email Correspondence

On Monday, August 1, 2011, Melanie Andrews presented a revised budget to Lyndon Remias, who in turn forwarded the document to the Executive Board and Chairpersons in attendance on the conference call on Thursday, July 28, 2011.

Based on spring conference feedback, an audit roundtable will be included on the agenda.

The revised budget is attached with the highlighted changes:

- Upgraded breakfast to a full hot buffet
- Upgraded afternoon snack and added cookies
- Added soft drinks, coffee, and water to be available throughout the day
- Reduced speaker gift cards to 5 due to roundtable (can bump it back up to 6 if preferred since Lyndon Remias will be moderating the Roundtable)
- Added estimated travel expense reimbursement for Erik Boxhoorn who is from D.C. area
- Added \$200 in door prizes
- Added 'Agenda' tab

Break-even is now 30 attendees, but Melanie thinks we are still okay.

The Fall Conference is offering a 20% discount for parties of 5 or more versus the previous 15%.

The revised budget was approved by a majority of the Executive Committee.