

**Virginia Local Government Auditors Association
Minutes of the Executive Committee Meeting
Williamsburg Hospitality House
February 17, 2012**

The President called the meeting to order at 9:50 am.

Attendees:

Umesh Dalal - President
Terrie Pyeatt - Treasurer
Sharlene Wrenn - Secretary
Melanie Andrews - At Large Member
Tony Markun - Bylaws Chair
Lyndon Remias - Nominating/Newsletter/Spring Conference Chair
Sherry Ariail – Website Chair
Deborah Eggleston – Membership Chair

SECRETARY’S REPORT

Sharlene Wrenn presented minutes from the business meeting of the membership held on September 30, 2012 in Hanover County and for the conference call of the executive committee held on November 9, 2012. It was properly moved and seconded to approve the minutes as submitted. Motion carried.

Melanie asked about comments from the participants for the meeting held in Hanover County. Lyndon stated that comments were positive. Lyndon will get the comments and share with the executive committee.

TREASURER’S REPORT

Terrie Pyeatt presented the treasurer’s report (attached). Terrie stated that she moved \$5,000 from the checking account into savings. As of December 31, 2011, the ending balance was \$18,006.91.

The Fall, 2011 conference held in Hanover County netted \$1,424. There were 63 attendees with 29 receiving a 20% discount and 6 free attendees (4 speakers; 1 past president; 1 host)

On the Account Summary page, Terrie explained she records all C-Vent and credit card fees at gross in the system (as opposed to just recording the net amount of the check). The license fees are for the VLGAA’s SEC registration. The bank fees are for deposit slips.

Terrie stated that no one was paid over the IRS amount that requires a 1099. It was properly moved and seconded to approve the treasurer’s report as submitted. Motion carried.

BYLAWS UPDATE

Tony Markun presented changes to by-laws as submitted from the November 9, 2011 conference call. Tony indicated that he had sent the revisions to the executive committee; however, most of the committee had not seen the revisions. Lyndon will send out by-laws to the executive committee with the proposed changes. Umesh requested that we submit any comments or concerns to Tony by February 28, 2012.

The by-laws will need to be submitted to the membership at least 30 days prior to the vote, which will be at our Spring Conference in Va. Beach. We will send out a summary explanation at the bottom of each revision so that the membership may understand the reason for the changes.

Umesh suggested that we reach out to state employees for membership into the VLGAA. This could provide a greater avenue for advertising and the possibility of larger conferences. As of now, full membership is only open to local government auditors; however, we do accept associate members. The only difference in associate members is that they are not eligible to vote or hold office. They are however, eligible for any discounts for CPE. It was stated that a lot of auditors are under the umbrella of the IIA and ALGA. Umesh's point was to raise the awareness and use as an avenue to reach and market.

After much discussion, we decided not to make changes to our full and associate memberships; however, we will market to get people to the conference and then offer membership forms to sign up for the VLGAA. Umesh will market our Fall Conference in Richmond to the State Internal Auditors.

OLD BUSINESS

Government Data Act Update

At our last conference call meeting, Lyndon Remias stated that Va. Beach was obtaining a sponsor for proposing a change to the Code of Va., Government Data Act, concerning the exclusion of both state and local auditor records that concern fraud, waste and abuse investigations. The Act gives citizens the right to request data that involves themselves. Currently, only the state auditor records are excluded. The proposal is to also include local government auditors. Lyndon stated that a couple weeks ago, he came to Richmond to support the Delegate sponsoring the bill. In the Delegate's absence, Lyndon was called upon to explain the proposal and give an example. After Lyndon's explanation, the bill passed the subcommittee and the committee. It crossed over to the Senate. Lyndon will return to the General Assembly on Monday, February 20, 2012 at 1:00 pm to follow the progress of House Bill 232.

Lyndon will draft a letter from the VLGAA to support this bill. It was recommended that after this bill becomes law, we feature this story in an upcoming VLGAA Newsletter. Kudos to Lyndon.

NEW BUSINESS

Changes for the website:

The chair of the Nominating Committee should be changed to Lyndon Remias.

Melanie Andrews' contact information needs to be corrected.

Terrie Pyeatt's title should include, Director.

SPRING CONFERENCE

Lyndon Remias gave a brief update of the Spring Conference to be held in Va. Beach on Monday, May 21, 2012 at the Holiday Inn & Suites North Beach. Lyndon presented a brochure to the executive committee through an email. Lyndon will present a budget next week through email for approval from the executive committee. The "Save the Date" is up on the website. Lyndon is working with Gretchen Hudome for conference registration through C-Vent. Plans are progressing nicely and we will again be able to offer door prizes.

FALL CONFERENCE

Umesh stated that the Fall Conference will be held in Richmond since Fairfax will not be able to host this year. We are considering having a regional conference with ALGA. We will investigate the possibility of a peer review with ALGA which would then be a two day conference. Peer review would be one day and the regular conference the second day. It could be another potential revenue generator for us because we would probably draw from out of town as we did before. We will consider a late September date. Lyndon stated that the IIA will be in Richmond on October 18-19, 2012. Tony will check with Drew Harmon from Roanoke to see if we can plan a joint meeting with ALGA. In the future, we may consider eventually offering a CIA training course since the IIA no longer offers this course. We will also consider offering free courses through our website. We have money in the bank generated from members and we need to give back by providing good CPE at a minimal cost.

AUDIT COMMITTEE

Terrie stated that Chris Pietsch will do the 2011 audit which is due by March 31, 2012.

CPE

No report.

MEMBERSHIP

Deborah Eggleston reported, as of today, we have a total of 87 members; six new and 81 renewals. Twenty-three did not respond to the request for renewal. Non renewals can be attributed to changed employment, retirements, etc. The City of Lynchburg has completely shut down the Internal Audit department due to budget constraints. Umesh is on the Advocacy Committee for ALGA and he will review the situation at Lynchburg.

Deborah will give Lyndon the names of all new members so they can be recognized at the Spring Conference. Everyone will come up with suggestions about what we can do for the membership, ie: free CPE, free webinars, etc. We want to keep a good reserve in the treasury; however, we want to give back to the membership. We need to develop long term strategies to give back. Everyone will send Umesh ideas to compile so that we may discuss at the next conference call.

Lyndon will set up conference call next month to formally approve the budget and discuss ideas for the membership.

WEBSITE

Sherry Ariail reported that we just renewed the VLGAA website (vlgaa.org) for another three years for \$30.

Having no more old or new business, the meeting was adjourned at 11:30.