

**Virginia Local Government Auditors Association  
Minutes of the Executive Committee Meeting  
Hanover County  
July 23, 2009**

Tony Markun, President, called meeting to order at 10:00 am and officers and committee members were introduced.

Other attendees:

Mike Helmke	Vice President
Sharlene Wrenn	Secretary
Dawn Mullins	Treasurer
Gretchen Hudome	At Large Member
John Doren	Bylaws
Drew Harmon	Newsletter and Fall Conference
Chris Pietsch	Nominating Committee
Deborah Eggleston	Membership
Cathy Peppers	Fall Conference
Kathy Seay	Member Host

**Secretary's Report**

Sharlene Wrenn presented the secretary's report from the membership meeting held in Williamsburg on May 21, 2009. It was properly moved and seconded that the minutes be approved as submitted; motion carried.

**Treasurer's Report**

Dawn Hope presented the treasurer's report. The ending balance as of June 30, 2009 was \$10,430.63. Year to date receipts and disbursements totaled \$3,691.25 and \$3,497.58, respectively. Dawn also presented results of the Spring Conference which indicated a net profit of \$357. It was properly moved and seconded that the treasurer's report be approved as submitted; motion carried. (copy attached)

**Membership Report**

Deborah Eggleston reported 96 current members of which 8 are new. We also lost 8 members due to budget constraints. Gary Martin of Henrico County retired. Robin Howard, Director of Prince William County, joined the VLGAA.

**FALL CONFERENCE (Day 2)** – Cathy Peppers

The fall conference will be a 2 day event- Conducting an ALGA Peer Review on Thursday, October 1 (8 CPE) and Auditing for Fraud on Friday, October 2 (7 CPE).

The registration form, once completed, will be posted on the VLGAA website as well as the ALGA, IIA (various chapters), and the Richmond AGA websites.

Tony Markun signed contract for the conference with the Sheraton Park South in Richmond. The hotel charge is \$1,500 for meeting room and food; speaker's fee and expenses total \$2,500.

Members will be emailed on August 17 with a second reminder email on September 10.

The hotel room rate was unknown at that time.

Mike Helmke recommended a "save the date notice" be sent to the membership.

Cathy Peppers will send information to Drew Harmon to publish in the Fall newsletter and to ALGA as well.

Yolanda Tennessee will need to include "sponsored by ALGA" for peer review session for CPE requirements.

#### **PEER REVIEW FALL CONFERENCE (Day 1)** – Drew Harmon

This session will be held in Hanover County with no cost for the room. Drew Harmon and Theresa Weatherman will be the presenters. The class will yield 8 hours of CPE.

Kathy Seay, host of the Peer Review training site, offered a school off of 95 or the Hanover Courthouse Board room. Either place will hold 50 people. We are estimating a total of 25 people.

Drew presented a budget of \$858 to include material production/AV costs, hotel rooms for presenters and meals for participants. (copy attached)

Registration will start at 8:00 with class beginning at 8:30; ending by 4:30 or 5. Kathy Seay will check on hotels in the area and will check on food costs from Suzanne's. Tony Markun will get drinks.

It was suggested to set cost at \$50 per person. It was also suggested that ALGA help sponsor but was decided that we would not go that route.

Sharlene Wrenn offered Henrico so that it would be closer to the Sheraton Park South for people attending both days; however, it was decided that Hanover is best location.

Peer review is popular at the National convention; but it is unknown how many would actually attend in this area. It was suggested to offer a non-member and member cost. This was decided against.

A discussion occurred as to whether there would be one or two registration forms for each day. After much discussion there will be one fee of \$50 with one registration form.

We will offer variety box lunches with turkey, ham and roast beef on Day 1. Special needs will be an option on the registration form.

We will follow NASPA guidelines to qualify people for CPE that may attend from outside of Virginia. All bios should be included in the agenda package. Gretchen Hudome will send Drew Harmon the guidelines and include Drew and Theresa Weatherman's bios for the Peer review class.

Cathy Peppers will do a revised registration form and send to Gretchen Hudome for review to develop one form for both days. This is needed by August 17. We will use description that ALGA uses in their brochures. Drew has this information.

We will hold a telephone conference prior to August 17. Gretchen Hudome will handle the arrangements for the conference call. We will try to schedule for the second week in August (Monday or Tuesday).

Drew Harmon will revise the budget to reflect a cost per participant of \$50 versus \$35.

It was speculated that we may only have a dozen people to attend the Peer Review session.

Tony Markun will contact communications people to get this information out to other organizations.

Hotel Ashland needs to be clearly separated from the Sheraton Park South because 2 hotels might be confusing.

Dawn Hope is collecting all funds for both days.

#### **BY-LAWS COMMITTEE**

John Doren – no report

#### **NOMINATING COMMITTEE**

Chris Pietsch stated Dawn Hope, treasurer and Gretchen Hudome, At Large Member, would no longer be able to serve for 2010. This would leave to positions of Vice President, Treasurer and At Large to be filled. Tony Markun agreed to accept the nomination for the At Large position.

Gretchen stated that Lyndon Remias, Va. Beach City Auditor, is willing to serve on the executive board. Gretchen will also contact Terrie Pyeatt, Va. Beach School Board Audit

Director, to see if she is interested in serving as well. Gretchen will contact Chris Pietsch to let him know of their decisions. Possible slate of officers for 2010:

President – Mike Helmke  
Secretary – Sharlene Wrenn  
At Large – Tony Markun  
VP – Lyndon Remias (possibility)  
Treasurer – Terrie Pyeatt (possibility)

John Fout will also relinquish his position as Audit Committee chair. Chris Pietsch has agreed to take this position.

### **NEWSLETTER**

Drew Harmon is moving towards putting the newsletter on the website. The paper version will continue for a while. We will conduct a survey to see if the membership wants to convert to email only for the newsletter.

### **NEW BUSINESS**

Tony and Sharlene presented a 3 year commitment for upcoming VLGAA meetings (copy attached). Tony wants this to be an ongoing effort for membership planning purposes. We will set deadlines for budgets, speakers, etc. We need to get back to the rotation of the various localities.

Guidelines proposed:

Leave up to locality as to what they want on the program. The hosting locality is the program director for the six month period.

The spring conference budget would be approved in January for meeting in April or May. The fall conference budget would be approved in July for the meeting in October.

Tony suggested that we outline what is due at each Board meeting. Chris Pietsch suggested that we place a link on website for conference planning guidelines.

The 3 year scheduled will be placed on the website.

In the October meeting (Fall Conference) we would like to be able to present the topic or theme and date for the Spring Conference. Robin Howard of Prince William County has agreed to host the Spring Conference.

Other guidelines for planning future conferences:

Stay away from - ALGA, Fraud Conference, IIA District Spring, Summer, Winter, Fall, sessions, etc.

One/Two day – left up to locality; Keep funds around \$70 - outside of this would have to be approved by the executive board. Two day around \$125.

Hosting locality would receive one free registration – This was moved and properly seconded; motion carried. (Chesterfield will receive one free registration).

VLGAA will offer incentive for outgoing President to go to the ALGA conference. It was moved and properly seconded that the VLGAA pay the registration fee for the outgoing President to attend the annual ALGA conference; motion carried.

John Doren will draft guidelines as discussed and will send to the executive board for approval for ultimate inclusion into the operations manual. The goal will be to keep CPE as inexpensive as possible. Upcoming events will be placed in the newsletter.

It was agreed that the Vice President would now have the responsibility for maintaining the 3 year rotation schedule. The VP will provide guidance to the Program chairs of the Spring and Fall conferences.

## **SURVEY**

We need to delegate someone other than the President to conduct surveys. Suggestions were given such as developing standard questions every year or sending out a survey every year. Kathy Seay suggested that we place survey on the conference evaluation forms. Drew Harmon said that surveys could go in the newsletter.

It was decided that the VLGAA does not need a standard survey. We will do surveys on an as needed basis.

Tony will get with Yolanda Tennessee to place something on the evaluation form about ideas for future conference or speakers.

Kathy Seay and Drew Harmon talked about having a telephone round table that would focus on school audits. Gretchen Hudome said Va. Beach can host it can host 29 lines for conference calls.

Kathy Seay and Deborah Eggleston will help identify school auditors and shops responsible for school audits to send out appropriate notification. We will also advertise to the membership as a whole. The time frame will be around November.

Meeting adjourned at 12:02 pm.