

**Virginia Local Government Auditors Association**  
**Minutes of the Conference Call of the Executive Committee**  
**September 26, 2012 @ 9:00 a.m.**

**Conference Call Participants**

Umesh Dalal, President  
Lyndon Remias, Nominating/Newsletter Committee Chairs  
Terrie Pyeatt, Treasurer  
Tony Markun, At-Large Board Member  
Sherry Ariail, Website Committee Chair  
Deborah Eggleston, Membership Committee Chair  
Lilly Hernandez, Fall Conference Chair

Umesh called the meeting to order at 9:02 a.m. Umesh thanked Lyndon for providing the revised budget numbers for the Fall Conference.

**Fall Conference**

**Budget:**

Umesh advised that some adjustments to the speaker expenses and audio visual costs were made to reduce them from original amounts. These adjustments will be documented in the new conference budget form and provided to the Executive Committee by Umesh.

**Food:**

There will be a hot breakfast, lunch and afternoon snack for both days. Umesh's team has already selected to menu itself. Lyndon suggested that Umesh notify the hotel to prepare for no more than 55 people per day, as some people can not attend the entire day, etc and this will help reduce the cost. Umesh has asked Kathy Seay to attend just the luncheon that Wednesday so she can introduce the new Director of Internal Audit in Hanover.

**Miscellaneous Conference Checklist:**

- Registration Table – Richmond handling
- Sign in sheets and Name Badges will be emailed to Umesh from Lyndon. Umesh is to prepare the name badges.
- Presentations are to be provided to Lyndon to upload into Cvent before Monday, as the reminder emails will be going out that day with the presentation attachments. Lilly will take care of getting this information to Lyndon.
- Gift Certificates – Terrie will purchase \$50 Visa gift cards for each speaker (8 at this point, Umesh is to confirm # and get back with Terrie) and 4 \$25 Wawa gift cards as door prizes.
- Speaker Bio's will be provided to all the officers, to introduce them at the conference.
- Evaluations and CPE certificates will be handled through C-Vent.

- Payment of Hotel Bills/Mileage – Umesh is to review the invoice/charges verify against contract with hotel and provide email to Terrie giving permission to pay the invoices.

Lyndon made a motion to amend the budget, approve adjusted budget figures that Umesh will provide to the Committee. Umesh seconded the motion and votes were unanimous to accept the amended conference budget.

### **By-Law Committee**

Umesh asked if information was obtained from our last meeting on August 16<sup>th</sup> about the VLGAA Officer's qualifications in the by-laws. Tony stated that Jay had gone to a national meeting where no qualifications were identified in the standards and feels that the VLGAA should have qualifications listed as to the Officers.

The following qualifications were suggested:

- Officers needs to be a Virginia Local Government Auditor
- Be a VLGAA member in good standings.

This information will be added to the VLGAA operations manual and procedures, which do not require a vote. Tony is to make these changes to the operations manual and procedures and forward to the Committee to review. Once reviewed the operations manual and procedures will be updated on the website.

### **Election of Officers**

Lyndon brought up the need to identify the 2013 Officers. The following was discussed as the 2013 nominations:

- Michael Westfall (Chesterfield County) – President
- Terrie Pyeatt (Virginia Beach Public Schools) – Vice President
- Sharlene Wrenn (Henrico County) – Secretary
- Lilly Hernandez (City of Richmond) – Treasurer
- Tony Markun (City of Chesapeake) – At-Large Board Member

A motion was given by Umesh to accept the nominations, which was seconded by Tony Markun, with a unanimous vote to accept these nominations. The nominations will be presented to the VLGAA members at the fall business meeting.

### **Committee Chairs**

The following was discussed as being appointed as committee chairs:

- Audit – Chris Pietsch (Fairfax County)
- Membership – Deborah Eggleston (Chesterfield County)
- Newsletter – Michael Westfall (Chesterfield County)
- Nominating – Umesh Dalal (City of Richmond)
- Bylaws and Operations Manual – Tony Markun (City of Chesapeake)
- Program – Lyndon Remias (City of Virginia Beach)
- Website – Sherry Ariail (Chesterfield County)

- Continuing Professional Education – Yolanda Tennessee (Richmond Public Schools)

### **Business Meeting**

Lyndon suggested that we hold the business meeting on Wednesday instead of Thursday, which everyone agreed to. The agenda for the business meeting was discussed and prepared as follows:

- Approval of Prior Meetings
- Treasurer Report
- Election of Officers (qualifications will be explained before election process)
- Location of Spring and Fall Meetings (Spring – Virginia Beach & Fall – Williamsburg)

The attached is the adjusted/approved budget for the Fall Conference.

The meeting was adjourned @ 9:53 a.m.