

Virginia Local Government Auditors Association
Minutes of the Executive Committee Meeting
Williamsburg Hospitality House
February 15, 2013

The President called the meeting to order at 9:50 am and presented the agenda. The agenda was adopted as submitted.

Attendees:

Mike Westfall - President
Terrie Pyeatt – Vice President
Sharlene Wrenn – Secretary
Amarilis (Lily) Hernandez - Treasurer
Tony Markun - At Large Member/Bylaws
Lyndon Remias – Program Chair/Spring Conference Chair
Sherry Ariail – Website Chair
Deborah Eggleston – Membership Chair
Cathy Peppers – Fall Conference Chair

SECRETARY’S REPORT

Sharlene Wrenn presented minutes from the business meeting of the membership held on October 3, 2012 at the Omni in Richmond, VA. It was properly moved and seconded to approve the minutes as submitted. Motion carried.

TREASURER’S REPORT

Terrie Pyeatt, outgoing treasurer, presented the treasurer’s report as of 12/31/12 (attached). Terrie stated that revenues from credit card payments for the conference came in January; therefore, it is not reflected in this income. There is probably an additional \$3,000 in revenue. Expenses for the conference were higher than anticipated, netting a loss of approximately \$4,300.

Lyndon stated when we approved the budget for a loss, we went over about 200% beyond what was budgeted. The loss was surprising. Lily stated that the actual attendance was lower than budgeted although Richmond reached out to State employees. The two day conference may have caused people not to attend.

The Speaker’s travel was a huge difference. One other person traveled with the speaker from New York. This was requested and approved by the President (Umesh Dalel).

Although the conference was a success based on evaluations, the two day conference and the late planning and notification probably contributed to the loss. Much discussion occurred concerning if anticipated expenses are greater than the approved budget, what course of action should be

taken. The planning for the Fall conference was too late. We need to plan in advance for more options. We need to consider planning two years in advance for a conference. Lyndon is now the Program Chair and that should help with upcoming planning. Conference information should be sent out at least 90 days at a minimum. We need better governance as a Board, in keeping track of anticipated expenses. Material deviations over the approved budget should require additional approval. It was moved and properly seconded that the conference chair is required to communicate and seek approval from the Executive Committee, any planned deviations of 25% or \$500, whichever is greater, of the approved original budget. Every effort should be made by the Chair to track expenses and keep the Board informed of the progress. Motion carried. This procedure will be placed under the Program Committee in the Operations Manual.

The treasurer's records were transferred to newly elected treasurer, Lily Hernandez, of Richmond City. Terrie stated that last year's records have been sent to Chris Pietsch for audit. Terrie and Lily will travel to the bank after this meeting to make the necessary changes. The Debit Card with Terrie's name will not be destroyed until Lily has received the new card.

The treasurer's report was approved as submitted.

FALL CONFERENCE

Cathy Peppers was introduced as the Fall Conference Chair. The Fall Conference will be held in Chesterfield County. Lyndon stated that everything is done through C-Vent. Lyndon also submitted an RFP to Cathy that had been done by the Convention Bureau. Tony suggested that Cathy set up a line of credit at the hotel for the conference. Once a hotel is chosen, Cathy will obtain a form and send to Lily for processing.

We acknowledged that we have a reserve of approximately \$16,000. As the executive committee, we need to decide what we want that balance to be because this is taxpayer money. We want to basically maintain a year's worth of expenses in the account. Our goal is not to make money. We have been giving back through gift cards. We have been fortunate to have good quality free speakers. \$10,000 is probably normal for a year of expenses; therefore, we are right there now. We want to continue having good conferences. We feel we are in the ballpark as far as a reserve. We want to keep the pricing around \$95. We don't need to be restricted to only using

free speakers. We can afford to pay for speakers. We want to make sure we keep quality speakers.

Lyndon reminded us that hotels give us government rates. We want to keep conference rates as in the past: Members - \$95 and Non-members \$110 for one day conferences.

Again, we want to give back to our members. We were supposed to send ideas to Umesh for summarizing. Everyone did not follow through. Mike will now be collecting ideas from the executive committee on ways to give back to the membership.

Giveaways are great ways to give back. Lyndon stated that at their District conference, they gave away 2 ipads, a nook, and gift cards. We need to advertise in advance what the door prizes will be. That should be a part of the budget. A discussion ensued about the dollar value of the gift cards we give. Some speakers have returned the gift cards, stating that the amount is above what they are allowed to accept. The consensus was that we leave the amount at \$50 for conference speakers.

It will be up to planners whether the Fall Conference is physically located in Chesterfield County. Chesterfield will host the conference; however, it could be in Chesterfield, Richmond, Henrico, Williamsburg, etc.

The IIA District Conference will be in Richmond in October, 2013. We should shoot for the end of September or the beginning of October.

Lyndon suggested working through the Convention Bureau; it works better. They vet out the information. They give it to you and then you can review.

SPRING CONFERENCE

Within the next week, Lyndon will submit a budget to the Executive Committee for approval. The conference will be held on Tuesday, May 14, 2013 at the Hilton Va. Beach. Within the next week, he will submit a budget. The hotel rate is \$89 per night. This rate will be available Monday and Tuesday nights. Attendees will receive 8 hours of CPE.

Terrie helped to get one very good speaker coming from DC- Carole Buncher. Her topic will be audit objectives and audit programs, geared towards performance type audits. She will charge a fee plus travel. She is very practical and good. She has been allotted 4 hours.

Lyndon stated, within the next week they will have a program drafted indicating date, location, facts, etc. There was some discussion about a reception Monday night. Lyndon will look into the possibility.

Lyndon will launch C-Vent. Sherry will put a Save the Date on website.

Plans for the remaining conference schedule:

Jen Presswood – Best Business Practices

Between Va. Beach/Chesapeake – Big Fraud

Last slot – Laurie Harriet – heads up energy audits and green initiatives

NEWSLETTER

Lyndon published the newsletter the last time it was issued.

Suggested information for future newsletter:

Welcome new members

Take pictures at the conferences

Treasurer's report
Annual Audit

We will now issue Newsletter after the Spring and Fall conferences.

Consider recognizing new members with ribbons at the conferences. Sherry volunteered to take pictures at Conferences.

The Newsletter will now fall under Lyndon Remias. He just needs a reminder.

CPE

Since we now have C-Vent which handles the CPE certificates, we no longer need a CPE Committee. Registration, surveys and evaluations will now go under the Program Chair and the CPE Committee will be removed from the manual. At the end of the conference, the Program Chair will email conference evaluations and the CPE certificates. The Operations Manual will be changed. Tony will submit changes for manual.

BYLAWS

We revisited the possible need to make changes to officers' responsibilities. It was suggested to look at ALGA by-laws for language used for their officers, Tony will research and draft changes to submit to the Executive Committee for input and we will go from there.

MEMBERSHIP

Deborah reported that we currently have 86 members. Nine are new, 24 have not renewed. Prince William and Lynchburg no longer have audit shops. We have two new members from Hanover. John Fout from Fairfax retired.

NOMINATING COMMITTEE – No Report

OTHER BUSINESS

We want to get other members involved in the committee areas. Terrie will head up a drive to get other members for the following committees:

Newsletter -2 members
Bylaws -1 member

The meeting was adjourned at 11:37 am.

**Virginia Local Government Auditors Association
Board Meeting Agenda**

Date: Friday, February 15, 2013 @ 9:00 a.m.

Place: Williamsburg Hospitality House

ATTENDEES

<input type="checkbox"/> Sherry Ariail, Website	<input type="checkbox"/> Chris Pietsch, Audit
<input type="checkbox"/> Umesh Dalal, Nominating	<input type="checkbox"/> Terrie Pyeatt, Vice President
<input type="checkbox"/> Deborah Eggleston, Membership	<input type="checkbox"/> Lyndon Remias, Programs
<input type="checkbox"/> Lilly Hernandez, Treasurer	<input type="checkbox"/> Mike Westfall, President
<input type="checkbox"/> Tony Markun, At-Large/Bylaws	<input type="checkbox"/> Sharlene Wrenn, Secretary
<input type="checkbox"/> Cathy Peppers, Fall Conference	

ITEMS TO BE DISCUSSED:

ITEM	Person	METHOD	TIME	OUTCOME
1. Warm-Up/Breakfast	Mike	Discussion	5	N/A
2. Review Agenda/Changes?	Mike	Discussion	5	Approved Agenda
3. Follow-up and Approval of Prior Meeting Minutes	Sharlene	Discussion and vote	5	Approved Minutes
4. Treasurer's Report (including discussion of (a) transition and (b) short-term and long-term strategic planning and use of reserve)	Terrie	Discussion and vote	20	Accepted Report and Action Plan
5. Spring Conference (Va. Beach)	Lyndon	Discussion	20	Update
6. Fall Conference (TBD)	Mike/Cathy	Discussion	15	Update
7. Newsletter	Mike	Discussion	10	Update and Action Plan
8. CPE Committee (Yolanda no longer employed w/Richmond)	Mike	Discussion	10	Action Plan and/or Decision
9. Committee Chair Reports • Audit • Bylaws and Operations Manual (including officer qualifications) • Membership • Newsletter (discussed at item 7) • Nominating • Program (discussed at items 5 & 6) • Website • CPE (discussed at item 8)	All	Discussion	30	Updates Initiate Audit Approve Op. Manual revisions

MEETING NOTES

Virginia Local Government Auditors Association

VLGAA Treasurer
2512 George Mason Drive
Virginia Beach, VA 23456
757-263-1282
FAX 757-263-1284
terrie.pyeatt@vbschools.com

February 11, 2013

RE: Treasurer's Report

Dear VLGAA Board and Members:

Please find below a schedule of receipts, disbursements, and cash balances as of December 31, 2012:

<i>Transaction Summary</i>		
Beginning Balance	1/1/12	\$ 18,006.91
Receipts		11,829.06
Disbursements		16,630.71
Ending Balance	12/31/12	\$ 13,205.26

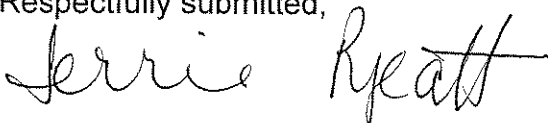
<i>Bank Account Balances</i>		
Business Performance Savings		\$ 10,092.92
Essential Business Checking		3,112.34
Ending Balance	12/31/12	\$ 13,205.26

One hundred four memberships at \$15 each were received during the current year for a total of \$1,560 in dues collected. The Fall Conference, held in Richmond on October 3-4, 2012, netted a loss of (\$4,347.13). Please see the attached summary of conference revenues and expenses.

Please see an itemized breakout of revenues and expenditures for the year ending December 31, 2012 on the following page.

Please let me know if you have questions or need any additional information.

Respectfully submitted,



Terrie L. Pyeatt
VLGAA Treasurer

2012 Fall Conference
Location: Richmond
Actual Expenses/Revenues
October 3-4, 2012

	Actuals
Revenues:	9,001.00
Expenses:	
Food	6,554.42
Room rental and A/V	2,307.68
Speaker gifts/door prizes	704.45
Speaker travel	3,033.15
Registration/merchant fees	691.79
Name tags	56.64
	13,348.13
Net profit	\$ (4,347.13)

Note A: The following details the registration fees:

2 day nonmember	\$ 180
2 day member	160
1 day nonmember	110
1 day member	95
Five or more attendees	20% dsct

The following details the attendees:

Paid attendees	60
Received a 20% discount	12
Free attendees	unknown

Note B: The VLGAA Treasurer was unable to verify if all "Member" registrants were actually members of either the VLGAA or the Tidewater Chapter of the IIA.

Account Summary

For Transactions Between: 1/1/2012 and 12/31/2012

<i>Account Number</i>	<i>Account Name</i>	<i>Total W/drawals</i>	<i>Total Deposits</i>	<i>Balance</i>
	Awards & Gifts	\$54.95	\$0.00	(\$54.95)
	Board Meals & Travel	\$124.32	\$0.00	(\$124.32)
	Conference Registration	\$0.00	\$10,264.00	\$10,264.00
	Conference Room, Meals, etc	\$11,240.87	\$0.00	(\$11,240.87)
	Conference Speakers	\$4,626.50	\$0.00	(\$4,626.50)
	Credit Card Fees	\$162.42	\$0.00	(\$162.42)
	C-Vent Fees	\$346.45	\$0.00	(\$346.45)
	Interest Earned	\$0.00	\$5.06	\$5.06
	License Fees	\$64.35	\$0.00	(\$64.35)
	Membership Dues	\$0.00	\$1,560.00	\$1,560.00
	Postage	\$10.85	\$0.00	(\$10.85)
Grand Total		\$16,630.71	\$11,829.06	(\$4,801.65)