

Virginia Local Government Auditors Association
Minutes of the Business Meeting of the Membership
Omni Richmond Hotel
September 30, 2016

Lily Hernandez, president, called the meeting to order at 12:50 p.m. and presented the agenda.

Secretary's Report

Vaughan Crawley, secretary, presented the minutes of the May 16, 2016 business meeting of the membership and the June 16 and August 18, 2016 conference calls of the Executive Committee. The minutes were approved as presented.

Treasurer's Report

Karen Woodson, treasurer, presented the treasurer's report as of the month ended August 31, 2016 (see attached). The ending balance at August 31 was \$13,974.17. Karen noted that the majority of the account activity included income for the spring conference received through Cvent. Karen also presented the financial results from the Spring 2016 conference showing total revenues and expenditures with a net loss of \$509.72 to demonstrate that the organization is using its funds to give back to the members (see attached). The treasurer's report was approved as submitted.

Slate of Officers for 2017

Sharlene Wrenn, nominating committee chair, announced that Mike Taylor had been slated to move from vice president into the role of president for the coming year. However, since he now worked for the state's Office of the Inspector General, he could no longer serve on the VLGA board. Sharlene indicated that, if approved by the membership, Lily had agreed to serve as president again to allow a new vice president to get acclimated. Sharlene then presented the slate of officers and board for 2017:

- President – Lily Hernandez, City of Richmond
- Vice President – Tony Markun, City of Chesapeake
- Secretary – Vaughan Crawley, Henrico County
- Treasurer – Karen Woodson, City of Virginia Beach Public Schools
- At-Large Member – Greg Akers, Chesterfield County

The slate was approved as presented. The new board will take office on January 1, 2017.

Other Business

Lily Hernandez announced that the spring 2017 conference will be hosted by the City of Chesapeake and that they were working on the date and location. She also noted that the Fall 2017 conference will be hosted by Chesterfield County. That tentative date is September 29 and the team is considering a new conference center facility related to the County's schools.

Lily thanked Mike Taylor for his service as a former secretary and vice president of the VLGA. She presented him with a token of appreciation.

There being no further business, the meeting was adjourned at 12:59 p.m. and the conference resumed.

Respectfully submitted,

Vaughan Crawley
Secretary

VIRGINIA LOCAL GOVERNMENT AUDITORS ASSOCIATION

2016 Fall Conference

Omni Hotel – Downtown Richmond

September 30, 2016

Call To Order Lily Hernandez, President

Secretary's Report Vaughan Crawley

Treasurer's Report Karen Woodson

Slate of Officers for 2017 Sharlene Wren

Other Business Lily Hernandez

Virginia Local Government Auditors Association

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September 29, 2016

RE: Treasurer's Report

Dear VLGAA Board and Members:

Please find the bank balances for month ended August 31, 2016 below:

Transaction Summary	
Beginning Balance 8/1/16	\$10,494.78
Receipts	3,479.39
Disbursements	(0.00)
Ending balance 8/31/16	\$13,974.17

Bank Account Balances	
Business Performance Savings 8/31/16	10,111.45
Essential Business Checking 8/31/16	3,862.72
Ending balance 8/31/16	13,974.17
Reconciling Amount	(0.00)
Reconciled Balance	\$13,974.17

The activities for the month of August were as follows:

- Interest .43
- Fall 2016 Conference 105.00
- Spring 2016 Cvent registrations 4,122.00
- Cvent charges (357.11)
- Bank charge (390.93)

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

Respectfully submitted,


Karen Woodson
VLGAA Treasurer

Spring 2016 Conference

	<u>Actual</u>
Fixed Costs:	
Speaker Cost	\$ 1,633.98
Speaker Gift Card (4 @ \$28.44.) Visa	113.76
Door Prizes (4 @ \$25) Wawa	100.00
Hotel AV Charges	476.33
Total Fixed Expenses	\$ 2,324.07
Revenues	\$ 5,590.00
Variable Cost Per Attendee:	
Breakfast (no tax, includes gratuity)	\$ 584.44
Lunch (no tax, includes gratuity)	1,095.74
AM/PM Breaks (no tax, includes gratuity)	1,097.43
Charge for Room Rental (based on food min.)	250.00
Conference folders, name tags, misc. expenses	-
C-Vent Fee (Online Registration and CC Fees)	390.93
C-Vent Bank charges (online payments)	357.11
Total Variable Cost	\$ 3,775.65
Total Revenues	\$ 5,590.00
Total cost	\$ 6,099.72
Net (loss) gain	<u><u>\$ (509.72)</u></u>