

Virginia Local Government Auditors Association
Minutes of the Executive Committee Meeting
January 27, 2017

The VLGAA Executive Committee convened a regular meeting on Friday, January 27, 2017 at 9:00 a.m. at the DoubleTree by Hilton, Williamsburg, Virginia.

Attendees:
Greg Akers, At-Large member
Vaughan Crawley, Secretary
Ryan Gartin, Website
Lily Hernandez, President
Bret Lewis, Membership
Tony Markun, Vice President/Bylaws
Lyndon Remias, Newsletter
Niki Roney, Co-Membership
Karen Woodson, Treasurer
Sharlene Wrenn, Nominating Chair

Absent:
Sharon Pribadi, Audit

Lily Hernandez, president, called the meeting to order at 9:15 a.m. The president presented the agenda. There were no requested changes to the agenda.

FOLLOW-UP AND APPROVAL OF PRIOR MEETING MINUTES

Vaughan Crawley, secretary, presented minutes from the Business Meeting of the Membership held on September 30, 2016 at 12:50 p.m. It was moved by Greg Akers and seconded by Karen Woodson to approve the minutes as submitted. Motion carried.

TREASURER'S REPORT

Karen Woodson presented the treasurer's report as of December 31, 2016 (attached). The reconciled balance at that time was \$10,705.71. Karen noted that she would send summaries of October and November activity when she got back to the office. In October, all fall conference expenses had been paid as well as a deposit for the spring conference. She transferred \$300 from the savings account. She explained that the December balance didn't reflect Fall Conference fees collected through Cvent. Karen had been concerned because an audit point had been raised during the prior audit about the mismatch of expenses and revenues across fiscal years. However, she explained the situation to Sharon Pribadi who was ok with it. Tony delivered a check of approximately \$3,400 during the meeting for the Cvent revenue, net of fees.

Karen indicated she would reach out for upcoming audit purposes to gather any needed items such as minutes.

It was moved by Lily Hernandez and seconded by Tony Markun to accept the Treasurer's report as presented. Motion carried.

Review of Fall Conference - Karen reviewed the financial results of the Fall 2016 Conference (attached). Revenues were \$5,590; fixed expenses were \$3,414.57; variable costs were \$3,412.83; and net loss was \$550.40. Tony gave details of revenue from Cvent. There had been 67/68 attendees and the event was considered successful.

Greg asked about the approval process for contracts, budget templates, etc. as Chesterfield would be hosting the next fall conference. He was also informed that it was normal to arrange to hold 10 rooms for out of town attendees.

Yellow Book Training survey

Lily mentioned the Peer Review question that had been posed earlier. In response to a locality survey, it appeared that 33 individuals were interested in taking the peer review training. Mikey Taylor had offered to teach as staff from his office were interested. The Committee discussed whether the peer review could be included as part of the conference. Greg mentioned that the fall conference venue in Chesterfield was the old Cloverhill High School which would not be charging. The conference was scheduled as a Friday-only event at this point. Chesterfield would check to see if the conference facility was open both Thursday and Friday around September 29. Tony indicated he would provide the dates of the District Conference for IIA to ensure there were no conflicts.

SPRING CONFERENCE (CHESAPEAKE)

Tony indicated that the spring conference program was currently scheduled to include:

- Cherry Beckaert presenting on the Yellow and Green Books
- Root Cause Analysis
- Forensic Accounting
- Lean Six Sigma
- Fraud topic still pending

Most of the presenters were free. The date currently set is Friday, May 12. The location is the Chesapeake Convention Center and they have hotel information for Marriott.

Tony and Ryan would coordinate to put a "Save the Date" on the website.

Cvent Registration

Tony mentioned that the IIA Tidewater chapter is moving from Cvent to a new event management system. This new system would not include a per registrant charge which Cvent currently applies. It was noted that the spring conference would still be done using Cvent and the fall conference would likely be on the IIA's new system assuming they continue to allow VLGAA to use their tool. Tony didn't think it would be an issue. It was noted that there's no written MOU with the IIA regarding the use of the system. Lyndon provided a recap of Cvent history. Tony indicated that he would bring up the question about VLGAA use at the IIA's next meeting to ensure there would be no issue.

FALL 2017 CONFERENCE (CHESTERFIELD)

Greg noted that they were looking at the following potential program activities:

- Potential speaker Bob Kelley who did something at Chesterfield related to branding and engagement. They are in the process of looking to see what he'd charge. There would be no travel cost and he could likely provide a half day.
- Interview skills
- Sheryl Bailey or Inspector General on Petersburg
- Dave Brat on roadblocks in D.C.

For food they are looking at having student catering who could provide services onsite. The Committee advised them not to pinch on food and break snacks as they've had feedback in that area before when snacks ran out.

YELLOW BOOK TRAINING SURVEY

Discussed as noted above under Treasurer's Report topic.

CVENT REGISTRATION

Discussed as noted above under Spring Conference topic.

COMMITTEE REPORTS

Audit – Karen noted that she had already been in touch with Sharon Pribadi as the audit is due for completion by 3/31. She noted that Membership Committee would need to assist by providing the official list. It was noted that there had been 90 members last year.

ByLaws and Operations Manual – Tony Markun had no updates for the board.

Membership – Bret Lewis and Niki Roney are now serving on this committee. It was noted that there had been 90 members last year. 67 were paid so far for the current year with 9 new members. 34 had not renewed from last year (at least 8 of those had left their positions). It was asked if we have surveyed what shops are not represented and noted that it had been a long time. Ideas were also shared about trying to get college/university associate members and other outreach efforts such as using the IIA/Fraud conference mailing lists.

Newsletter – Lyndon Remias noted that the newsletter would serve as a promotional tool for the Spring conference and that he would be working on it.

Nominating – Sharlene Wrenn noted that there was no report for the board.

Website – Ryan Gartin noted that the website had been updated for officers. She noted that she needed approved minutes to be added. She noted that she would be adding a new membership directory after it was updated. It was noted that Ryan needed to do some minimizing of the screen layout to make it easier for users to access all the toolbar functions.

Other Business – It was noted that Fairfax is looking for a retired auditor for assistance if anyone knows of someone who may be interested.

There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Vaughan Crawley
Secretary

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

Date: Friday, January 27, 2017 @ 9:00 a.m.
Place: Harvest Grille - DoubleTree by Hilton,
 50 Kingsmill Rd., Williamsburg VA 23185

ATTENDEES

<input checked="" type="checkbox"/> Greg Akers, At-Large Member	<input checked="" type="checkbox"/> Lyndon Remias, Newsletter
<input type="checkbox"/> Vaughan Crawley, Secretary	<input checked="" type="checkbox"/> Niki Roney, Co-Membership
<input checked="" type="checkbox"/> Ryan Gartin, Website	<input type="checkbox"/> Sharon Pribadi, Audit
<input checked="" type="checkbox"/> Lily Hernandez, President	<input type="checkbox"/> Karen Woodson, Treasurer
<input checked="" type="checkbox"/> Bret Lewis, Membership	<input type="checkbox"/> Sharlene Wren, Nominating
<input checked="" type="checkbox"/> Tony Markun, Vice President	

ITEMS TO BE DISCUSSED:

ITEM	Person	METHOD	TIME	OUTCOME
1. Warm-Up/Breakfast	Lily	Discussion	5	N/A
2. Review Agenda/Changes	Lily/All	Discussion	5	
3. Follow-up and Approval of Prior Meeting Minutes	Vaughan	Discussion and vote	5	
4. Treasurer's Report <ul style="list-style-type: none"> • review of fall conference • preparation for audit 	Karen/All	Discussion and vote	15	
5. Spring Conference (Chesapeake)	Tony	Discussion	30	Update
6. Fall Conference (Chesterfield)	Greg	Discussion	15	Update
7. Yellow Book Training survey	Lily	Discussion	20	Update, Actions
8. CVent Registration	All	Discussion	15	Update, Actions
9. Committee Chair Reports <ul style="list-style-type: none"> • Audit • Bylaws and Operations Manual • Membership • Newsletter • Nominating • Website 	All	Discussion	30	Updates

MEETING NOTES

Virginia Local Government Auditors Association

VLGAA Treasurer
2512 George Mason Drive
VA Beach, VA 23456-0038
phone (757) 263-1280
karen.woodson@vbschools.com

January 26, 2017

RE: Treasurer's Report

Dear VLGAA Board and Members:

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

Transaction Summary	
Beginning Balance 12/1/16	\$10,240.30
Receipts	465.41
Disbursements	(0.00)
Ending balance 12/31/16	\$10,705.71

<i>Bank Account Balances</i>	
Business Performance Savings 12/31/16	9,813.11
Essential Business Checking 12/31/16	892.60
Ending balance 12/31/16	10,705.71
Reconciling Amount	(0.00)
Reconciled Balance	\$10,705.71

The activities for the month of December were as follows:

- 2017 Membership 465.00
- Interest .41

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

Respectfully submitted,

Karen Woodson

VLGAA Treasurer

Virginia Local Government Auditors Association

VLGAA Treasurer
2512 George Mason Drive
VA Beach, VA 23456-0038
phone (757) 263-1280
karen.woodson@vbschools.com

January 26, 2017

RE: Treasurer's Report

Dear VLGAA Board and Members:

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

Transaction Summary	
Beginning Balance 12/1/16	\$10,240.30
Receipts	465.41
Disbursements	(0.00)
Ending balance 12/31/16	\$10,705.71

<i>Bank Account Balances</i>	
Business Performance Savings 12/31/16	9,813.11
Essential Business Checking 12/31/16	892.60
Ending balance 12/31/16	10,705.71
Reconciling Amount	(0.00)
Reconciled Balance	\$10,705.71

The activities for the month of December were as follows:

- 2017 Membership 465.00
- Interest .41

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

Respectfully submitted,

Karen Woodson

VLGAA Treasurer

Fall 2016 Conference

	<u>Actual</u>	
Fixed Costs:		
Speaker Cost	\$ 2,117.45	
Speaker Gift Card (3@ \$.55.) Visa	165.00	
Door Prizes (4 @ \$25) Wawa	100.00	
Supplies (gift bags for gifts)	10.60	
Hotel Overnight Charges for Committee	173.42	
Hotel AV/Internet Charges	848.10	
Total Fixed Expenses	\$ 3,414.57	
Revenues	\$ 5,590.00	
Variable Cost Per Attendee:		
Breakfast (includes gratuity)	\$ 1,019.66	
Lunch (no tax, includes gratuity)	1,087.76	
PM Breaks (includes gratuity)	339.58	
Charge for Room Rental (based on food min.)	368.55	
C-Vent Fee (Online Registration and CC Fees)	362.44	
C-Vent Bank charges (online payments)	234.84	
Total Variable Cost	\$ 3,412.83	
Total Revenues	\$ 6,277.00	→ includes the credit card sales
Total cost	\$ 6,827.40	
Net (loss) gain	<u><u>\$ (550.40)</u></u>	

*Note: As of January 26, 2017 the \$3,474.72 net check from Cvent has not been received/deposited.

Peer Review

	Yes	Total	NO longer working
Hanover	2	90	4
Richmond	8		
DARS	1		
Henrico	1		
VA Beach	1		86
Hampton	1		
Chesapeake	1		
Unknown	1		
Fairfax C. Public Schools	1		
Office State Inspector General	5		30%
Chesterfield	4		
Wash Metro Area Transit Authority	7		
	<u>33</u>		