

Virginia Local Government Auditors Association
Minutes of the Executive Committee Meeting
February 23, 2018

The VLGAA Executive Committee convened a regular meeting on Friday, February 23, 2018 at 9:00 a.m. at the DoubleTree by Hilton, Williamsburg, Virginia.

Attendees:

Tony Markun, President/Bylaws
Greg Akers, Vice President
Vaughan Crawley, Secretary
Karen Woodson, Treasurer
Lyndon Remias, Newsletter
Ryan Gartin, Website
Lily Hernandez, Nominating Chair

Absent:

Sharon Pribadi, Audit Committee

Vacant:

At-Large Board Member

Tony Markun, president, called the meeting to order at 9:43 a.m. The president presented the agenda. There were no requested changes to the agenda.

APPROVAL OF PRIOR MEETING MINUTES

Vaughan Crawley, secretary, presented minutes from the Business Meeting of the Membership held on September 29, 2017 at 1:03 p.m. It was moved by Greg Akers and seconded by Lily Hernandez to approve the minutes as submitted. Motion carried.

TREASURER'S REPORT

Karen Woodson presented the results of the Fall 2017 Conference (see attached). The net gain from the event was \$1,394.21. She noted that the IIA remitted the online funds received in October which was earlier than the past. She noted that there were no speaker costs which contributed to the positive financial outcome. Greg Akers noted that there were 68 participants. He noted that the fraud speakers represented two separate firms who agreed to work together and neither charged a fee. Greg asked if there was any efforts to get college internal auditors to participate.

Karen next presented the treasurer's reports as of December 31, 2017 and January 31, 2018 (see attached). The reconciled balances were \$18,127.07 and \$18,397.49, respectively. She noted that she would be sending the prior year financial information to Sharon Pribadi for the annual audit after the December report was approved. Karen noted that no vendors had been paid more than \$600 so no tax form 1099's had to be filed. She noted that the membership information had been reconciled with Bret as that information will also be looked at as part of the audit. She noted that Bret Lewis' records reflected 80 members and she had 79 members. The reconciling item was 1 member from Richmond. She noted that, to date, membership was down about 8 compared to last year. It was noted that some prior Richmond staff had left.

There was discussion about looking at the IIA's Etouch system for collecting membership payments online. There is a 2.5% charge plus 30 cents per transaction. It may be necessary to adjust the membership dues to cover the administrative cost if this option is pursued. The system could potentially be used to invoice and takes all forms of payment except American Express. Lyndon and Tony will look into how that system might be used.

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

NEW BUSINESS

SPRING CONFERENCE (VIRGINIA BEACH)

Lyndon referred to a budget handout for the upcoming Spring Conference to be held in Virginia Beach on Friday, May 11, 2018 (see attached). He indicated that there were no paid speakers and only minimal travel costs. There would be the usual costs for gift cards and door prizes. With the estimated number of participants, the conference was expected to result in a net profit.

Lyndon next referred to the agenda handout (see attached). He indicated that the second topic was still to be determined but that it was scheduled to be presented by Virginia Beach's auditors. Topics include:

- Working with the media – getting the message out (in a panel discussion format)
- Risk Management (a combination presentation from audit and management aimed at discussing how to drive down costs from management's perspective with results of audit findings including finding fraud in the data)
- Personnel Board – terminated employees coming back to work; preparing managers on how to deal with the Personnel Board in terms of making sure cases are tight

It was moved by Lily Hernandez and seconded by Greg Akers to approve the conference budget. Lyndon will send the hotel contract to Karen for review. It was noted that the Board needs to prepare to accommodate a couple of vegans based on feedback from the last conference. Lyndon will try to have the information ready to put up on the website in the next week.

FALL 2018 CONFERENCE

It was noted that the typical rotation would mean that the Fall 2018 conference would be held in Hanover and hosted by Angela Baxter and her team. Greg noted that he would talk to Angela about this possibility. Greg suggested that we consider offering regional support to planners when the event will be held in the metro area. It was noted that the IIA's District Conference in Virginia Beach this year and that it would usually be in October. Tony would get those dates to Angela to make sure the VLGA's conference dates do not conflict. It was noted that the Board also needs to consider the dates for the VGFOA's conference.

AT-LARGE BOARD MEMBER

Tony noted that Mike Helmke retired from the City of Norfolk and, accordingly, there was a need to replace his position as at-large board member. The Committee discussed having some representation from Hanover. Vaughan mentioned that he had already reached out to Angela just to mention the idea and get a feel for whether or not she might be interested. Greg will formally share the Board's agreement to offer the role when he reaches out to discuss the Fall Conference.

OTHER NEW BUSINESS

2019 Conference Schedule

The Board discussed that the Spring Conference for 2019 would be in Virginia Beach and the Fall Conference should be hosted by Henrico based on the rotation schedule. The Board mentioned possibly pursuing the Short Pump Hilton or some other hotel near the mall as a conference site.

Yellow Book Training

The Board discussed whether there might be interest in Yellow Book training as part of the fall conference. Vaughan indicated that we should check with Mike Taylor to see what timing he was planning as he recently mentioned hosting a peer review session for the OSIG staff which might be open to VLGAA members. Vaughan agreed to follow up with Mike.

There being no further business, the meeting was adjourned at 10:37 a.m.

Respectfully submitted,

Vaughan Crawley
Secretary



05/11/2018

- 7:30 am - 8:15 am Registration and Breakfast
- 8:15 am - 8:30 am Welcome and Overview
- 8:30 am - 9:20 am Using Data Analytics for Fraud Detection, Clifton Larsen Allen
- 9:20 am - 10:10 am Topic TBD Clifton Larsen Allen
- 10:10 am - 10:25 am Break
- 10:25 am - 12:05 pm Panel Discussion - Working with the Media. Jason Marks, WAVY TV 10 and Alissa Skelton, Virginian Pilot Newspaper
- 12:05 pm - 1:05 pm Lunch w/Business Meeting
- 1:05 pm - 2:45 pm Conducting an Audit of Risk Management, Gretchen Hudome, VB Deputy City Auditor and Jeff Rodarmel, VB Risk Manager
- 2:45 pm - 3:00 pm Break
- 3:00 pm - 4:30 pm Understanding and Preparing for Personnel Board Hearings, Butch Bracknell, Personnel Board Member

VLGAA

Virginia Legislative Auditors
Promoting quality government auditing in Virginia



Seminar Coordinator: Lyndon Remias
 Seminar Location: *Shepton* Hilton Virginia Beach Oceanfront
 Seminar Date: May 2018
 Submitted by/date: Lyndon Remias / February 2018

Est. # Attendees		#	Cost	TOTALS
	Members	50	105.00	\$ 5,250
	Non-Members	8	125.00	1,000.00
Total Estimated Revenue		58		\$ 6,250

Estimated Seminar Expenses:

Food Cost:

Welcome Reception				
Breakfast	58	8.93	\$	518
Lunch	58	12.99		753.55
Afternoon Break	58	16.96		983.88
			\$	2,255

Material Cost:

Conference folders, name tags, misc. expenses	58	1.00	\$	58
Etouch Fee (Online Registration and CC Fees)	58	8.50		493.00

Location Cost:

Room Costs or Food Difference				250.00
Table Set-up (fixed cost)				
Security				
Mic / Lavalier Audio				260.00

Speaker Fees/Expenses:

Speaker Estimated Travel Cost				250.00
Speaker Estimated Travel Cost				-
Speaker Gift Card (6 @ \$25) Visa				150.00
Door Prizes (4 @ \$25) - WaWa Gas Cards and Visa Gift Card				100.00 100
			\$	550.00

Promotional Cost:

Flyer Preparation/Advertisement				-
Mail Cost-Seminar Notice				-

Total Seminar Estimated Expenses

Profit/(Loss)				3,866.15
Seminar Reimbursements Anticipated			\$	2,383.85
Net Profit/(Loss)			\$	2,383.85

Notes:

Approved by Executive Committee:

Yes

Date: _____

President's Signature:

Lyndon S. Remias

Date: _____