

Virginia Local Government Auditors Association
Minutes of the Executive Committee Meeting
Location: Hilton Double Tree Williamsburg, VA
February 21, 2014

The president called the meeting to order at 9:23 a.m. and presented the agenda. There were no requested changes to the agenda.

Attendees:

Terrie Pyeatt, President
Sharlene Wrenn, Vice President
Mike Taylor, Secretary
Amarilis (Lily) Hernandez, Treasurer
Tony Markun, At Large Member/Bylaws
Deborah Eggleston, Membership Chair
Sherry Ariail, Website Chair

SECRETARY'S REPORT

Sharlene Wrenn presented minutes from the business meeting of the membership held on September 27, 2013 at the Sheraton Richmond Park South, Midlothian, Virginia. It was moved by Tony Markun and seconded by Lily Hernandez to approve the minutes as submitted. Motion carried.

TREASURER'S REPORT

Lily Hernandez presented the treasurer's report as of January 31, 2014 (attached). There was a question about the interest earnings. Lily commented that the interest earnings each month are either \$0.42 or \$0.43. Lily also presented the financial results for the fall 2013 conference in Chesterfield. The conference results were close to what had been budgeted. There was a planned loss of \$1,043 and the actual loss was \$1,560. Attendance was lower than planned, but expenses were also lower due to lower attendance. It was moved by Sharlene Wrenn and seconded by Tony Markun to approve the treasurer's report. Motion carried.

COMMITTEE REPORTS

Audit – Chris Pietsch had been the committee chair, but he has a new job outside of auditing. The new chair is Andréa Goutam. She is also from Fairfax County. Lily will be mailing documents to Andréa to do the audit. It is due by March 31. We had 1 1099 to issue. Along with the financial records are IRS forms 1099 and 990 for Andréa's audit.

By-Laws – Tony Markun reported that there have been no recent updates to the by-laws. There was some discussion about changes to the operations manual. Some changes were previously discussed (e.g. deleting the CPE committee), but have not yet been incorporated into the manual. Tony will make the changes and send them to the Executive Committee for review and approval. Once approved, the revised manual will be posted to the web site.

Membership – Deborah Eggleston presented the Membership Committee report. For 2014, we have 87 paid members. Of those, 78 are renewals and 9 are new members. Seventeen members from 2013 have not renewed. Deborah has been contacting those who have not renewed. Two have retired, six are no longer working in a Virginia local government audit organization, two are in the process of renewing now, and the status of the remaining seven are pending. The idea of recognizing new members or first time conference attendees was revisited with considerable discussion. It was determined that using some identifier on the name tags of first time attendees would begin with the spring 2014 conference. The spring conference chair will make the necessary arrangements. The idea of VLGAA lanyards was also discussed. Tony agreed to check on price and order quantity, using the typical attendance of 60 to 80 as a guide when seeking prices.

Newsletter – There was no newsletter committee report at the meeting. The City of Virginia Beach office will continue to be responsible for the newsletter.

Website – Sherry Ariail noted that a few updates are needed to the website. The committee chair roster will be updated. A “hold the date notice” has been posted for the spring conference. Additional program details will be posted when available.

Nominating – There were no responses to the inquiry that went out to the membership. Terrie will reach out to a past president, as the by-laws require a past president to serve on the committee.

Program –

Spring 2014: Terrie Pyeatt reported that the spring conference will be May 19 at the Sheraton in Virginia Beach. The room rate is \$89. Terrie will be chair for the event. The recent pattern has been to have the spring conference in the Williamsburg/Virginia Beach area and the fall conference in the Richmond metropolitan area. Member survey results show that members do like to have variety in the conference location. A room block has been set. There was discussion about potential speakers and topics. Once the agenda is drafted, the executive committee will discuss in a telephone conference.

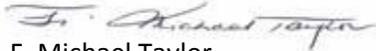
Fall 2014: After a very brief discussion, Hanover County was chosen as the conference host for the conference. A date has not been set. Mike Taylor will work to avoid any conflict with the IIA district conference that is sometime in October. Once the date is set and affirmed by the executive committee, it will be posted on the web site. There was some discussion about conference venues. Recently, the event has been at a hotel, but in the past it has been at a government building or a venue other than a hotel. Since most of our attendees are from Virginia and drive to the event, it does not always have to be at a hotel.

DISCUSSION OF ALGA REGIONAL TRAINING

The Association of Local Government Auditors (ALGA) Education Committee is seeking locations and hosts for regional training. There was discussion about the potential for working with ALGA on a combined VLGA conference/ALGA regional training event. Spring was considered, but the ALGA conference is only two weeks earlier, so fall appears to be a better alternative. Among the items discussed were fees, topics, the cooperative agreement with ALGA, and potential locations. Since we expect some attendees will fly to the event, it would be important to use a hotel location. Mike will contact ALGA's education committee to discuss the potential for hosting a regional event in the fall of 2014.

There being no further business, the meeting was adjourned at 11:08 a.m.

Respectfully submitted,



F. Michael Taylor
Secretary