

**Virginia Local Government Auditors Association
Minutes of the Conference Call of the Executive Committee
February 18, 2009 @ 10:00 am**

Conference call Participants

Tony Markun - President
Mike Helmke – Vice president
Sharlene Wrenn - Secretary
Gretchen Hudome – At Large Board Member
Sherry Ariail – Website, Fall Conference
Yolanda Tennessee – CPE chair
Cathy Peppers – Chesterfield County, Administrative Assistant
Debra Eggleston – Membership chair
Chris Pietsch – Nominating Committee
Drew Harmon - Newsletter
Kathy Seay – Member and Past President

Before the meeting officially began, Gretchen asked if anyone remembered the group discount for the last VLGAA meeting held in the City of Richmond.

Cathy Peppers from Chesterfield responded that the rate was \$85 per person for audit shops sending 1 to 4 attendees. Five or more attendees were charged \$70 each.

Tony Markun called the meeting to order stating that the main purpose of the call was to discuss the upcoming conference with a proposed tie in ALGA's regional training.

Mike Helmke stated that correspondence with Kathy Seay of Hanover indicated that ALGA was willing to work with the VLGAA and could probably provide a speaker on continuous auditing for the morning session. The VLGAA would have to come up with a speaker(s) for the afternoon sessions.

It was suggested that we consider having two tracks for the afternoon, one for new auditors and one for experienced auditors (ie: workpaper preparation, writing techniques, effective interviewing, etc.). We also considered the possibility of an academia speaker. Gretchen stated we could always ask Doug Ziegenfuss of Old Dominion University.

Mike Helmke reported that he talked with The Great Wolf Lodge in Williamsburg. April 1st and 2nd are available. The conference room rate would be \$350 plus meals and any AV rentals. Mike did not ask about the hotel room rates.

Mike had also planned to check on the Williamsburg Hospitality Inn.

Kathy Seay joined the conference call. Kathy stated that usually for Regional training the local group (VLGAA) would give ALGA member services names of hotels and ALGA would work out details. Kathy suggested that we send an email to Liz Moore of ALGA's education committee. Kathy said we do not want to get ahead of the education committee.

Kathy reiterated that Liz Moore had gotten feedback from 3 or 4 members and ALGA was willing to work with the VLGAA. The question is can VLGAA provide anybody for a speaker?

Gretchen stated that Mike Egan's (ALGA - City of Philadelphia) suggestion of a mini day long conference is good idea.

Kathy stated that ALGA likes to use facilities with little or no cost (ie: localities' facilities). We need to finalize topics so we can get commitments for speakers. We need to finalize what VLGAA will do and what ALGA is willing to do.

With respect to two tracks in the afternoon, Chris Pietsch and Gretchen stated that beginning auditors might limit the tracks. Mike stated that 2 rooms might mean \$350 each if two tracks. Kathy stated that the cost is kind of high and it might be cheaper to use a locality. It was agreed that we would not do two tracks.

Gretchen said the hotel room rate for Thursday night at the Great Wolf is \$209. The VLGAA might get a room rate of \$189; she did not know about government rates. Gretchen stated that the Williamsburg Lodge might be able to offer a better deal because of the economic situation.

Tony stated that the dates of April 2 and 3 (Friday) might be bad for coming out of Williamsburg. Mike and Kathy stated that it would be better for travelers to tie the conference to a weekend, either Monday or Friday. Kathy stated that Denny Nester (ALGA – Colorado Springs) said because of the short lead time a 1 day conference might be best unless we could find out how many VLGAA members would be interested in a 2nd day.

Topics discussed by ALGA were continuous monitoring , data warehousing and mining. Gretchen stated that Stan Wilmer (ALGA – Denver) might be able to talk on data warehousing and mining. Maybe ALGA can get someone to do a live case study on continuous auditing for the morning session. It might be best to choose 3 or 4 related topics for the day.

Drew Harmon asked if anyone had heard about the State auditors developing performance Va. measures. This could be a topic of some interest.

Gretchen suggested facilitated roundtable discussions with developing findings, effective monitoring , data warehousing mining, basics for new auditors, etc.

Tony stated that the AGA has a meeting place in Richmond, May 20 but have not done planning as of yet. Do we want to reach out to them for possible inclusion for the Spring conference? Gretchen stated that Williamsburg is a better location since we will be coming back to the Richmond area in the fall.

We felt that it is probably okay to advertise with the AGA but Tony will ask Kathy Seay to check with ALGA to see if we can bring another group.

Summary of topics agreed upon

Continuous monitoring

Data warehousing/mining

Performance Va. – State Auditor

We will try to offer 7 CPE. The bylaws require that we have a business meeting during the conference. This meeting can be short and can be held during lunch. We will also consider a luncheon speaker to achieve the CPE.

Summary of duties:

Mike Helmke will send Kathy Seay a list of hotels in the area to send to ALGA for handling details. Mike will also work up a budget to include travel for Stan Wilmer from Denver. ALGA requires \$125/ day for regional training cost or \$225 for 2 days. ALGA absorbs the additional risks.

Kathy Seay will follow up with ALGA and get approval from the education committee.

Gretchen Hudome will contact Jack Spooner to ask about performance data base. Gretchen also stated that Doug Ziegenfuss had a research project for performance measurement for Internal Auditing and we could possibly tie that in.

Gretchen will send the executive committee the link to Performance Va. (State of Va.).

Gretchen will set up another conference call for next Wednesday, February 25, 2009, at 10:00 am. She will notify the executive committee of the details.

Tony Markun will ask Kathy Seay to talk to ALGA about including the AGA.

Fall Conference

The fall conference will be sponsored by Chesterfield County on October 2, 2009. Sherry Ariail asked for approval of a budget based on 50 attendees at \$85 per person. The speaker will be Dennis Dycus from the State of Tennessee. This program would offer 6 CPE. The detail budget was sent earlier to Tony Markun.

Gretchen moved and Sharlene seconded that the budget be approved as submitted. Tony asked for a vote and the motion unanimously carried. We suggested a save to the date be placed on the website with details to go out after the VLGAA Spring meeting.

Tony asked that Chesterfield consider offering a group discount as we did with Fall conference in Richmond, for greater participation.

Next meeting will be a conference call on February 25 at 10:00 am. The meeting adjourned at 10:50 am.