

Virginia Local Government Auditors Association  
Minutes of the Conference Call of the Executive Committee  
April 19, 2017, 2:00 p.m.

**Conference Call Participants**

Lily Hernandez, President  
Tony Markun, Vice President  
Vaughan Crawley, Secretary  
Karen Woodson, Treasurer  
Greg Akers, At Large Board Member

Elected Officers Absent:  
None

Lily Hernandez called the meeting to order at 2:02 p.m. Lily indicated that the purpose of the conference call was to review and approve the budget for the 2017 Spring Conference being hosted by Chesapeake.

**Spring Conference**

The Executive Committee agreed that there was no need to review the planned conference agenda as the information was available online and everyone had already seen the materials.

**Budget**

Tony indicated that, to-date, there were 45 individuals registered for the spring conference. The budget was prepared using an estimate of 50 attendees which was still considered a reasonable estimate given the current registration. Tony indicated that he would check with Lyndon Remias to see if additional reminder emails would be sent from the Cvent system.

Karen indicated that she reviews the list of registered attendees and compares them to the membership directory and contacts those that are not members to clarify if they are members of IIA or ALGA or if they want to join VLGAA to get member pricing.

Given the member rate of \$105 and the 20% discount offered to groups of 5 or more, Tony indicated that he used a blended member cost of \$84 but that the amount should actually be \$94.50.

While reviewing the tabs in the submitted budget summary, Tony noted the following:

- The Room Costs of \$350 listed as “Possibly waived”, had in fact been waived and could be removed from the estimates.
- The “all day conference beverage service” noted on the “Break-Even” tab as an additional potential cost to discuss was included in the budget estimate at \$200.
- The contribution margin per attendee on the “Projected Profits” tab needed to be updated based on the discussed changes and that it appeared that the conference would not lose as much as initially shown.
- On the “Standard Seminar Budget Form” tab, only speaker Grafenstine was staying overnight resulting in the higher travel cost. Speaker Upshur’s travel cost related primarily to mileage.
- The estimate included \$150 under Welcome Reception which represents the anticipated cost of a dinner that members of the Chesapeake office staff will have with an out-of-town speaker who is coming in the night before the conference. The amount was included because he and Karen couldn’t remember how these types of expenses had been handled in the past.

The Executive Committee agreed that the welcome reception dinner expense would be covered by the general budget as a Board expense and would not be considered part of the spring conference budget so the amount could be removed from the calculations. Lily would need to approve a budgeted board expense amount for the dinner and Karen would work with Tony to determine how the payment would be handled. This will be communicated via email.

Greg pointed out that certain amounts didn't appear to consistently flow through the different tabs of the workbook. Tony agreed that he would send a revised budget spreadsheet to Lily incorporating the various needed changes that had been discussed. Lily indicated she would distribute the revised budget to the board for final approval vote by email.

It was moved by Greg Akers and seconded by Karen Woodson that the Committee would approve the budget by email when the revised spreadsheet is distributed. The motion passed.

There being no further business, the conference call was adjourned at 2:20 p.m.

Note that the attached revised budget was distributed via email subsequent to the conference call.

Respectfully submitted,

Vaughan Crawley  
Secretary

**VLGAA Spring 2016 Conference - Break-Even Analysis**

<b>Fixed Costs:</b>		<b>Notes</b>
Speaker Estimated Travel Cost - Dave Finke	\$ 500.00	
Speakers Estimated Travel Cost	650.00	
Speaker Gift Card (5 @ \$25) Visa	125.00	Non compensated speakers
Door Prizes (4 @ \$25) - Visa Gift Card	100.00	
A/V equipment	80.00	
Room Costs or Food Difference	0.00	
Other	100.00	
<b>Total Fixed Expenses</b>	<b>\$ 1,555.00</b>	
 <b>Revenue Per Attendee (Blended Cost)</b>	 <b>\$ 94.50</b>	
 <b>Variable Cost Per Attendee:</b>		
FridayBreakfast (tax 26%, includes gratuity)	\$ 17.01	
Friday Lunch (tax 26%, includes gratuity)	18.27	
Friday Snack (tax 26%, includes gratuity)	7.56	
Conference folders, name tags, misc. expenses	1.00	
C-Vent Fee (Online Registration and CC Fees)	8.50	Payable to IIA Tidewater Chapter
<b>Total Variable Cost Per Attendee:</b>	<b>\$ 52.34</b>	
 <b>Contribution Margin Per Attendee</b>	 <b>\$ 42.16</b>	
 Break-even Point in Attendees	 <u>37</u>	BE = Fixed Costs / Contribution Margin
 Updated: 2/11/16		
 Additional potential cost to discuss:		dinner for speaker

**VLGAA Spring 2017 Conference - Cost of Meals (Estimate still waiting on updated menu prices)**

**Full Buffet Breakfast**

Includes Coffee, Tea and Juice  
 Assorted European Muffin, Danish and Pasteries  
 Bacon  
 Fresh Scrambled Eggs and Buttermilk Pancakes with Maple Syrup  
 Hash Brown Potatoes

Per person	\$ 13.50
Tax 0.6%	0.81
Service charge 20%	2.70
<b>TOTAL</b>	<b><u>\$ 17.01</u></b>

**Afternoon Break**

Coffee and Hot Tea  
 Assorted Soft Drinks  
 Assorted Cookies

Per person	\$ 6.00
Tax 6.0% (Exempt per contract)	0.36
Service charge 20%	1.20
<b>TOTAL</b>	<b><u>\$ 7.56</u></b>

**Total Cost of Meals per Person \$ 42.84**

Food & Beverage Minimum to Waive Rental Fees (\$250)	\$ 1,400.00
Break-even to meet food minimum	<u>33</u>

**Lunch**

**Italian Buffet**

Caesar Salad with Romaine Lettuce, Black Olives, Croutons, Parmesan Cheese,  
 Sautéed Peppers, Zucchini, and Onions  
 Baked Ziti with Ricotta, Pepperoni, Ground Beef, and Mozzarella Cheese  
 Chicken Parmesan and Garlic Bread Sticks

Per person	\$ 14.50
Tax 6.0%	0.87
Service charge 20%	2.90
<b>TOTAL</b>	<b><u>\$ 18.27</u></b>



50 \$ 2,142.00

**VLGAA Spring 2017 Conference - Projected Profit**

	<b>Break Even</b>	<b>Needed to Meet Food Minimum</b>	<b>Spring 2017 Conservative Projection</b>
Based on Estimated Attendees	37	33	50
Contribution Margin Per Attendee	\$ 42.16	\$ 42.16	\$ 42.16
Estimated Attendees	37	33	50
Revenue	\$ 1,555.00	\$ 1,377.78	\$ 2,108.00
Fixed Cost	1,555.00	1,555.00	1,555.00
Profit from Conference	\$ -	\$ (177.22)	\$ 553.00



**Seminar Coordinator:** Jay Poole  
**Seminar Location:** Hilton Virginia Beach Oceanfront  
**Seminar Date:** May 16, 2016  
**Submitted by/date:** Lyndon Remias / February 2016

Est. # Attendees		#	Cost	TOTALS	
	Members	50	94.50	\$4,725.00	Blended rate
	Non-Members	0	125.00	0.00	
<b>Total Estimated Revenue</b>		50		\$4,725.00	

**Estimated Seminar Expenses:**

Food Cost:

Welcome Reception				\$0.00	
Breakfast	50	17.01	\$850.50		service charges and taxes are inclu
Lunch	50	18.27	913.50		service charges and taxes are inclu
Afternoon Break	50	7.56	378.00		service charges and taxes are inclu
all day coffee, tea and water			200.00		
				<b>\$ 2,342</b>	

Material Cost:

Conference folders, name tags, misc. expenses	50	1.00	\$50.00	
C-Vent Fee (Online Registration and CC Fees)	50	8.50	425.00	
			<b>475.00</b>	

Location Cost:

Room Costs or Food Difference			0.00	
Service charges & taxes	50	0	0.00	
A/V equipment			80.00	
			<b>80.00</b>	

Speaker Fees/Expenses:

Dave Fink			500.00	
Speaker travel cost - Grafenstine			400.00	
Speaker travel cost - Upshur			250.00	
Other			100.00	
Speaker gift cards (5@\$25)			125.00	
Door prizes (4 @ \$25)			100.00	
			<b>1,475.00</b>	

Promotional Cost:

Flyer Preparation/Advertisement			-	
Mail Cost-Seminar Notice			-	

**Total Seminar Estimated Expenses**

			4,372.00	
Profit/(Loss)			\$ 353.00	
Seminar Reimbursements Anticipated				
Net Profit/(Loss)			<b>\$ 353.00</b>	

Notes:

Approved by Executive Committee:



Date: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_