

Virginia Local Government Auditors Association
Minutes of the Conference Call of the Executive Committee
August 2, 2017, 10:00 a.m.

Conference Call Participants

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

Lyndon Remias, Newsletter/Registration Sys
Admin
Annette Stinson, Chesterfield Fall Conference

Elected Officers Absent:
Tony Markun, Vice President

Lily Hernandez called the meeting to order at 10:11 a.m. Lily indicated that the purpose of the conference call was to review and approve the budget for the 2017 Fall Conference being hosted by Chesterfield.

Fall Conference

Greg Akers noted that everything on the circulated draft agenda (Attachment 1) has been confirmed except the two highlighted items (the welcome/overview speaker and the final speaker of the day). The overall planned theme is “Keeping Watch for the Community” with an emphasis on fraud. Other sessions would include topics such as data analysis, contract management, and audit software implementations (i.e. how they can be used for project management, follow up, etc.)

They would like to open the event for registration soon and share planned agenda highlights without the specific times just yet. Lily indicated that she would forward the information to Ryan and she can add some information to the website (**Action Item**). It was noted that the “Save the Date” notice was already displayed for the conference.

Registration System

Lyndon Remias noted that the VLGA will no longer be using the Cvent system to manage registrations. The Tidewater IIA chapter, which has allowed use of their system, has transitioned to the IIA’s new registration platform. Lyndon noted that he has been trained on the new product but will need to get more fluent with it over time. He noted that the VLGA’s transaction processing costs would likely remain the same.

Lyndon also noted that the mailing database will need to be reloaded. Lily will ask Membership Director, Bret Lewis, to send Lyndon a copy of the membership list with a copy to Greg. Lyndon also noted that the IIA chapters in Tidewater, Central Virginia, and Roanoke had historically been invited to the conferences and that it would be good to try to obtain current rosters to start clean in the new system. Vaughan indicated he would contact representatives from the Central Virginia Chapter to try to obtain a current roster (**Action Item**).

Lyndon confirmed that the new system will have a “pay by check” feature for those localities that prefer such. He noted that they still have access to Cvent for historical CPE purposes.

Karen indicated that she still has not received a check from Tony (as Treasurer for the Tidewater IIA) for the Cvent registrations from the Spring 2017 conference. Lyndon noted that with the latest elections

Tony was no longer the Treasurer. He would help get Karen in contact with the new Treasurer (**Action Item**).

Lyndon noted that he would try to get the VLGAA event set up in the next few days.

Greg noted that the local IIA chapters were also having their fall conference but that it would not conflict with the VLGAA event. Their conference will be held at the same hotel a few weeks later in October.

Budget

Greg noted that the only change in the current draft of the budget circulated yesterday (Attachment 2) compared to the one circulated earlier in July was the removal of one paid speaker. Currently there is no charge for any of the speakers so the cost of speaker gifts was adjusted. He noted that the event would break even at 42 attendees.

Lyndon inquired about the VLGAA's current financial balance. Karen noted that the unreconciled book balance at 7/31 was around \$12,800 (not counting the Cvent amounts still due from the spring conference). She indicated that she hadn't gotten information from Tony to know what that amount should be but she had reached out to Tony. Given prior delays, she hadn't become concerned but she noted she wasn't aware until today that there was a new treasurer for the Tidewater IIA.

Karen reviewed the typical payment streams for the conference revenue (checks vs. credit or procurement cards). She noted that we owe a processing fee on payment cards and typically receive the net amount from the Tidewater IIA.

Greg asked if there should be an MOU with the Tidewater IIA. Lyndon noted that he works with those officers and that their board had informally agreed to continue the relationship. Lily indicated that she would prepare an email to the Tidewater IIA thanking them for the relationship and indicating that we would continue to cover the processing fees for our transactions as they transition to the new system. Lyndon would forward this email to the Tidewater IIA Board (**Action Item**).

Karen indicated a concern regarding Tony having had a vested interest in both organizations and not being treasurer now. The majority of extra work to prepare VLGAA information resided with the treasurer. Lyndon indicated that Tony was still on the Board and had confirmed using their system wasn't an issue as long as VLGAA continues to pay the related processing costs.

Karen noted that Tony had bought a bunch of name tags for the last conference and would pass those on to Chesterfield for the upcoming conference. Lyndon indicated Cvent was able to print the name tags from the registration list. He would coordinate with Greg's team regarding the new system's capability to print name tags (**Action Item**).

It was moved by Karen Woodson and seconded by Vaughan Crawley that the budget be accepted and approved as presented. The motion passed.

Karen indicated she would coordinate with Annette offline regarding speaker gifts and door prizes (**Action Item**).

Other Business

It was noted that the nomination and election of officers for 2018 would take place during the business meeting at the fall conference.

Lyndon noted that the 2018 spring conference would return to Virginia Beach on Friday, May 11th. This is the end of the same week as the ALGA Conference which was scheduled earlier than usual for the coming year. However, he indicated it wouldn't likely be a big issue since ALGA will be out west. Lily indicated that she would ask Ryan to put a May 11 "Save the Date" notice on the website (**Action Item**).

Greg asked if it would be good to do a peer review training in the spring. Lyndon suggested we may want to wait until the new Yellow Book is released. As such, maybe Fall 2018 would be a good time for it.

There being no further business, the conference call was adjourned at 10:50 a.m.

Respectfully submitted,

Vaughan Crawley
Secretary



**2017 Fall Conference Agenda – Four Points Sheraton, Chesterfield, VA
Friday, September 29, 2017**

Highlighted items below are pending confirmation with Presenters

“Keeping Watch for the Community”

- | | |
|---------------------------|---|
| 7:30 – 8:15 a.m. | Registration and Hot Buffet Breakfast |
| 8:15 – 8:30 a.m. | Welcome and Overview
<i>The Honorable James “Jim” Holland, CPA Chesterfield County Dale District Supervisor</i> |
| 8:30 – 9:20 a.m. | Contract Management
<i>Lori W. Newton, CPPO, CCPB, Chesterfield County Assistant Director of Purchasing</i> |
| 9:20 10:10 a.m. | Data Analysis Tools (ACL)
<i>Terrence Wilson, Financial Analyst Altria</i> |
| 10:10 – 10:25 a.m. | Break |
| 10:25 – 12:05 p.m. | Audit Software Implementation
<i>Sam Prankus, Trainer, Morgan Kai (MKinsight)</i>
<i>Matthew Dini Audit Manager, Chesterfield County</i>
<i>Stephanie Bookheimer, Staff Auditor Chesterfield County</i> |
| 12:05 – 1:05 p.m. | Buffet Lunch w/business meeting |
| 1:05 – 2: 45 p.m. | Overview on Fraud and Interview Techniques
<i>Michael B. East, CFE, Manager, Fraud & Forensic Services Cherry Bekaert:</i> |
| 2:45 – 3:00 p.m. | Break |
| 3:00 – 4:40 p.m. | Fraud Prevention
<i>John Hansen, CPA, CFE, CCEP, Director of Artifice Forensic Financial Services</i>
or Compliance Virginia 529 with ?? |

Attachment 2



Seminar Coordinator: Annette Stinson
Seminar Location: Four Points by Sheraton
Seminar Date: September 29, 2017
Submitted by/date: Annette Stinson / July 2017

		#	Per Person Cost	TOTAL ESTIMATED	
Est. # Attendees	Members	55	84.00	\$ 4,620	Used discounted rate (80% \$105=\$84) for calculation purposes. Full member (VLGAA, ALGA or IIA) rate \$105, 20% discount if 5 or
	Non-Members			-	
Total Estimated Revenue		55		\$ 4,620	

Estimated Seminar Expenses:

Food Cost (linked to Price Menu tab):

	#	Linked	Cost	
Welcome Reception				NA
Breakfast	55	\$ 11.00		\$605.00
Lunch	55	\$ 19.00		1,045.00
Breaks, beverage	55	\$ 16.00		880.00
		\$ 46.00		
				\$ 2,530

Location Cost:

	Base	Service charge & taxes		
Room cost	350.00	25%	88.55	438.55
A/V equipment	360.00	25%	91.08	451.08
				889.63

(\$35 podium/\$150 LCD Projector/\$150 Lapel Mike/\$10 P)

Material Cost:

Conference folders, name tags, misc. expenses	55	\$ 1.00	\$ 55
C-Vent Fee (Online Registration and CC Fees)	55	\$ 8.50	467.50
			522.50

Speaker Fees/Expenses:

Speaker			
Speaker travel cost -			
Other			
Speaker gift cards	8	\$ 25.00	\$ 200
Door prizes	4	\$ 25.00	100.00
			300.00

Promotional Cost:

Flyer Preparation/Advertisement			-
Mail Cost-Seminar Notice			-

Total Seminar Estimated Expenses

	4,242.13
Profit/(Loss)	\$ 377.87
Seminar Reimbursements Anticipated	
Net Profit/(Loss)	\$ 377.87

Notes:

Approved by Executive Committee: _____ Date: _____

President's Signature: _____ Date: _____