

Virginia Local Government Auditors Association
Minutes of the Executive Committee Meeting
Hanover-hosted Webex
February 4, 2021

The VLGAA Executive Committee convened a virtual, regular meeting on Thursday, February 4, 2021 at 10:15 a.m. using Hanover-hosted Webex software.

Attendees:

Angela Baxter, President
Tammie Dantzler, Vice President
Vaughan Crawley, Secretary
Karen Woodson, Treasurer
Steve Sanderson, At-Large Member/Communications Committee
Terrie Pyeatt, Spring 2021 Conference
Lou Lassiter, Fall 2021 Conference
Tony Markun, Bylaws

Absent:

Bret Lewis, Membership
Sharon Pribadi, Audit
Ryan Gartin, Communications Committee
Lyndon Remias, Newsletter

Angela Baxter, president, called the meeting to order at 10:20 a.m., presented the agenda with no changes suggested, and thanked the members for attending.

Follow-up and Approval of Prior Meeting Minutes

Vaughan Crawley, secretary, presented the minutes of the Executive Committee Meeting held on January 31, 2020. Vaughan also presented an addendum outlining a summary of interim actions taken by the Committee via email since January 2020 including cancelation of all in-person plans for 2020 due to the COVID-19 pandemic. The minutes including the addendum were approved as presented.

Treasurer's Report

Karen Woodson, treasurer, presented the Treasurer's Report as of December 31, 2020 noting the minimal activity during the month outside of the monthly fee for the event management system. The report was approved as presented.

Karen covered the following additional items in her presentation:

- (a) She noted that the transition between presidents regarding signature cards and electronic view access to the bank account had taken place as previously planned last year. She also noted that Angela has online access to the event management system but Karen doesn't for segregation purposes.
- (b) She noted that all money collected for the planned Spring 2020 conference had been refunded.
- (c) She noted that she had begun preparation for the annual audit. Sharon Pribadi will be doing the procedures again. Karen would be forwarding information to her. She noted that last year's review was conducted virtually.
- (d) She noted that the VLGAA has fixed monthly costs that total about \$1,700 for the year and includes SCC fees, domain/web costs, D&O insurance, and event software costs. She noted that annual membership dues would be coming in January. Approximately \$1,930 had been collected in 2020.

Spring Conference

The board discussed the need to consider a virtual conference offering rather than waiting out 2021. Terrie Pyeatt had checked on Zoom and learned that the pricing is \$150 for 12 months. She was

proceeding with plans for a 2021 spring conference and including that pricing in the budget. She is looking at the mid-June timeframe (16th and 17th). She was considering two days with 4 hours each day and preference for afternoons.

Terrie budgeted for 75 attendees (65 members and 10 non-members) at a cost of \$80 (\$10/CPE) for members. The budget would include door prizes to keep individuals engaged and estimated speaker fees of \$2,500. She indicated she had one speaker already who would do the event for free. Lou Lassiter noted that contacts at OSIG might also be willing to help.

Terrie had originally been thinking of having a day of peer review training. There was discussion about ALGA's peer review training which was being piloted in March as a virtual offering. There was a lot of interest in this topic but this was tabled given that ALGA is piloting and fees for this would generally just go to ALGA for the training materials.

Angela noted that the VLGA needed to send out a communication about the plan to members.

Fall Conference

Lou Lassiter, conference host, had sent out a Delta hotel email indicating that they were willing to push out the timing to 2022 on the existing contract that had originally been entered for fall 2020. He proposed accepting Delta's offer and deferring Richmond's hosted conference to fall 2022 to attempt to minimize any losses that might be incurred by hosting an in-person conference too early given the uncertainty with the pandemic. The committee agreed and Lou will get an addendum to Angela to extend the Delta contract one more year.

The board discussed potentially combining resources and having just the 1 virtual conference for 2021. Lou indicated that he might have 1 or 2 speakers willing to do a virtual event. He was hoping to have an Administrator roundtable but would like that to be an in-person event.

Committee Chair Reports

Audit – Karen noted that all was on track as discussed in her Treasurer's Report and that she was planning to send documents to Sharon this week.

Bylaws and Operations Manual – There is a need to add virtual meeting language. Angela asked Tony and Tammy to help with this.

Membership – Angela noted that fees are coming in. She is waiting to run membership information but it looks like membership levels are steady. Karen noted that she had received 4 checks so far and all other payments had been online.

Nominating – There was no report as of this meeting. There is no chair and Angela is taking on this task.

Communications – Steve is being asked to help update the website and use 123 for Save-the-Date messages. It was noted that Ryan is still doing some work on the website and that she and Steve both have login credentials. Steve asked the Committee to send any feedback on the website.

Education Programs – The previously discussed changes were reviewed regarding Richmond's deferral from Fall 2021 to Fall 2022. This means Chesterfield's hosting duties will also slide back an additional year to Fall 2023. The following is the resulting schedule:

- Spring 2021 – Virginia Beach Public Schools (virtual)
- Spring 2022 – Virginia Beach Public Schools (hopefully in-person)
- Fall 2022 – Richmond
- Spring 2023 – TBD (Norfolk possibly?? Tammy to consider)
- Fall 2023 - Chesterfield

Angela reviewed the 123 save-the-date process.

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Vaughan Crawley
VLGAA Secretary