

Virginia Local Government Auditors Association
Minutes of the Executive Committee Meeting
Zoom Meeting
January 25, 2022

The VLGA Executive Committee convened a virtual meeting via Zoom on Tuesday, January 25, 2022 at 2:00 p.m.

Attendees:

Tammie Dantzler, President
Steve Sanderson, Vice President
Vaughan Crawley, Secretary
Karen Woodson, Treasurer
Angela Baxter, Past President/Nominating Committee
Ryan Gartin, Communications Committee
Lou Lassiter, Fall 2022 Conference

Absent:

Tony Markun, At-Large/Bylaws Committee
Sharon Pribadi, Audit
Terrie Pyeatt, Spring 2022 Conference
Bret Lewis, Membership

Tammie Dantzler, president, called the meeting to order at 2:00 p.m., presented the agenda with no changes suggested, and thanked the members for attending.

Approval of Prior Meeting Minutes

Vaughan Crawley, secretary, presented the minutes of the Business Meeting of the Membership held on June 17, 2021 during the VLGA's last virtual training. Vaughan also presented an addendum outlining a summary of interim actions taken by the Committee via email since that meeting including approval to enter an agreement with a new website/event management software provider, StarChapter. The action was necessary as the prior vendor had informed the board of plans to sunset their product. The minutes including the addendum were approved as presented.

Treasurer's Report

Karen Woodson, treasurer, presented the Treasurer's Report as of December 31, 2021 highlighting the disbursements related to the new membership and event management software product and an outstanding refund processed to Fairfax related to a multi-person discount they had not received for the last training. The report was approved as presented.

Karen covered the following additional items in her presentation:

- (a) She had sent all monthly reconciliations since the last meeting via email earlier.
- (b) She noted that she had begun preparation for the annual audit for 2021 and had contacted Sharon Pribadi who will be doing the procedures again. Karen would be forwarding information to her.
- (c) She reviewed the organization's annual fees (software fee, D&O insurance, etc.) noting that the board needed to ensure income would cover expenses. It was noted that the new event management software included the website. Ryan indicated that she would be turning off the July auto-renew for the existing web fee. The domain fee would remain.
- (d) She noted there was a merchant services agreement with SysPay for credit card processing that had started in March and credit card deposits were not matching the bank statement the same way they had with the earlier processor that the vendor 123 had been using. She noted she was looking forward to the new relationship with StarChapter.
- (e) She noted that she would be meeting with Tammie on Friday at the bank to transition bank signature cards between presidents. She asked that Vaughan send her the final approved minutes showing Tammie's election as president to facilitate the process.

By-Law Revisions

No needed revisions were noted except that during COVID there was a verbiage change referencing virtual meetings.

Spring Conference

Tammie indicated that Terrie was not feeling well so she would be emailing an update regarding the Spring 2022 conference. Karen noted that Terrie had reached out earlier to get a sense of whether or not hotel arrangements were needed for attendees.

Fall Conference

Lou Lassiter, conference host, had sent out information related to the status of the pre-pandemic agreement with Delta hotel and the extensions they've allowed. It was decided to proceed with plans for the Fall Conference. It was noted that the VLGAA would lose the same amount if they only had 20 or so people attend as would be lost by not moving forward under the current agreement.

Lou noted that he would revisit the original budget and agenda to share with the board later.

Event Management Software

Angela noted that the previous software sunset in December. The selected new vendor, StarChapter, had a February 25th target date for launching the new product for the chapter. There would be a redesigned website. Member and non-member rosters had already been provided to StarChapter.

It was noted that Tammy, Karen, and Angela would be looking at the merchant arrangements for credit card processing as they would need to cancel the arrangement with the previous service provider. Angela also noted there would be a need to update use and privacy policies and they would be making recommendations to the board.

The vendor would provide video training sessions and a quick start guide for the new system. The more the chapter had ready regarding the spring training, the more the vendor would be able to help with during their setup process. A smooth transition was expected. In general, there was excitement about the offerings of the new vendor.

New Business

None

There being no further business, the meeting was adjourned at 2:42 p.m.

Respectfully submitted,

Vaughan Crawley
VLGAA Secretary

Virginia Local Government Auditors Association
Addendum to Minutes
Summary of Interim Executive Committee Actions
since January 25, 2022

Since the January 25, 2022 Executive Committee Meeting, the VLGAA Executive Committee took action via email correspondence which is summarized in this addendum to the minutes.

On Friday, February 4, 2022, Tammy Dantzler, president, shared the proposed budget with break-even analysis and planned agenda for the 2022 Spring Conference as submitted by Terrie Pyeatt. She asked for a vote on the proposal.

On Monday, February 7, 2022, Steve Sanderson asked a clarifying question about the projected loss for the event based on the rate used. Karen responded noting that the full rate rather than a blended rate was being used in the projections because early surveys of groups indicated that many would not be sending enough members to take advantage of a group discount.

On Wednesday, February 9, 2022, Tammie noted that she had received 5 votes in favor of the proposal for the Spring training and that she would be letting Terrie know about the approval.

Respectfully submitted,

Vaughan Crawley
Secretary