

Virginia Local Government Auditors Association
Minutes of the Executive Committee Meeting
50 Kingsmill Road, Williamsburg, VA 23185
January 20, 2023

The VLGAA Executive Committee convened a regular meeting on Friday, January 20, 2023 at 9:00 a.m. at the DoubleTree by Hilton, Williamsburg, Virginia.

Attendees:

Steve Sanderson, President
Yolanda McCoy, Vice President
Vaughan Crawley, Secretary
Karen Woodson, Treasurer
Tammy Dantzler, Past President/Nominating
Committee Chair
Khara Durden, Fall 2023 Conference

Absent:

Tony Markun, Bylaws and Nominating Comm
Sharon Pribadi, Audit
Lyndon Remias, Spring 2023 Conference
Bret Lewis, Membership
Ryan Gartin, Communications Committee

Steve Sanderson, president, called the meeting to order at 9:19 a.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 September 23, 2022 during the VLGAA's 2022 Fall Conference. The minutes were approved as presented.

Treasurer's Report

Karen Woodson, treasurer, presented the Treasurer's Report as of December 31, 2022. She noted that all Fall Conference activity had been recorded. Steve asked if we could move amounts between checking and savings to put more in savings since rates were rising. Karen noted that was possible. The report was approved as presented.

Karen covered the following additional items in her presentation:

- (a) She noted that she had received the Chubb D&O insurance renewal and would be paying the near \$800 amount in January. She also noted that there had been lots of dues collections in January 2023.
- (b) She noted that she still had to complete the 1099 for the speaker at the last spring conference, the 990, and the SCC report which would be done in February.
- (c) She noted that she would have additional Treasurer's Reports scanned and sent via email.
- (d) She noted that she had begun preparation for the annual audit for 2022 and would be contacting Sharon Pribadi to confirm that she would be doing the procedures again. Karen would be forwarding information to her and the audit would usually be done by March.
- (e) She noted that she would be meeting with Steve after the meeting at the bank to transition bank signature cards between presidents. She would be using the minutes showing the election of officers to facilitate the process.
- (f) She reviewed an additional handout showing the Fall Conference recap. She noted that her final recap lined up substantially with Lou Lassiter's report except for 3 tickets that he deducted. She noted that the hotel was very accommodating and didn't charge for parking. Overall there was a net profit of \$847.89.

Spring Conference

Lyndon Remias, conference host, wasn't able to attend but had sent materials via email summarizing expected costs, speakers, etc. Steve noted that he would email the Executive Committee next week for vote approval to allow more time to look over the information that had been shared. He noted that VA Beach had been able to use points for cost reduction on AV equipment and that the event was looking good on costs overall. Karen noted that they needed to read contracts carefully.

Steve noted that Bret would be sending a "Save the Date" message to the membership on Monday for the 4/17/23 date. He noted that the conference was being held at a hotel in VA Beach and that there were 20 rooms reserved. The conference would be on a Monday and the hotel rate was extended for the weekend to encourage participation.

Fall Conference

Khara Durden, conference host, noted that they were brainstorming ideas and topics. They have 2 hotel options and were waiting on a quote. They are trying to arrange for hotel stays and wanted ideas on the numbers of rooms that might be needed. They were pricing speakers and were thinking of a larger national speaker. Khara noted that they wanted to get an idea of the norm for the conference (e.g., is it ok to have a loss?). It was noted that, at times, the organization has budgeted for a loss. Khara noted that they were looking at similar timing as Richmond's event last fall – 9/22/23. Karen noted that she would like a take-away from the training.

Committee Chair Reports

Audit – Karen reiterated that she will confirm that Sharon Pribadi is still going to do the audit procedures. Steve noted that he would look at the bylaws on committee chairs to confirm what the normal protocol should be for confirming those roles each year.

Communications – Steve reiterated that the "Save the Date" would be coming. There was discussion of working with the IIA Tidewater and Central Virginia chapters as well as ALGA to publicize the upcoming conference.

Education Program – The Committee reviewed the list of forthcoming conference dates and the selected hosts. For Spring 2024, Tammy noted that Norfolk would plan to host if Lyndon was not interested and willing to bring the conference to Virginia Beach again. The Committee thought that the Fall 2024 hosting might possibly be up for rotation to Hanover County based on past rotations. That would need to be confirmed with Angela Baxter.

Other Business

At-Large Committee Member Discussion – It was noted that the membership had not officially elected an At-Large Executive Committee Member during the Fall election. Steve noted that Ryan Gartin might be interested which could possibly be helpful in creating a transition plan for the treasurer role. Karen has expressed interest in rolling out of that position. Steve noted that he would look at the bylaws for filling this role.

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There being no further business, the meeting was adjourned at 10:09 a.m.

Respectfully submitted,

Vaughan Crawley
VLGAA Secretary

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Addendum to Minutes
Summary of Interim Executive Committee Actions
since January 20, 2023

Since the January 20, 2023 Executive Committee Meeting, the VLGAA Executive Committee took action via email correspondence which is summarized in this addendum to the minutes.

On Friday, January 20, 2023, Steve Sanderson shared the Spring Conference break-even analysis with his answer to the host, Lyndon Remias, regarding the card processing fee charged by our current merchant. No additional questions were asked but Yolanda McCoy pointed out a small calculation error on the breakfast cost.

On Wednesday, February 8, 2023, Steve Sanderson, president, shared the proposed agenda for the 2023 Spring Conference as submitted by Lyndon Remias. He asked for a vote on the proposal.

On Wednesday, February 15, 2023, Steve confirmed he was closing the voting with the feedback received which did not include any 'nay' votes. The Spring Conference proposal was approved.

Respectfully submitted,

Vaughan Crawley
Secretary