

**Virginia Local Government Auditors Association  
Minutes of the Conference Call of the Executive Committee  
September 14, 2011 @ 10:00 am**

**Conference Call Participants**

Lyndon Remias – President  
Umesh Dalal – Vice President  
Terrie Pyeatt - Treasurer  
Sharlene Wrenn – Secretary  
Mike Westfall – At- Large Member  
Sherry Ariail – Website Chair  
Deborah Eggleston – Membership Chair  
Mike Helmke – Nominating Chair  
Melanie Andrews – Fall Conference Chair

Lyndon called the meeting to order at 10:02 and conducted a roll call of attendees.

**Fall Conference Update**

Lyndon ran a report from C-Vent. As of this morning there are 51 registered attendees, not including speakers.

Melanie presented the following report:

Speaker presentations are due by Friday (September 16).

Presentations will be placed on registration site.

Fraud presentation from Richmond may be a little later because they are developing a new application for their fraud hotline and want to include in the presentation if possible.

Food order has been placed. The final count is due 72 hours before the conference.

The administrative assistant for the Dept. of Economic Development is putting together bags for the attendees. Bags will include local events, list of attendees, raffle tickets, etc.

Melanie asked about template for a sign-up sheet. Lyndon stated this will be run off from C-Vent the morning of the conference and will be used for sign in sheet.

Hanover will handle name badges.

Terrie will purchase gift cards for door prizes and speaker gifts.

Sharlene will pick up award for Kathy Seay [**Addendum - Also Terrie will purchase gift card for Kathy- APPROVED IN PRIOR MEETING**].

Projector – Umesh will bring to meeting and Mike Helmke will bring one as a backup.

The conference site will provide a screen and microphone.

Laptop – Melanie will provide laptop with presentations already loaded.

Melanie and Joe Casey, Deputy County Administrator, will welcome attendees to Hanover County.

Lyndon will assign officers to introduce the speakers of each session. Lyndon will send out bios for introductions.

In case a speaker is unable to attend at the last minute, Lyndon and Umesh both have presentations they can deliver.

Hanover staff will man the registration table along with individuals from other audit shops as needed.

Lyndon recapped all responsibilities listed above.

Terrie questioned the gift cards needed:

Four \$50 gift cards for door prizes

Six \$50 gift cards for speakers

**[One \$50 gift card for Kathy Seay – Addendum –APPROVED IN PRIOR MEETING]**

Lyndon stated that based on feedback from the last conference, we upgraded the continental breakfast to a full hot breakfast.

Evaluations and CPE will be handled through C-Vent.

Melanie will send the final bill to Terrie for payment.

### **Election of New Officers**

Mike Helmke is the Nominating Chair. After some discussion, the Nominating Committee will present the following slate of officers to the membership at the Fall Conference:

President – Umesh Dalal

Vice-President – Mike Westfall

Secretary – Sharlene Wrenn

Treasurer - Terrie Pyeatt

At-Large – Melanie Andrews

As Past President, Lyndon Remias moves to the Chair of the Nominating Committee for 2012.

Mike Helmke will issue a statement concerning the recommended slate of officers for 2012 to Deborah Eggleston. This statement will also include, we are accepting any other nominations from the floor at the Fall Meeting. Deborah will send statement to the membership and Sherry will place on the website.

Melanie stated that the business meeting is on the agenda. Lyndon will announce at the beginning of the day and just before we break for lunch, that a short business meeting will be held at the end of the lunch hour.

### **Business Meeting Agenda**

Secretary's Report

Treasurer's Report

Election of Officers

Presentation to Kathy Seay

### **Spring 2012 Conference**

Lyndon stated that Roanoke was initially slated for the Spring Conference. In touching base with Drew Harmon, he did not feel that Roanoke would draw enough people because of destination and the amount of travel time; therefore, Drew will not be hosting the Spring Conference.

Discussion was held concerning the IIA District Conference which rotates between Va. Beach and Richmond. As a Board, we have talked about this type of rotation. We will consider taking

Roanoke out of the loop and possibly move between the Va. Beach, Williamsburg, Richmond, Northern Va. areas. Currently, for 2012, the Spring Conference is scheduled for Va. Beach and the Fall Conference is scheduled for Fairfax County.

**Other Business**

Lyndon stated that he talked to Gretchen Hudome and C-Vent has committed to the VLGAA usage through 2012. Terrie applauded this commitment.

Lyndon thanked Melanie and extended appreciation for her stepping up to pull the Fall Conference together.

After no other business, Lyndon adjourned the conference call at 10:38 am.

Submitted by:

Sharlene A. Wrenn