

Virginia Local Government Auditors Association
Minutes of the Conference Call of the Executive Committee
April 14, 2011 @ 9:00 am

Conference Call Participants

Lyndon Remias - President
Umesh Dalal – Vice president
Terrie Pyeatt - Treasurer
Sharlene Wrenn – Secretary
Mike Westfall – At- Large Member
Mike Helmke – Nominating Chair
Sherry Ariail – Website Chair
Deborah Eggleston – Membership Chair
Chris Pietsch – Audit Chair

Lyndon presented the budget for the Spring Conference to be held at the Hospitality House in Williamsburg, Va. on Friday, May 20, 2011. This is a joint venture between the VLGAA and the IIA Tidewater Chapter; however, all proceeds will go to the VLGAA.

Earlier, Lyndon had emailed a budget worksheet to all conference call participants. (See Attachment). The worksheet contained three tabs – Conference Break-even Analysis; Price Menu (Cost of Meals); Projected Profits. In summary, fixed costs include speaker travel expenses and gift cards totaling approximately \$500. Variable cost per attendee includes food, printing/name tags/misc. and C-Vent fees that totals approximately \$55 per person. C-Vent charges \$6 per registrant. The attendee break-even point was calculated to be 16 registrants. The cost of the conference is \$95 for VLGAA and IIA members and \$110 for non-members.

As of today, 43 people have signed up through C-Vent (46 including speakers), which well exceeds our break-even point. We are projecting 75 attendees.

Terrie stated how much easier the on line registration had been for her as Treasurer. It was moved and properly seconded that we accept the budget as presented by Lyndon. The motion unanimously carried.

Lyndon described the types of reports that we would receive from C-Vent. Gretchen Hudome, VLGAA member and IIA President, will send Lyndon and Terrie updated reports on a regular basis. Gretchen will wait until the end of the registration period to collect all credit card information and do one final transfer. C-Vent can produce CPE as well as Evaluation forms.

Terrie stated that we now have a Debit Card associated with our bank account. To avoid previous situations of members having to use personal cards/funds, this card will be used for speaker hotel expenses, speaker gifts, etc. The same approval process will apply for the use of this card.

Lyndon announced the following door prizes to be given away at the conference:

iPad sponsored by Securance

One night's stay at the Williamsburg Hospitality House

All of the membership, including the Executive Board, will be eligible for the drawings.

Also, the Hospitality House will upgrade one room to a hotel suite for one of the members, if desired.

There is no drop dead date for the end of the registration period. We are not limited to 75 people because the room can be expanded.

Mike Helmke, Lyndon (if possible) and Terrie agreed to arrive early to handle registration the morning of the conference. Lyndon will provide a sign in sheet.

Umesh asked the Board to consider allowing an organization registration for VLGAA membership. Umesh's goal is to eliminate administrative work, not necessarily seeking a discount. This matter was tabled for further discussion at a later date.

We were reminded that we must conduct a short business meeting during the conference. Lyndon will add this to the agenda during the lunch period. Lyndon will present the audit report because Chris Pietsch will not be able to attend the Spring Conference.

The Fall Conference will be held in Hanover County. Sharlene will touch base with Melanie Andrews, Hanover Audit Director, to see if she will be attending the Spring Conference. If so, she can update the membership on tentative Fall Conference plans.

The brochure will be updated to include the door prizes for the conference. Lyndon asked that we distribute and spread the word to others that we may not have yet reached.

Kudos was given to Lyndon for the great job he has done to pull this conference together.

The meeting was adjourned at 9:46 am.