



## **Northern Virginia Chapter**

### **Association of Government Accountants**

### **Minutes of October 19, 2010 Board Meeting**

#### **General Membership Meeting (for complete event accounting, see November Newsletter article)**

- Held at Deloitte's Waterview Conference Center, 24<sup>th</sup> Floor, Rosslyn, VA
- 5:30 – 6:15 Cocktails & Registration
- 6:20 pm Jaclynn Campbell called the meeting to order
- 6:25 – 6:40 pm Community Service Chair Kristy Green welcomed Kellie Boyle from Operation Homefront, who spoke about the charity
- 6:40 – 7:20 pm Commander Tom Harker, CPA, U.S. Coast Guard, spoke on Deepwater Horizon Internal Controls (Program Chair not present – we didn't present a speaker gift)
- 7:20 pm Welcomed 8 new members and took group picture
- 7:25 pm Charity Raffle for benefit of Operation Homefront – 50/50 – Collected \$86 - \$43 went to winner, Alice Arielly, who donated \$20 back to the charity

#### **Board Meeting**

- 7:30 pm Called to order by Jaclynn Campbell, President
- See enclosure 2 for attendance

#### **Awards (Cara Streb not present)**

- No status available on fall awards due to National in October.
- It was pointed out that we get points for endorsing another chapter's nomination(s)

#### **CGFM (Reid Muller & Mie Miller)**

- Using room at CACI to hold CGFM study group and teach courses
- Are currently teaching Part II, 1<sup>st</sup> section
- Part III will start in January, taking a break for December

#### **Treasurer (Shaila McCall)**

- See enclosure 1 for July-September quarter + estimated October to date
- Question on status of last year's financials and IRS Form 990 – Dennis Green stated that he had discussed with Ed Pabalan (prior treasurer) today and Ed has a draft of 2009-2010 financials ready
- Board discussed need for each committee chair to submit a budget to the Treasurer (see also annual plans)
- Purchased QuickBooks (again) to do accounting

#### **Sponsorship (Pat Evans)**

- Tom Lyden won't be able to assist this year, however Pat & Abiy Metchia have a handle on sponsorship & are starting to advertise
- Currently working on going back through last year's documents and re-baselining the list of who paid when & who is due for renewal

- Discussion about billing – QuickBooks can bill; or can mail a Word document bill

#### **Programs (Rob Irish was ill)**

- Jaclynn solicited help for Rob to assist when Rob couldn't assist; Pam Lindsey volunteered.

#### **Membership (Michelle Amatangelo wasn't in attendance)**

- Paul Marshall (prior Membership Chair) stated that he had about 1,000 NOVAGA coins that were ordered at the end of last year for New Members – he will bring them to a meeting and ensure that more than one person has some in case the membership chair can't make it to a meeting.

#### **Chapter Recognition (Paul Marshall)**

- Has already submitted 1<sup>st</sup> Quarter points totaling 6,685 (30% of the max for the year!)
- Wants to get a better way to capture points – right now he is using the newsletter & a query of membership chairs
- We have maxed out Leadership points (3000)
- We are doing well with Education and Professional Development
- We need more Charity points. Kristy Green didn't think this would be a problem with this year's active program. Participation in events was specifically discussed as additional ways to earn points. This weekend's work with Operation Homefront at the Army 10-Miler will help towards this goal.
- We can also use more points in Professional Development.

#### **Early Careers (Blake Covington)**

- We have 17 Early Careers members
- September event (picnic) came in under budget – only \$363 vs \$800 planned
- October 14<sup>th</sup> event was held at Witlows on Wilson – also under budget – only \$207 vs \$400 planned, included giving a chapter membership scholarship to a college student
- November 4<sup>th</sup> event will be Elephant and Castle, Metro Center, from 6-8, Goal of 40 attendees
- Future budget includes additional \$2,300 for remainder of year
- Want to identify scholarships to attend the PDC

#### **Meetings (Pam Lindsey)**

- This month's event – had 54 RSVPs last night (44 members + 10 non-members); 7 no-shows + 12 walk-ins (generated \$235), for a total of 59 attendees
- Note that, because event didn't 'close' at midnight before the meeting on the 123 registration site, 59 people actually preregistered (46 members @ \$15 + 13 non-members @ \$25), totaling \$1,015 income on 123 site
- Note that Board voted with a September 29<sup>th</sup> email vote to adjust dues:
  - No more free meetings
  - Retired Members \$5 in advance, \$10 at door
  - Members \$15 in advance, \$20 at door
  - Non-Members \$25 in advance, \$30 at door [NOTE for Newsletter Editor – Newsletter still showed non-members at \$20 in advance and \$25 at door – need to adjust in November]
  - There was also discussion of offering different rates for government members and those in the private sector, but it was agreed that we wouldn't do this.

### **Web Master (Heather Keister wasn't able to attend)**

- There was discussion that posting events on the Web site (and also on the 123 registration site) would increase attendance – particularly Early Careers or Member Services.
- In subsequent conversation with Heather, she stated that she needs event information (including costs) well ahead of time to post, especially to 123 registration site.
- Heather also provided input on cost of 123 registration site:
  - When chapter selected 123, they thoroughly researched available options, and 123 was the most cost-effective
  - However, 123 charges us a fee for each event, a fee for each registrant, and a percentage fee (~5%) for each credit card charge processed.
  - Whoever gets the monthly accounting for the 123 site should see these charges – they are probably netted against the charge card income in our monthly check
- Jun (John) Wang, volunteered to help with the Web site; as did Brad Johnson (see Enclosure 2)

### **Education (Carl Patton)**

- November 16<sup>th</sup> event will be Dr. Ziegenfuss to teach Ethics. Price to be determined (last year we charged \$50 for members/\$70 for non-members, which was priced to be \$5 or so below VSCPA rates). Cost should be about \$750, \$500 going to the University, and about \$250 to cover driving to DC from Norfolk area and other out-of-pocket costs
- Note from last year – when certificates are done, please don't use VSCPA logo, just the NOVAGA logo.
- December 14<sup>th</sup> Half-Day Training to be held at KPMG. Working. Need a theme? Need 4 x 1 hour speakers. Carl has leads on:
  - Auditor at VA DOT that 'found' \$1Billion, enabling Virginia to balance its budget.
  - Statistics - Dr. Ponti, former DoD, now GWU professor
  - Updated Yellow Book discussed for training – may be better for March since it will be out by then
- Discussion on food costs? Last year, Clifton Gunderson sponsored the catered food at KPMG.

### **Strat Plan (Mike Lippert not present)**

#### **Community Service (Kristy Green)**

- Upcoming speakers:
  - Include Fisher House speaker, ongoing projects, need volunteer help
- Upcoming Events:
  - Operation Homefront – Army 10 Miler assistance this weekend.
  - Arena Stage – grand re-opening this weekend. Does a lot of outreach work with children, event would be in the evening during the week, would include a private tour, a new restaurant. We would ask at least Early Careers to participate, possibly other chapters also. We would probably want to make a donation to them in return.

#### **Member Services (Andrew & Matt)**

- September 28 event at Hotel W – Karl Boettcher had emailed his concern that he was there and no one at Hotel W was aware of NOVAGA.
- October event canceled due to lack of RSVPs (probably should have event in VA)
- November 10<sup>th</sup> – Liberty Tavern – at Wilson and Clarendon – Free Happy Hour
- Discussion about posting event for members only – what about possibly doing recruiting for new members at the event? Comment that non-members should be charged, for example \$10 for a happy hour.
- They will plan events every other month now instead of monthly.

- Member Survey suggested the following:
  - Wine Tour – possibly in the Spring (maybe with DC chapter + Early Careers)
  - Capitals game – cost more than Wizards – possibly end of January

### **Historian**

- Continuing documenting history. See History Book on Web site.
- Producing monthly newsletter articles with pictures on last month's meeting.

### **Adjourned**

The meeting adjourned at 8:30 p.m.

Submitted by:

Alice S. Arielly, CPA CFE CGFM  
NOVAGA Historian  
for Donell Ries, Secretary

Approved at November 16, 2010 Board Meeting

**Draft Financial Statements**  
(cash basis)

Income Statement

Income	Jul – Sep 10	Notes	Oct 10 est	Notes
123 Income			\$169.20	September meeting prepaid income, less 123 admin expenses
Career Day Reimbursement			267.91	From other 2 chapters
DC Chapter Reimbursement			363.40	
National Reimbursement			707.00	
Dues			1,344.30	
CGFM			3,060.00	Student payment for CGFM materials
Charity	\$110.00	September Meeting	TBD	October Meeting
Membership	220.00			
Other	17,939.10	Deposited before Jaclynn & Shaila took over Estimated to be Dues from National (~\$7K) and Sponsorship		
	<b>\$18,269.10</b>		<b>\$5,911.81</b>	
<b>Expenses</b>				
Community Service	\$349.81	Auction for PDC	\$220.00	N Street (Sept. charity)
Education	100.00		1,500.00	Becker (reimbursement for CGFM materials)
			1,350.00	Pending Becker reimbursement
Awards	59.91			
Early Careers	994.77	Food & Beverage for Sept event (reimb by DC & Mont PG in Oct)		
Strategic Plan	314.01			
Signage			136.76	Reimbursement to Nishon Evans
Membership Services	1312.50	Rental fee for Waterview Conference Center (paid for by Deloitte sponsorship)		
Administrative	561.34			
	<b>\$3,698.34</b>		<b>\$3,206.76</b>	
<b>Net Income</b>	<b>\$14,570.76</b>		<b>\$2,705.05</b>	

Balance Sheet  
30 Sep 10

	Wachovia Checking	Wachovia Money Market	Wachovia CD	Total
Beginning Balance				
Income (Loss)		1.84		
<b>Ending Balance</b>	<b>\$41,290.36</b>	<b>\$14,592.05</b>	<b>\$5,607.48</b>	<b>\$61,489.89</b>

## NOVAGA 2010-2011 Board Members

Position Title	Name	Organization	Work or Cell	Email	Present
<b>President</b>	Jaclynn Campbell, CPA, CGFM	Deloitte	(703) 967-2434	<a href="mailto:jaccampbell@deloitte.com">jaccampbell@deloitte.com</a>	X
<b>President Elect</b>	Kristy Green	VA	(202) 461-6682	<a href="mailto:kristy.green@VA.gov">kristy.green@VA.gov</a>	X
Past President	Mike Davitt, CISA, CGFM	Department of Defense, OIG	(703) 601-5952	<a href="mailto:michael.davitt@dodig.mil">michael.davitt@dodig.mil</a>	X
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<b>Secretary</b>	Donell Ries, CPA	Government Accountability Office	(202) 512-6565	<a href="mailto:riesd@gao.gov">riesd@gao.gov</a>	
<b>Treasurer</b>	Shaila McCall, CPA	Deloitte	(703) 251-3893	<a href="mailto:smccall@deloitte.com">smccall@deloitte.com</a>	X
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Education Member	Mary Braun	Department of Interior	(202) 208-4703	<a href="mailto:wagonwheel11@comcast.net">wagonwheel11@comcast.net</a>	
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<b>Community Service Chair</b>	Kristy Green	VA	(202) 461-6682	<a href="mailto:kristy.green@VA.gov">kristy.green@VA.gov</a>	X
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## NOVAGA 2010-2011 Board Members

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<b>Meetings Chair</b>	Pam Lindsey	Clifton Gunderson		<a href="mailto:pam.lindsey@cliftoncpa.com">pam.lindsey@cliftoncpa.com</a>	X
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Corporate Sponsorship Member	Pat Evans	IBM	703-239-2973	<a href="mailto:nishon@aol.com">nishon@aol.com</a>	X
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Past President	Jackson Hufnagle	GAO	202-512-9470	<a href="mailto:hufnaglej@gao.gov">hufnaglej@gao.gov</a>	X
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