



Virginia ACL Users Group



Executive Committee Meeting Minutes

September 30, 2005

Smokey Pig Restaurant, Ashland

President Charley Gauntt of Southern States opened the September 30, 2005 meeting of the Executive Committee shortly after noon with Treasurer Cathy Finn, Secretary Gary Martin, Oversight Committee Chair Kurt Crump and Oversight Committee Member Kim Taylor attending. Absent was Oversight Committee Member Alan Tachikawa. The Vice President position was vacant.

1. **Minutes**—Draft documents had previously been circulated by email. The Users Group Meeting minutes of June 21, 2005 were agreed for presentation for approval at the next Users Group Meeting. The Executive Committee notes from January 12, 2005 were amended to reflect Alan Tachikawa as teleconferencing instead of Kim Shaw, who was in attendance; then duly moved and approved with the Users Group logo to be added at the top. The May 5, 2005 Executive Committee minutes were duly moved and approved with the Users Group logo to be added at the top. The September 6, 2005 Executive Committee minutes were duly moved and approved.
2. **Programs**—Discussed these future programs:
 - a. October 4, Fraud Greatest Hits, Fairfax, Virginia (with Virginia Local Government Auditors Association), a non-business meeting.
 - b. October 20, Fraud Greatest Hits, Richmond, Virginia (with Institute of Internal Auditors Mid-Atlantic District Conference), and business meeting to present By-Laws Amendments and new officer slate.
 - c. November or December whenever:
 - i. ACL Presentation – ACL turned us down in October
 - ii. Vote on By-Laws amendments and new officer slate
 - iii. Getting to data on client server, AS400 and SAP with demo
3. **Training**—starting survey for Advanced Class maybe in February 2006; enough demand from SCC, Perdue, Dominion and others on waiting list from November Beginners Training for another Beginners Class maybe in April, 2006.
4. **Audit**—Audit documents were previously sent. Management Letter on Separation of Duties was discussed and agreed to segregate within Medicorp Internal Audit as much as possible. Treasurer requested and Committee agreed to discontinue receipt of checks due to \$3 charge each and to allow direct debit from the Earthlink Internet Service Provider. Treasurer's Report as of August 31, 2005 was received and accepted showing net income from January 1, 2005 of \$1,313.94 and assets of \$2,146.94. It was noted that ACL provided the CPE so no Users Group CPE audit was needed.
5. **By-Laws**—By-Laws amendments were proposed for approval, reading to membership in October and voting at November/December meeting. Amendments relate to registered agent as Officer and keeping minutes of Executive Committee meetings as Board of Directors meetings. After much discussion, the following were moved and approved:

**1. Proposed AMENDMENT TO Bylaws ARTICLE V (changes underlined)
GROUP OFFICERS**

From:



Virginia ACL Users Group



Section 3. Officers of the Group shall be: President, Vice President, Secretary, and Treasurer. Elected officers of the Group shall serve without compensation and will also comprise the Group Executive Committee. Election of officers will be by simple majority of those eligible members present. Elections will be held annually at the last regularly scheduled meeting of each calendar year. Those elected will assume office on January 1 of the year following, except that those first elected at the meeting to establish the Group will assume office immediately with the period of service prior to January 1 of the year following being in addition to established terms of service.

To:

Section 3. Officers of the Group shall be: President, Vice President, Secretary, and Treasurer. The Officers shall also serve as Directors. Elected officers of the Group shall serve without compensation and will also comprise the Group Executive Committee. Election of officers will be by simple majority of those eligible members present. Elections will be held annually at the last regularly scheduled meeting of each calendar year. Those elected will assume office on January 1 of the year following, except that those first elected at the meeting to establish the Group will assume office immediately with the period of service prior to January 1 of the year following being in addition to established terms of service.

2. Proposed AMENDMENT TO Bylaws ARTICLE VII (changes underlined) MEETINGS

FROM:

Section 2. The Executive Committee shall meet at least yearly and upon call of the Chairman.

TO:

Section 2. The Executive Committee shall meet at least quarterly and upon call of the Chairman. These meetings shall be considered Board of Directors Meetings and minutes shall be maintained.

<end By-Laws amendments>

- 6. **Elections**—nominees were needed for Officers and Committees on Oversight, Website, CPE, Program, Training and Audit.
- 7. **Other**—Dues were discussed and it was agreed to leave as is for 2006 with a future proposal for changes. Also it was agreed that the membership recordkeeping would move to Steve Stump for communication purposes.

Respectively submitted,

Approved on December 5, 2005:

Gary Martin, Secretary

Charley Gauntt, President