



# Virginia ACL Users Group



Executive Committee Meeting Notes

January 12, 2005

Southern States Headquarters and Teleconference

The Virginia ACL Users Group Executive Meeting was called to order at the Southern States Headquarters building at 10 AM January 12th. Kim Shaw, Kurt Crump, and Charles Gauntt attended. Cathy Flinn and Alan Tachikawa teleconferenced. The following notes were made.

## 1. Minutes

One change was noted in the October minutes, correcting the spelling of Cathy Flinn's name. Kurt will submit to his Administrative Assistance so the revisions can be placed on the website. Draft minutes can be approved at the next meeting.

## 2. Treasury Report

The Treasury report was discussed. The income will be reduced by \$120 dollars for 6 members that paid their \$20 dues in 2004. The dues will be counted toward 2005 memberships. The necessary off setting payable will be created. Kurt Krump noted the 6 people in the Paid Membership list. Kim Shaw will forward a sample Dues Invoice to Cathy Flinn and Charles Gauntt. Cathy and Charley will then work up an E-Mail to bill the current members for dues.

There are currently 38 paid members. Non-members that have attended meetings in the past need to be solicited for membership, and membership dues. Charley will compile the Paid Member List, E-Mail lists received from Kristen and the last Attendance from the October 18<sup>th</sup> meeting and develop a current mailing list. Eliminating the paid members from the current mailing list will develop a current prospect list. The Current Prospect list will be solicited for membership.

The Books of the ACL Users Group need to be audited by March. Cathy recommended we develop a standard Audit plan and have a CPA with audit experience on the Committee. Volunteers will be solicited at the next meeting, and Kurt has a prospect at Dominion and Charley will contact a prospect at VCU to see if they would serve on the Committee this year.

Alan said he could prepare the Tax Return this year. Cathy asked if she could keep the books on a personal copy of Quicken. The Executive Committee agreed. The trial version of Quick Books she was going to expire after a limited number of uses. The Executive Committee agreed. We do need to be sure the records are backed up periodically.

## 4. Programs -

The February Meeting Agenda will include approval of the October 18' 2004 meeting minutes, approval the December 31, 2004, treasury report, solicitation for Secretary and Committee Members, Presentation on File Merging by Kim Shaw, and a Presentation by ACL on their Help Desk and their latest Software Update.

We need a new program committee this year. We will solicit volunteers at the next meeting. Charley Gauntt has an associate that might be willing to join the association and serve on the Committee. I will ask Frank Thomas if he is still willing to help.



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## Proposed Topics and Locations for the Year

Month/Quarter	Topic(S)	Location
February	Merging Files (Kim Shaw) Help Desk, New Version (ACL)	Richmond
May/June	Audit Security Using ACL	Fredericksburg
August/September	Getting to the Data General Presentation followed by Breakouts on SAP, Lawson/JDE, Mainframe?, Oracle?, Client Server(Sequel 7, Sybase)	Richmond
October/November	Undecided	Roanoke/Tidewater

A general discussion of topics raised both questions and answers. Many people want to limit ACL involvement to one presentation a year, or make sure a local presentation accompanies an ACL presentation. We would like to experiment with a break out session at the August/September meeting. Many users would like to trade ideas on getting to the data, but the techniques and ACL products involved may be platform (hardware, software) specific. Several members from Tidewater/Virginia Beach and DC have expressed interest in hosting meetings. We are concerned that meetings in the Southeast, Southwest, and North may negatively impact attendance because they are only easily accessible to Richmond members. These locations would be good possibilities for training sessions or extended break out sessions that could justify overnight travel. Several members would like to see more technical topics, but it is hard to define technical. It was recommended that we review the ACL website for suggestions on technical topics or specific applications. The presentations on Batch files by Angela Kroboth and Forensic Auditing by Charley Gauntt were well received. Also, we need to follow up on user suggestions. The Army Audit Agency volunteered to present Benford, the Postal Service was willing to talk about Distributing ACL Updates, Kurt Crump might present an AP application, and Charley would like Anthem to do a presentation on Statistical Sampling.

## 5. Training -

The results from Tanya Jackson's survey were reviewed. The following is a summary of her results:

Company	Beginning ACL	Intermediate ACL	Advanced ACL
Advanced Auto	3		3
Bon Secours	1		1
Dominion	3	2	5
Henrico County		1	1
Media General	2		1
Sentara			1
VCU	1		1
Cherry Bekeart Holland	1	1	
City of Chesapeake	1		
City of Richmond	2		
Canon Virginia	1		
Owens and Minor	2		
<b>Total</b>	<b>17</b>	<b>4</b>	<b>13</b>



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Various other surveys were briefly reviewed. A proposal from Kurt Krump was reviewed. In summary a training meeting could be held in Petersburg the week of February 7 or 14, 2004. It would be an ACL Introductory or Beginning Class taught by an ACL Certified Instructor using Materials provided by ACL. Breakeven was estimated at \$662 per attendee based upon 12 people. The proposed fee would be \$675 for members and \$725 for non-members. It was decided to send an E-Mail soliciting member interest in a February 14, 2004 class at a fee of \$675 member and \$750 member. Kurt Krump will follow up with ACL on contract terms, cancellation fees, and Instructor availability in March. Kurt Krump will follow up with the Petersburg facility to assure availability in February.

Several points were made regarding the training course contract. Contracts generally must be guaranteed by the Users Group, so we need to receive payment in advance of the training class, or in advance of any cancellation date. Also, we need to make it clear that if someone sends the money in advance and the class does not work out we will provide a refund. Members should be given a chance to enroll, but enrollment should be based upon the receipt of payment. We need to demonstrate a commitment to providing a training class by getting the proposal out to the members. However, we must ask for commitments within a week and checks within two weeks since the February 14<sup>th</sup> deadline is so close.

We need a training committee chair. Angela Kroboth had been discussed in the past but she has moved to California. We will solicit volunteers at the meeting.

## 6. Open Positions

The Volunteers needed were summarized as follows:

Position or Committee	Number of People	Prospects
Secretary	1	
Audit	2	Dominion (Kurt) and VCU (Charley)
Training	2	
Programs	2	Southern States (Charley) and Anthem (Charley)
CPE	1	Gretchen Hudhomme at City Va Beach (Charley)
WEB	2	Angela Howery Advance Auto and Stephanie Kent (Kurt confirm?)

Cathy, Kurt and Charley are contacting co-workers that might be interested in volunteering. Charley will contact a prospective Audit Committee member at VCU and confirm with Gretchen on CPE coordinator. Kurt will confirm if Angela Howery and Stephanie Kent will remain on the website committee. Charley will see if Frank Thomas (Anthem) might take a supervisory role on the program committee.

## 7. CPE

Charles Gauntt will follow up with Gretchen and make sure she still wants to be CPE Coordinator. He will also discuss the process with her. It appears that it is more efficient to prepare CPE Certificates in advance of the meeting, and hand out signed certificates at the meeting to the



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people that attend. Any attendees that do not pre-register can be given Certificates where the name is filled out by hand.

Charley will sign and copy the October certificates. He will send a copy of the sign in sheet, CPE Certificates, speaker biography, and Speaker outline to Gretchen. We will send an E-Mail to the meeting attendees and ask them to pick up the certificates at the February meeting. Certificates not picked up in February will be mailed.

Respectfully Submitted,

Charles R. Gauntt

APPROVED AT EXECUTIVE COMMITTEE MEETING ON SEPTEMBER 30, 2005