

## **The Virginia Board of Accountancy Annual Planning Session**

- Date and Location:** May 26, 2011 at 9960 Mayland Drive – 2<sup>nd</sup> Floor  
Conference Center/Board Room #4
- Board members present:** Tyrone Dickerson, CPA, Chairman  
Lawrence Samuel, CPA, Vice Chairman  
O. Whitfield Broome, Ph.D., CPA, Immediate Past Chairman  
Dian Calderone, MTX, CPA, Board Member  
Andrea M. Kilmer, CPA, CFF, Board Member
- Board members absent:** Regina Brayboy, MPA, MBA, Board Member  
Stephen Holton, CPA, Board Member
- Board staff present:** Wade A. Jewell, Executive Director  
Chantal K. Scifres, Deputy Director  
Dreana L. Gilliam, Board Administrator  
Lisa J. Carson, Communications & Training Director  
Mary Charity, Licensing/Examinations Manager
- Others present:** Emily Walker, Government Affairs Director, Virginia  
Society of Certified Public Accountants  
Maureen Dingus, Executive Vice President, Virginia  
Society of Certified Public Accountants
- Public Comments:** While members of the public were present, no public  
comment was received.

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Chairman Dickerson called the meeting to order at 10:16 a.m. in Board Room #4 of the Perimeter Center. Ms. Gilliam provided the emergency evacuation procedures and Mr. Dickerson made the declaration of a quorum.

Mr. Dickerson polled the members for additional agenda topics. The May 26, 2011 agenda was revised accordingly.

Mr. Dickerson welcomed everyone and asked for introductions. Emily Walker, Government Affairs Director, Virginia Society of Certified Public Accountants was asked to provide an update regarding the status of District of Columbia (D.C.) mobility legislation.

Ms. Walker provided a brief summary of the issues regarding the D.C. Board of Accountancy and mobility. CPA practice mobility legislation (B 616) was introduced in the District of Columbia on January 7, 2010. This legislation would allow CPAs who live outside of Washington, D.C., to practice in the District without obtaining a reciprocal license, as the current law requires. On Wednesday June 1, 2011, the Council of the

District of Columbia will hold a public hearing. The VSCPA has been asked to support the Bill. Following a comprehensive discussion it was determined that Mr. Jewell will provide licensure statistics for individuals and firms to the VSCPA, as well as a statement on the affect of mobility on enforcement. Ms. Walker will attend the June 1 meeting and provide a report at the June 29 meeting.

Mr. Dickerson then turned the meeting over to Mr. Samuel.

### **Opening Remarks:**

Mr. Samuel provided a historical overview of the VBOA's Annual Strategic Planning Sessions. He and Dr. Broome presented some historical milestones reached by the Board, and suggested that Board staff maintain these accomplishments for future reference and use. The possibility of gathering former Board members together was discussed to ensure the capture of key information and milestones. Mr. Samuel advised the members that the purpose of the meeting would be different than in past years. This meeting is not a formal strategic planning session; the objective is to develop a foundation for prioritizing goals and measurable milestones for the upcoming year.

### **Topics of Discussion:**

Mr. Jewell provided a summary of the FY11 accomplishments. The VBOA has achieved a number of major accomplishments in the past several years.

Accomplishments include but are not limited to the following:

- Revision of the statutes and regulations,
- Launch of new VBOA website after 13 months of planning and development,
- Submission of fee increase package on November 10, 2010,
- Formation of a Peer Review Oversight Committee,
- Formation of a Communications Committee,
- Creation of two new positions (Deputy Director and Communications & Training Director),
- Development of Education Handbook,
- FY09 & FY10 APA audit (no findings),
- Development of staff training initiatives,
- Submission of Biennial Report (new format and content),
- VBOA participation in NASBA's Accountancy Licensing Database (ALD),
- Significant modifications to office layout and functionality,
- VBOA held its first meeting on a college campus (October 2010 – VCU),
- Develop major initiative to improve visibility, Executive Director presents and/or attends numerous events,
- Established liaisons within each Virginia college/university (29 of 32 colleges have appointed liaisons).

Following a discussion of the historical milestones, the members agreed that a luncheon meeting should be held with current and former Board members to assist in developing a comprehensive listing of historical milestones achieved by the Board.

Mr. Samuel suggested to the members that the VBOA is now in a position where monthly meetings are no longer a necessity. The frequency of meetings going forward will be scheduled at an upcoming VBOA meeting.

## **RECESS FOR BOARD LUNCH and TOUR OF OFFICES**

## **RECONVENE**

### **Topics of Discussion - continued**

Mr. Jewell provided an update regarding the fee increase proposal. Mr. Holton has prepared the requested documentation for the Administration. In addition, he has been in contact with Deputy Secretary, Carrie Cantrell.

Mr. Jewell led the discussion regarding FY12 priorities: Communications/Training, Fiscal Administration, Information Technology, Licensing/Examination, Enforcement, and Continuing Professional Education (CPE) are key areas that will be addressed, improved and/or revised.

Mr. Jewell will present the FY12 proposed annual budget at the June 29 meeting.

Mr. Samuel and Mr. Jewell led the discussion of the need to identify and clarify existing Board policies. Mr. Dickerson and Dr. Broome agreed to participate and assist with this project.

Mr. Jewell led the discussion regarding CPE issues. He advised the members that a newsletter currently being developed will highlight CPE in attempt to clarify the requirements to assist exam candidates and licensees in obtaining and maintaining licensure. In addition, he discussed the posting of disciplinary actions and provided a handout that included samples of how the information may be presented. Further discussion will be held at a future board meeting.

Mr. Jewell suggested that the Board contact several colleges and universities to seek their assistance in creating an official Board logo. After some discussion, Board staff will move forward with this project.

## **CONFLICT OF INTEREST FORMS/TRAVEL EXPENSE VOUCHERS**

Chairman Dickerson asked the members to complete and sign their conflict of interest forms and their travel expense vouchers.

**ADJOURNMENT**

Comprehensive discussions in relation to each topic enabled members of the Board to have a clear understanding of the course of action to ensure adherence to the agency's mandate to protect the citizens of the Commonwealth.

Looking forward, the Board remains committed to maintaining a leading position in the regulation of the accounting profession through the development and implementation of innovative changes impacting the examination, licensing and standard setting for CPAs.

The members adjourned the annual planning session at 2:50p.m.

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**MAY 21, 2011 MINUTES APPROVED:**

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Tyrone Dickerson., CPA, Chairman  
Board of Accountancy

**COPY TESTE:**

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Wade A. Jewell, Executive Director