

Draft Meeting Minutes

Finance, Audit, and Compliance Committee
Board of Game and Inland Fisheries
4000 West Broad Street, Board Room
Richmond, Virginia 23230

June 4, 2013 @ 10:00 am

Present: Mr. Curtis Dixon Colgate, Chairman, Mr. Ben Davenport; **Absent:** Mr. David Bernhardt; **Board Members,** Mr. Leon Turner, Mr. Scott Reed, Board Chairman. **Executive Director:** Mr. Robert “Bob” Duncan; **Chief Operating Officer:** Mr. Matt Koch; **Senior Leadership Team:** Mr. Tom Gelozin, Mr. Larry Hart, Mr. David Whitehurst, Mr. Lee Walker.

The Committee Chairman welcomed everyone and called the meeting to order at 10:03 am. The Chairman noted for the record that a quorum was present. The Chairman also noted he had not received any request for public comments on non-agenda items.

Approval of the April 29, 2013 Meeting Minutes: The Chairman called for a motion to approve the minutes of the April 29, 2013 Committee Meeting. Mr. Davenport made a motion to adopt the minutes as submitted. Motion was seconded by Mr. Colgate. Ayes: Colgate and Davenport.

Internal Audit Plan for FY 2014:

Mr. Matt Koch, on behalf of Mr. John Allen, presented the FY 2014 Internal Audit Plan. A motion was made by Mr. Davenport and seconded by Mr. Colgate to approve the Internal Audit Plan For FY 2014. Ayes: Davenport and Colgate.

The Chairman thanked Mr. Koch for his presentation.

Annual Review of Finance Committee Charter:

Mr. Ryan Brown presented the Annual Review of the Finance Committee Charter. A motion was made by Mr. Davenport and seconded by Mr. Colgate to approve the review of the Finance Committee Charter. Ayes: Davenport and Colgate.

The Chairman thanked Mr. Brown for his presentation.

Small Purchase Charge Card Report:

Ms. Pamela Sekulich presented the Small Purchase Charge Card Report for January to May 2013.

The Chairman thanked Ms. Sekulich for her presentation.

FY 2014 Agency Budget :

Mr. Tom Gelozin presented the FY 2014 Agency Budget Recommendation. A motion to endorse the FY2014 Agency Budget and recommend to the Full Board was made by Mr. Davenport and was seconded by Mr. Colgate . Ayes: Davenport and Colgate.

Director's Comments: The Director reported on the following items:

- June 28, 2013 New Headquarters Ground- breaking at 1:00 pm
- Federal Duck Stamp Event on June 28, 2013 at 9:00 am at Bass Pro
- The CPO Academy
- Virginia Beach Court Case (King & Queen Hatchery)
- Hercules Boat Ramp on June 7, 2013

Chairman's Remarks: The Chairman thanked everyone for their attendance at today's Finance Committee meeting and also thanked staff for their hard work in preparing the FY2014 Budget.

The Chairman stated the next meeting date would be August 13, 2013 at 10:00 am and adjourned the meeting at 11:03 am.

Respectfully submitted,

/s/ Frances Boswell
Board of Game and Inland Fisheries