

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

August 9, 2011, 10:00am

Present: Mr. Curtis Dixon Colgate, Committee Chairman, Mr. F. Scott Reed, Jr. and Mr. Leon O. Turner, Sr.; **Executive Director:** Mr. Robert "Bob" W. Duncan; **Chief Operating Officer:** Mr. Matt Koch; **Senior Leadership Team:** Mr. Larry Hart, Mr. Tom Gelozin, Mr. David Whitehurst and Dr. Joice Conyers; **Internal Auditor:** Mr. John Allen.

[\(Listen: Call to Order and Welcome\)](#)

The Chairman welcomed everyone and called the meeting to order at 10:00am. The Chairman noted for the record that a quorum was present for the meeting and Mr. Reed would be arriving late.

Public Comment - Non- Agenda Items: [\(Listen\)](#) The Chairman called for public comment on non-agenda items. Hearing none, the Chairman moved forward with the agenda.

Approval of May 17, 2011 Meeting Minutes: [\(Listen\)](#) **The Chairman called for a motion to approve the minutes of the May 17, 2011 meeting. Mr. Turner made the following motion: Mr. Chairman, I hereby move the minutes of the meeting be approved as presented. Motion Seconded by Mr. Colgate. Ayes: Colgate and Turner.**

Mr. Reed arrived at 10:10am

Presentation of the FY2011 Financial Summary: [\(Listen\)](#) The Chairman noted due to limited staff, this presentation would be made during the August 16, 2011 Board Meeting.

Auditor of Public Accounts Audit Report: [\(Listen\)](#) The Chairman noted this agenda item change and called on Ms. Deann Compton from the Auditor of Public Accounts to report on the DGIF Agency Audit for FY2010. Ms. Compton covered the Risk Alerts, Audit Summary and the Findings and Recommendations. Mr. Gelozin reported a corrective action plan is currently being prepared and the plan will be presented during the next committee meeting.

A discussion was held by the Committee, Executive Director, Staff and Ms. Compton.

The Chairman thanked Ms. Compton for her report and attendance during the meeting.

Small Purchase Charge Card Review Report: [\(Listen\)](#) The Chairman called on Mr. Tom Gelozin, Director of Planning and Finance, to present the Small Purchase Charge Card Review Report. Mr. Gelozin stated during this reporting period there were two minor deficiencies were found and have been corrected. Mr. Gelozin also reported new procedures are being drafted to review SPCC transactions.

A discussion was held by the Committee, Executive Director and Staff. The Chairman thanked Mr. Gelozin for his presentation.

Discussion of Multiple-Year License Authority: ([Listen](#) | [View Presentation](#)) The Chairman called on Mr. Matt Koch to discuss the Board's new Multiple-Year License Authority. Mr. Koch stated the Board was granted this authority during the 2011 General Assembly Session. The Committee, Director and Staff held a discussion on the length of the license sales (i.e. 2, 3 or 4 years, etc.). The Committee recommended the length of sale should be for a specific time frame. Mr. Koch will present the staff recommendations during the August Board Meeting.

The Chairman thanked Mr. Koch for his presentation.

Internal Audit Report: ([Listen](#)) The Chairman called on Mr. John Allen to present the Internal Audit Report. Mr. Allen stated the IT Security Audit Report for FY 2011 has been completed and the Internal Audit Charter will be presented during the October Finance Committee Meeting.

A discussion was held by the Committee, Executive Director, Staff and Mr. Allen. The Chairman thanked Mr. Allen for his presentation.

Director's Comments: ([Listen](#)) The Chairman called on the Director for his report. The Director reported on the following items:

- ◆ Approval to fill vacant positions
- ◆ Annual Report to the Secretary
- ◆ 2012 Legislative Concepts
- ◆ Lake Brittle Dam Renovations Update
- ◆ Leaking Tower at Lake Thompson

A discussion was held by the Committee, Executive Director and Staff. The Chairman thanked the Director for his report.

Chairman's Remarks: ([Listen](#)) The Chairman thanked everyone for their attendance and presentations during today's meeting. The Chairman announced the next meeting would be held on October 12, 2011 beginning at 10:00am.

Adjournment: ([Listen](#)) **The motion called for a motion to adjourn. Mr. Reed made the following motion: Mr. Chairman, I hereby move the meeting be adjourned. Motion Seconded by Mr. Turner. Ayes: Colgate, Reed and Turner.**

Respectfully submitted,

Beth B. Drewery, Secretary
Board of Game and Inland Fisheries