

Board of Accountancy Strategic Planning Retreat Report

Date and Location: **September 15 and 16, 2005 at the Woodlands Conference Center, Williamsburg, VA**

Board members present: Jane Little, Stephen Holton, Whitfield Broome, Regina Brayboy, Dian Calderone, Lawrence Samuel and Tyrone Dickerson

Board staff present: Nancy Feldman and Mark D'Amato

Others present: Gregory Richardson, partner, Goodman and Company
Erin Collins, Government Affairs Director, Virginia Society of Certified Public Accountants
Stephanie Peters, Vice President, Virginia Society of Certified Public Accountants

Convened at: 8:00 a.m. in the Magnolia Room at the Woodlands Conference Center

Call to Order: Jane Little

Public Comments: While members of the public (Ms. Collins and Ms. Peters) were present, no public comment was received.

Opening Remarks: Ms. Little stated that her goals for the retreat included helping the Board to clarify (1) Board and staff roles; (2) mission and vision statements; and (3) key values.

Mr. Richardson, as the retreat facilitator, identified the retreat's goal to be the initiation of a strategic planning process that will position the Board for a successful mission over the next one to three years. He also reviewed several key objectives with the Board.

Key Staff Roles and Responsibilities: Ms. Feldman provided an overview of the powers and duties of the Executive Director as identified in § 54.1-4406 of the Code of Virginia, and the powers and duties of the Board as identified in § 54.1-4403 of the Code of Virginia.

Interfacing Effectively with Staff: Mr. Richardson and the Board members identified some key points that should guide the interaction between the Board and staff.

Progress Evaluation of Current Strategic Plan: The members discussed the current strategic plan with its goals of maximizing the use of information technology in the performance of its duties, and of optimizing the work experience of the Board staff. Mr. Richardson stated that successful strategic planning must recognize the continuum between an organization's strategic leadership and its operational management, where, in

this case, the Board should focus on policy and guidance (the ends) and the staff should focus on process, procedures and resource utilization (the means).

Refining and Advancing the Strategic Plan: Mr. Richardson reviewed the basic components of strategic planning. The members then proceeded to work on revising the Board's mission and vision statements, and clarifying the Board's core values, and goals and strategies.

Discussion of Challenges on the Horizon/Conflicts of Interest: The members identified potential challenges that may impact the Board over the next year. They then discussed several means to address any possible conflicts of interest.

Mr. Richardson stated that he would prepare a report based upon the completed session to submit to the Board.

The members adjourned the retreat at 5:00 p.m.

Jane M. Little, CPA
Board of Accountancy

Date