

# THE VIRGINIA BOARD OF ACCOUNTANCY

## MEETING MINUTES

The Virginia Board of Accountancy (Board) met on Tuesday, October 25, 2005, in Room 395 of the 3600 West Broad Street Building, Richmond, Virginia 23230.

The following Board members present for the entire meeting were:

Jane M. Little, CPA, Chairman  
Stephen D. Holton, CPA, Vice Chairman  
O. Whitfield Broome, Ph.D., CPA  
Regina P. Brayboy, MPA  
Dian T. Calderone, MTX, CPA  
Lawrence D. Samuel, CPA

The following Board member not present for the entire meeting was:

Tyrone E. Dickerson, CPA

The Board staff members present for the entire meeting were:

Nancy Taylor Feldman, Executive Director  
Mark D'Amato, Board Administrator

The Board staff members present for a portion of the meeting were:

Mary Charity, Licensing Coordinator  
Jean Grant, Enforcement Coordinator  
Valéria Ribeiro-Quimpo, Volunteer

Also in attendance for a portion of the meeting was:

M. Seth Ginther, Senior Assistant Attorney General

In attendance for a portion of the meeting was:

Erin Collins, Government Affairs Director, Virginia Society of Certified Public Accountants

Chairman Little called the meeting to order at 9:14 a.m.

**Call to Order**

Chairman Little determined that a quorum was present.

**Determination of  
Quorum**

Upon a motion by Mr. Samuel, and seconded by Dr. Broome, the Board by unanimous vote approved the agenda as amended. The members voting “**AYE**” were Ms. Little, Mr. Holton, Dr. Broome, Ms. Brayboy, Ms. Calderone, and Mr. Samuel.

**Approval of Agenda**

The Board’s Final Agenda as amended was as follows:

Call to Order  
Determination of Quorum  
Approval of Agenda  
Public Comment Period

A. Approval of Minutes from July 26, 2005 Board meeting

B. Committee Reports:

1. Executive

Jane M. Little, CPA, Committee Chairman

- a. Strategic Planning Retreat Report
- b. UAA Revisions
- c. Response to VSCPA Comment Letter
- d. FAQs for Board Website

2. Administrative/Personnel/Finance/Public Relations

Regina P. Brayboy, MPA, Committee Chairman

- a. Status of Newsletter
- b. Status of PBS Radio Talk Show Segment
- c. FAQs for Board Website

3. Education/Examination

O. Whitfield Broome, Ph.D., CPA, Committee Chairman

- a. Academic Credential Evaluation: Global Education Group, Inc.
- b. NASBA: Canada/U.S. Mutual Recognition Agreement
- c. Prometric Exam Site Visits
- d. FAQs for Board Website
- e. Ad-hoc Committee (Ethics CPE Course Outline)
- f. AICPA Re-scores (Closed Session)

4. Legislative/Regulatory

Stephen D. Holton, CPA, Committee Chairman

- a. Survey on Sarbanes-Oxley Act of 2002
- b. Progress on Legislative Changes
- c. FAQs for Board Website

Lunch

Reconvene

B. Committee Reports (cont'd):

5. Enforcement

Lawrence D. Samuel, CPA, Committee Chairman

a. Meeting: September 29, 2005

b. Cases:

(1) File Number: 2004-D17 (Board v. Jones)

Mr. Jones will be attending.

(2) File Number: 2005-U03 (Board v. Salley)

(3) File Number: 2005-D19 (Board v. Musmar)

(4) Mediation Agreement (Hersh/Alexander)

c. Legal Advisory (Closed Session)

d. FAQs for Board Website

C. Board Reports:

1. Financial

a. FY 2006 – Period ending July 31, 2005 (For information only)

b. FY 2006 – Period ending August 31, 2005 (For information only)

D. Meetings and Training

1. NASBA CBT Conference

2. Upcoming NASBA Annual Meeting – October 30–November 2, 2005

3. Future Meeting Dates

4. NASBA Eastern Regional Meeting – June 21-23, 2006

Sign Conflict of Interests Forms – (Notice: Annual Conflicts Act Certification Requirement)

Complete Travel Expense Vouchers

Adjournment

Chairman Little noted that with no members of the public present, she moved to the next item of business.

**Public Comment Period**

The members reviewed the draft minutes from the Board meeting held

**A. Approval of**

on July 26, 2005.

Upon a motion by Mr. Samuel, and seconded by Ms. Calderone, the Board by unanimous vote approved the minutes as amended from its meeting on July 26, 2005. The members voting “**AYE**” were Ms. Little, Mr. Holton, Dr. Broome, Ms. Brayboy, Ms. Calderone, and Mr. Samuel.

Ms. Little, as committee chair, reviewed the draft report on the Executive Committee meeting held on October 11<sup>th</sup>, which was handed out to the members. She pointed out some highlights: (1) a Board handbook with important information for current and upcoming Board members will be submitted to the members for review by November 30<sup>th</sup>; (2) Greg Richardson, the facilitator for the Board’s Strategic Planning Retreat in Williamsburg, had volunteered to attend the Board meeting on December 13<sup>th</sup>, to finalize his retreat report; and (3) written policies and procedures for the Board were to be drafted by the end of December.

Ms. Little also discussed the NASBA conference on the computer-based CPA exam (CBT) that she, Ms. Feldman and Ms. Charity had attended in Washington, D.C.

Ms. Little noted that when Ms. Collins, the Government Affairs Director of the Virginia Society of Certified Public Accountants (VSCPA), arrives, she had some comments for the Board about the letter sent by the VSCPA to the National Association of State Boards of Accountancy (NASBA) about the exposure draft of revisions to the Uniform Accountancy Act (UAA). Until she arrived, the Board proceeded to discuss this matter and referred it to the Executive Committee for appropriate action.

Ms. Collins, arriving at 10:00 a.m., summarized the contents of the VSCPA’s letter to NASBA, and then provided a draft copy of another letter that the VSCPA intended to send to NASBA.

The Board recessed from 11:00 a.m. to 11:12 a.m.

Ms. Little stated that she would like for this item to be added to the agenda for future meetings as a reminder that Board committees had

**Minutes from July 26, 2005 Board meeting**

**B. Committee Reports:**  
**1. Executive – Jane M. Little, CPA, Committee Chairman**  
**a. Strategic Planning Retreat Report**

**b. UAA Revisions**

**c. Response to VSCPA Comment Letter**

**Board Recess**

**d. FAQs for Board Website**

agreed to create FAQs for the Board’s website. At the present, she stated, the Executive Committee had no FAQs.

Ms. Brayboy, as committee chair, reviewed the draft report on the Administrative/Personnel/Finance/Public Relations Committee meeting held on October 20<sup>th</sup>. She emphasized that the committee’s focus would be on outreach, encompassing not only public relations per se, but also newsletters, a speakers’ bureau, forums, etc.—a wider range of activities aimed at touching multiple sectors using multiple mediums.

Ms. Brayboy stated that the committee had met with Cathy Lewis, host of “HearSay,” a radio call-in talk show in Hampton Roads. The consensus of the committee was that an appropriate time to air a radio show about the Board and its functions would be in late January 2006—during tax season—with questions focusing on such topics as what consumers might expect from a CPA, what the difference is between a CPA and non-CPA tax preparer, etc.

Ms. Brayboy stated that, at present, the Administrative/Personnel/Finance/Public Relations Committee had no FAQs.

Dr. Broome, as committee chair, presented an application submitted to the Board by the Global Education Group, Inc. (GEG), which wanted to offer academic credential evaluation services for the Board. He noted that a number of questions had been identified concerning the application, and that Ms. Feldman would send a letter to GEG, requesting a response to them. Upon receiving that response, the application would be brought back before the Board for review.

The members agreed to this procedure, and to await a reply before proceeding.

Dr. Broome next reviewed a memo from Barton W. Baldwin, chair of the International Qualifications Appraisal Board (IQAB) of NASBA and the American Institute of Certified Public Accountants (AICPA). The IQAB, the memo stated, had determined that the Canadian Uniform Final Examination is “an appropriate test” of the qualifications of Chartered Accountants (CA) of Canada, and recommends that the “Principles for Reciprocity” agreement be renewed for five years.

**2. Administrative/Personnel/Finance/Public Relations – Regina P. Brayboy, MPA, Committee Chairman**  
**a. Status of Newsletter**

**b. Status of PBS Radio Talk Show Segment**

**c. FAQs for Board Website**

**3. Education/ Examination – O. Whitfield Broome, Ph.D., CPA, Committee Chairman**  
**a. Academic Credential Evaluation: Global Education Group, Inc.**

**b. NASBA: Canada/ U.S. Mutual Recognition Agreement**

Upon a motion by Dr. Broome, and seconded by Mr. Samuel, the Board by unanimous vote agreed to approve the continuation of the “Principles for Reciprocity” agreement with the Canadian Institute of Chartered Accountants (CICA) for another five years. The members voting “**AYE**” were Ms. Little, Mr. Holton, Dr. Broome, Ms. Brayboy, Ms. Calderone, and Mr. Samuel.

The members then discussed the visits that individual members had made to the Prometric sites for the CBT. Dr. Broome asked that any other site visits be completed by the end of 2005. Mr. Samuel and Mr. Holton agreed to make site visits.

Dr. Broome stated that, at present, the Education/Examination Committee had no FAQs.

Dr. Broome informed the members that the ad-hoc committee established to draft the outline for the Board’s 2006 Ethics CPE course would meet on October 28<sup>th</sup>. The members then discussed the how to get the course outline approved in a timely fashion.

Upon a motion by Mr. Holton, and seconded by Ms. Brayboy, the Board by unanimous vote agreed to delegate the approval of the 2006 Ethics CPE course outline to the ad-hoc committee. The members voting “**AYE**” were Ms. Little, Mr. Holton, Dr. Broome, Ms. Brayboy, Ms. Calderone, and Mr. Samuel.

Finally, Dr. Broome provided a handout on the Board’s transition plan to assume the administration of the CBT. Ms. Feldman then introduced Ms. Charity and Ms. Ribeiro-Quimpo, who were working on the transition plan and were available for any questions. Dr. Broome noted that the Office of the University Registrar at the University of Virginia had agreed to work with the Board to develop a plan for sending and receiving transcripts electronically.

Dr. Broome requested that the members go into closed session in order to discuss the issue of re-scoring of the CPA exam.

Upon a motion by Dr. Broome, and seconded by Ms. Calderone, the Board approved by unanimous vote that the meeting be recessed and that the Board immediately reconvene in closed meeting for the purpose of consultation and/or briefing by staff members pertaining to examination issues within the jurisdiction of the Board as permitted by § 2.2-3711.A.11 of the *Code of Virginia*. The following non-members will be in attendance to reasonably aid the consideration of

**c. Prometric Exam Site Visits**

**d. FAQs for Board Website**

**e. Ad-hoc Committee (Ethics CPE Course Outline)**

**f. AICPA Re-scores (Closed Session)**

**Begin Closed Meeting**

the topic: **Ms. Feldman and Mr. D'Amato**. The members voting "AYE" were Ms. Little, Mr. Holton, Dr. Broome, Ms. Brayboy, Ms. Calderone, and Mr. Samuel.

This motion is made with respect to the matter identified as agenda item: **B. Committee Reports: 3. Education/Examination: f. AICPA Re-scores.**

Upon a motion by Dr. Broome, and seconded by Mr. Holton, the Board approved by unanimous vote that the closed meeting, as authorized by § 2.2-3711.A.11 of the *Code of Virginia*, be adjourned and that the Board immediately reconvene in open public meeting. The members voting "AYE" were Ms. Little, Mr. Holton, Dr. Broome, Ms. Brayboy, Ms. Calderone, and Mr. Samuel.

**End Closed Meeting**

Upon a motion by Dr. Broome, and seconded by Mr. Samuel, the Board made the following certification:

WHEREAS, the Board of Accountancy has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712.A of the *Code of Virginia* requires a certification by this Board of Accountancy that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Accountancy hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Accountancy.

CALL FOR VOTE:

Jane M. Little, CPA – Aye  
Stephen D. Holton, CPA – Aye  
O. Whitfield Broome, Ph.D., CPA – Aye  
Regina P. Brayboy, MPA – Aye

Dian T. Calderone, MTX, CPA – Aye  
Lawrence D. Samuel, CPA – Aye  
Tyrone E. Dickerson, CPA – Absent

VOTE

AYES: Six (6)

NAYS: None.

ABSENT DURING VOTE: Mr. Dickerson.

ABSENT DURING MEETING: Mr. Dickerson.

The Board recessed from 12:00 p.m. to 12:30 p.m. for lunch.

**Lunch**

Mr. Ginther arrived at 12:30 p.m.

Mr. Holton, as committee chair, reviewed a survey that was submitted to the Board about the Sarbanes-Oxley Act of 2002. The members agreed that Ms. Feldman should contact the individuals who submitted the survey to let them know that NASBA would have national data on this matter.

**B. Committee Reports (cont'd):**  
**4. Legislative/Regulatory –**  
**Stephen D. Holton,**  
**CPA, Committee**  
**Chairman**  
**a. Survey on**  
**Sarbanes-Oxley Act**  
**of 2002**

Mr. Holton asked for a brief update on the status of the final regulatory package, which was approved at the Board meeting in July. Mr. D'Amato told the Board that the package had been approved by the Department of Planning and Budget (DPB) on October 17<sup>th</sup>, and had been forwarded to the Secretary of Commerce and Trade (SCT) for approval.

**b. Progress on**  
**Legislative Changes**

The Board then discussed how to proceed with the legislative package that had been approved for the 2006 General Assembly session. The Board agreed to refer this matter to the Executive Committee for appropriate action.

Mr. Holton, as committee chair, stated that, at present, the Legislative/Regulatory Committee had no FAQs.

**c. FAQs for Board**  
**Website**

Mr. Samuel, as committee chair, presented the report from the Enforcement Committee meeting held on September 29<sup>th</sup> to the other members.

**5. Enforcement –  
Lawrence D.  
Samuel, CPA,  
Committee  
Chairman  
a. Meeting:  
September 29, 2005**

Chairman Little noted that she would relinquish the chair to Vice Chairman Holton, for discussion of the enforcement cases due to her involvement on the cases, and that she would recuse herself. Mr. Samuel stated that he also would recuse himself from any action on these enforcement cases due to his involvement as the Presiding Officer for the Informal Fact-Finding Conferences (IFFs).

**b. Cases:  
(1) File Number  
2004-D17 (Board v.  
Jones) – Mr. Jones  
will be attending.**

The members' task, Ms. Little stated, would be to review the recommended findings of fact, conclusions of law, and actions contained in the Presiding Officer's Report for each IFF. They must adopt, reject or modify any findings of fact, conclusions of law, and appropriate actions, contained therein. At that point, Chairman Little relinquished the chair, and left the room. Mr. Samuel also left the room.

Ms. Grant reviewed the contents of the IFF Report (File Number 2004-D17) for the members.

Vice Chairman Holton asked Mr. Jones if he wished to present any information regarding the Presiding Officer's report to the Board. Mr. Jones gave a five-minute presentation, after which the members asked some questions.

In the matter of **File Number 2004-D17 (Board v. Jones)**, the Board reviewed the IFF Report with the recommendations of the Presiding Officer, which included its findings of fact, conclusions of law and actions. Mr. Jones was present, but his attorney was not present to represent him.

Upon a motion by Dr. Broome, and seconded by Ms. Brayboy, the Board by majority vote approved the IFF Report's findings of fact whereby: (Count 1) Jones failed to communicate and respond in a timely manner to numerous attempts by the complainants to obtain information concerning the status of their income tax preparation. The members voting "**AYE**" were Mr. Holton, Dr. Broome, Ms. Brayboy, and Ms. Calderone. Ms. Little and Mr. Samuel were not

present and did not participate in the discussion or vote.

Upon a motion by Ms. Brayboy, and seconded by Ms. Calderone, the Board by majority vote approved the IFF Report's conclusions of law whereby: (Count 1) Jones' failure to communicate and respond in a timely manner to numerous attempts by the complainants to obtain information concerning the status of their income tax preparation constitutes a violation of § 54.1-4413.A.6 and A.7 of the *Code of Virginia*, and Board Regulation 18 VAC 5-21-120.F, effective July 1, 2003. The members voting "AYE" were Mr. Holton, Dr. Broome, Ms. Brayboy, and Ms. Calderone. Ms. Little and Mr. Samuel were not present and did not participate in the discussion or vote.

After accepting the recommended findings of fact and conclusions of law, the members were told about a previous consent order that Mr. Jones entered into with the Board.

Upon a motion by Dr. Broome, and seconded by Ms. Brayboy, the Board by majority vote approved the IFF Report's action whereby: (Count 1) Jones shall submit to the Board, and for the Board's approval, a Practice Continuation Agreement, or PCA, with a licensed CPA in good standing with the Board. The original signed copy of the PCA must be received in the Board office no later than sixty days from the entry date of the Final Order. The PCA shall remain in effect until Jones can demonstrate to the satisfaction of the Board that the indefinite probation should be lifted. The PCA shall remain in effect until Jones is released by the Board. The members voting "AYE" were Mr. Holton, Dr. Broome, Ms. Brayboy, and Ms. Calderone. Ms. Little and Mr. Samuel were not present and did not participate in the discussion or vote.

Mr. Jones presented the original PCA to the members.

In the matter of **File Number 2005-U03 (Board v. Salley)**, the Board reviewed the IFF Report with the recommendations of the Presiding Officer, which included its findings of fact, conclusions of law and actions. Mr. Salley was not present, nor was his attorney present to represent him.

**(2) File Number  
2005-U03 (Board v.  
Salley)**

Dr. Broome stated that he had a relationship with Mr. Salley's father, but he could make a decision without prejudice in the matter.

Ms. Grant reviewed the contents of the IFF Report (File Number 2005-U03) for the members.

Upon a motion by Dr. Broome, and seconded by Ms. Brayboy, the Board by majority vote approved the IFF Report's findings of fact whereby: (Count 1) Salley used the CPA designation in providing services to the public on an expired license. Salley's license expired on September 30, 2003. Salley failed to respond to requests from the Board to cease and desist from practice on the expired license; and (Count 2) Salley failed to respond to the Board within the required 30-day period regarding his license status. The members voting "AYE" were Mr. Holton, Dr. Broome, Ms. Brayboy, and Ms. Calderone. Ms. Little and Mr. Samuel were not present and did not participate in the discussion or vote.

Upon a motion by Dr. Broome, and seconded by Ms. Calderone, the Board by majority vote approved the IFF Report's conclusions of law whereby: (Count 1) Salley's actions constitutes a violation of § **54.1-4413.1** of the *Code of Virginia*; and (Count 2) Salley's action constitutes a violation of Board Regulation **18 VAC 5-21-110**. The members voting "AYE" were Mr. Holton, Dr. Broome, Ms. Brayboy, and Ms. Calderone. Ms. Little and Mr. Samuel were not present and did not participate in the discussion or vote.

After accepting the recommended findings of fact and conclusions of law, the members were told about a previous final order that Mr. Salley had entered into with the Board.

Upon a motion by Ms. Calderone, and seconded by Ms. Brayboy, the Board by majority vote approved the IFF Report's action whereby, due to the egregious nature of this violation, the Board shall deny any future request for reinstatement for a period of not more than five years from the date of such a request. Further, the Board shall impose the monetary penalty of \$30,000 in accordance with the provisions of § **54.1-4413.1** of the *Code of Virginia* to be paid within ninety days of the entry date of the Final Order. The members voting "AYE" were Mr. Holton, Dr. Broome, Ms. Brayboy, and Ms. Calderone. Ms. Little and Mr. Samuel were not present and did not participate in the discussion or vote.

In the matter of **File Number 2005-D19 (Board v. Musmar)**, the Board reviewed the IFF Report with the recommendations of the Presiding Officer, which included its findings of fact, conclusions of law and actions. Mr. Musmar was not present, nor was his attorney present to represent him.

**(3) File Number:**  
**2005-D19 (Board v.**  
**Musmar)**

Ms. Grant reviewed the contents of the IFF Report (File Number: 2005-D19) for the members.

Upon a motion by Ms. Calderone, and seconded by Ms. Brayboy, the Board by majority vote approved the IFF Report's findings of fact whereby: (Count 1) Musmar and members of his firm communicated and responded in a timely manner to numerous attempts by the complainant to obtain information concerning the status of the audited financial statements prepared for John S. Hillery & Associates Construction, Inc.; and (Count 2) Musmar adequately planned and supervised the performance of professional services. The members voting "AYE" were Mr. Holton, Dr. Broome, Ms. Brayboy, and Ms. Calderone. Ms. Little and Mr. Samuel were not present and did not participate in the discussion or vote.

Upon a motion by Ms. Calderone, and seconded by Ms. Brayboy, the Board by majority vote approved the IFF Report's conclusions of law whereby: (Count 1) Musmar's actions do not constitute a violation; and (Count 2) Musmar's actions do not constitute a violation. The members voting "AYE" were Mr. Holton, Dr. Broome, Ms. Brayboy, and Ms. Calderone. Ms. Little and Mr. Samuel were not present and did not participate in the discussion or vote.

Upon a motion by Ms. Brayboy, and seconded by Dr. Broome, the Board by majority vote approved the IFF Report's action whereby the Board determined that there were no violations of the regulations and statutes governing the professional practice by CPAs and CPA firms, and, therefore, the case should be closed with no further action. The members voting "AYE" were Mr. Holton, Dr. Broome, Ms. Brayboy, and Ms. Calderone. Ms. Little and Mr. Samuel were not present and did not participate in the discussion or vote.

Mr. Samuel informed the other members that the mediation agreement reached between Ms. Hersh and Mr. Alexander represented the first such case that utilized the Board's new alternative resolution program, and that it would be the first of what he hoped would be many such agreements.

**(4) Mediation Agreement (Hersh/Alexander)**

Mr. Samuel requested that the members go into closed session in order to discuss a legal advisory provided by counsel.

**c. Legal Advisory (Closed Session)**

Upon a motion by Mr. Samuel, and seconded by Dr. Broome, the Board approved by unanimous vote that the meeting be recessed and that the Board immediately reconvene in closed meeting for the purpose of consultation with legal counsel and/or briefings by staff

**Begin Closed Meeting**

members pertaining to legal matters within the jurisdiction of the Board as permitted by § 2.2-3711.A.7 of the *Code of Virginia*. The following non-members will be in attendance to reasonably aid the consideration of the topic: **Ms. Feldman, Mr. Ginther, and Mr. D'Amato**. The members voting "AYE" were Ms. Little, Mr. Holton, Dr. Broome, Ms. Brayboy, Ms. Calderone, and Mr. Samuel.

This motion is made with respect to the matter identified as agenda item: **B. Committee Reports: 4. Enforcement: c. Legal Advisory.**

Upon a motion by Mr. Samuel, and seconded by Dr. Broome, the Board approved by unanimous vote that the closed meeting, as authorized by § 2.2-3711.A.7 of the *Code of Virginia*, be adjourned and that the Board immediately reconvene in open public meeting. The members voting "AYE" were Ms. Little, Mr. Holton, Dr. Broome, Ms. Brayboy, Ms. Calderone, and Mr. Samuel.

**End Closed Meeting**

Upon a motion by Mr. Samuel, and seconded by Dr. Broome, the Board made the following certification:

WHEREAS, the Board of Accountancy has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712.A of the *Code of Virginia* requires a certification by this Board of Accountancy that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Accountancy hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Accountancy.

CALL FOR VOTE:

Jane M. Little, CPA – Aye  
Stephen D. Holton, CPA – Aye

O. Whitfield Broome, Ph.D., CPA – Aye  
Regina P. Brayboy, MPA – Aye  
Dian T. Calderone, MTX, CPA – Aye  
Lawrence D. Samuel, CPA – Aye  
Tyrone E. Dickerson, CPA – Absent

VOTE

AYES: Six (6)

NAYS: None.

ABSENT DURING VOTE: Mr. Dickerson.

ABSENT DURING MEETING: Mr. Dickerson.

Mr. Samuel, as committee chair, stated that, at present, the Enforcement Committee had no FAQs.

**d. FAQs for Board Website**

The Board received a financial statement for the period ending July 31, 2005, from the Board staff for information purposes only, and took no action.

**C. Board Reports:**  
**1. Financial:**  
**a. FY2006 – Period ending July 31, 2005**  
**(For information only)**

Ms. Feldman noted that the financial statements for FY 2005 had been finished, and that the Board was in good financial shape.

The Board received a financial statement for the period ending August 31, 2005, from the Board staff for information purposes only, and took no action.

**b. FY2006 – Period ending August 31, 2005 (For information only)**

Ms. Little stated that the Board had already discussed this item, so she moved to the next item of business.

**D. Meetings and Training:**  
**1. NASBA CBT Conference**

The Board reviewed the members who were going to attend the upcoming NASBA Annual Meeting: Ms. Little, Ms. Brayboy, Ms.

**2. Upcoming NASBA Annual**

Calderone, and Mr. Samuel. Mr. Holton and Dr. Broome were unable to attend.

**Meeting – October  
30-November 2,  
2005**

The members confirmed that the next Board meeting scheduled for December 13<sup>th</sup>, to begin at 9:00 a.m., would be held at the Linden Row Inn in Richmond.

**3. Future Meeting  
Dates**

The Board then agreed to the following meeting dates: (1) Monday, January 9, 2006, to begin at 9:00 a.m.; and (2) Wednesday, May 17, 2006, to begin at 9:00 a.m. The latter meeting would be located near the site of the VSCPA Leadership Conference scheduled for May 18<sup>th</sup> and 19<sup>th</sup>. As soon as that location was determined, it would be announced to the public.

The Board briefly discussed the NASBA Eastern Regional Meeting, scheduled for June 2006.

**4. NASBA Eastern  
Regional Meeting –  
June 21-23, 2006**

Chairman Little asked the members to complete and sign their conflict of interests forms.

**Conflict of  
Interests Forms  
(Notice: Annual  
Conflict of Interests  
Act Certification  
Requirement)**

Mr. D’Amato reminded the Board members that they need to certify by the end of the year that they have completed the annual orientation on the State and Local Government Conflict of Interests Act.

Chairman Little asked the members to complete and sign their travel expense vouchers.

**Travel Expense  
Vouchers**

With no further business coming before the Board, upon a motion by Dr. Broome, and seconded by Ms. Calderone, the meeting was adjourned by unanimous vote at 3:00 p.m. The members voting “**AYE**” were Ms. Little, Mr. Holton, Dr. Broome, Ms. Brayboy, Ms. Calderone, and Mr. Samuel.

**Adjournment**

**APPROVED:**

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Jane M. Little, CPA, Chairman

**COPY TESTE:**

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Nancy Taylor Feldman, Executive Director