

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

June 3, 2008, 7:30 a.m.

Present: Mr. James W. Hazel, Board Chairman, Mr. C. T. Hill, Committee Chairman, Mr. Tom Stroup and Dr. William T. Greer; **Director:** Robert “Bob” W. Duncan; **Senior Staff:** Ray Davis, John Moore, John Allen, Major Steve Pike, Gary Martel, Charlie Sledd, David Whitehurst, Rick Busch, Becky Gwynn, Kathy Graham and Lee Walker.

Mr. Hill welcomed everyone and thanked Mr. Hazel for attending the meeting. Mr. Hill noted for the record that a quorum was present for the meeting. On behalf of the Committee, Mr. Hill congratulated Mr. Bob Ellis on becoming the Director for the Wildlife Division.

Approval of the Minutes: The minutes of the May 6, 2008 meeting have been posted to the Web site and copies were distributed to the Committee members for review. **Mr. Hill called for a motion to approve the minutes as presented. Mr. Stroup made the motion that the minutes be approved as presented. Motion Seconded by Dr. Greer. Ayes: Hill, Stroup and Greer.**

Update on the FY2009 Budget Presentation (Changes Only). Mr. Bob Duncan presented the changes to the FY2009 DGIF Budget to the Committee. At the May Meeting, the committee approved the proposed operating budget recommendation for the FY2009 at \$51.3 Million and the Capital Improvement Budget totaling \$17.6 million. Mr. Duncan’s presentation included expenditures for the Coursey Springs Hatchery renovations, Laurel Bed Lake dam repair and the development of new boating access facilities. **After a brief discussion by the Committee and the Staff, Mr. Hill called for a motion to recommend to the full Board the approval of the FY2009 Operating and Capital Improvement Budget with amendments as presented. Mr. Stroup made the following motion: Mr. Chairman, I hereby move that the Committee recommend adoption of the FY09 operating and capital budgeted as proposed and revised by staff and with any amendments as agreed to by the Board. Motion Seconded by Dr. Greer. Ayes: Hill, Greer and Stroup.**

Financial Statement: Mr. Ray Davis presented the Financial Statement to the Committee. Mr. Davis indicated all program areas were operating within their budgets. Staff continues to monitor the automated Hunting License sales. An update will be provided at the next meeting.

APA Audit Update: Mr. Hill introduced Mr. Steve Holmes, who is currently conducting the APA Audit for the Agency and thanked him for his attendance. Mr. John Moore stated the audit has not been completed but there are 3 possible findings: (1) 2 relating to

house keeping issues for the Board Governance Manual and (2) password issues. An update will be provided at the next meeting.

Small Purchase Charge Card Report: Mr. John Moore stated the Small Purchase Charge Card Committee met and presented only one finding for the audit conducted for the month of March, 2008. The issue has been addressed with the division director and training continues with staff on the proper documentation and use of the card. Mr. Hill thanked the Director and staff for their continued efforts in providing proper training and use of this card. Mr. Hill also thanked Mr. John Allen for his internal reports as well.

Media Services Report: Mr. Lee Walker provided the committee with the Media Services Quarterly Report. The report reflects that for the period of January –March, 2008, 122 media inquiries/interviews were fielded by the Media Relations Coordinator. Some of the highlights included: The announcement of the new DGIF Executive Director, Acquisition of Merrimac Wildlife Management Area, the signing of the Apprentice Hunting License Bill, and the EagleCam at Norfolk Botanical Garden. Mr. Walker reported that interest in the *Outdoor Report* continues to increase. The *Outdoor Report* is currently being received by over 15,000 subscribers. The Video Production section continues to stay busy with projects. Some the highlights for their section include: *A Look Outside; Reptiles and Amphibians, and Living with Black Bears and the Snakehead Fish in Virginia Videos* . The Agency web site continues to increase with new programs and new information each day. The site currently receives over 10 million page views from 1 million visitors each year. Streaming videos are also posted to the website. The Agency began actively participating in the Commonwealth’s official “Virginia Government” video channel on YouTube.com, as well as posting its video content to several other sites, such as MyOutdoorTV.com and a Richmond-based PBS station’s online educational video site. The report also included the Publications and Digital Photography information. Highlights include: The monthly publication of the *Virginia Wildlife*, The 2008-2009 Hunting, Fishing, Dove and Waterfowl Regulations and the rollout of the VDGIF-RBFF Lapsed Angler Direct Mail Marketing Plan.

Mr. Hazel stated that he attended the Education, Planning and Outreach Committee Meeting held on May 22, 2008. The focus of the meeting was work with the Information and Education (*I and E*) section on setting future goals. He and the Committee found the meeting to be very informative and thanked the section for their hard work on their promotional and education efforts.

Mr. Hill thanked Mr. Walker for his report.

Apprentice Hunting License Status Report: Mr. Walker reported the new Apprentice Hunting License would be ready for sale July 1, 2008. He presented the marketing plan and will utilize VDGIF publications, such as Virginia Wildlife magazine, Hunting Regulations, Web site, brochures, fliers and wallet card reminders. Marketing efforts will begin July 1, 2008 and continue through December 2008. They have title the campaign “*Take a Friend, Make a Hunter* ”. Ms. Kathy Graham stated the Information and

Technology section was ready to begin the electronic license sale on July 1, 2008. A draft of the actual license will be present to the full Board at the meeting on June 3, 2008.

Mr. Hill thanked the Director and staff for moving forward with this program.

There being no additional business, the meeting was adjourned. The next meeting will be on September 16, 2008 at 5:30pm.

Respectfully submitted,

Beth B. Drewery
Board Secretary