

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

**November 3, 2010 @ 10:00am**

**Present:** Mr. J. Brent Clarke, III, Committee Chairman, Mr. Charles Yates and Mr. Curtis Dixon Colgate; **Absent:** Mr. John Montgomery; **Executive Director:** Mr. Robert "Bob" W. Duncan; **Chief Operating Officer:** Mr. Matt Koch; **Senior Leadership Team:** Mr. Gary Martel, Mr. Charlie Sledd, Mr. Larry Hart, Mr. David Whitehurst; **Internal Auditor:** Mr. John Allen

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

The Chairman welcomed everyone and called the meeting to order at 10:00am. A quorum was present for this meeting.

The Chairman noted for the record that Public Comments would be the next item on the agenda and welcomed Dr. Lee Albright to the meeting.

**Public Comments-Non-Agenda Items:** [\(Listen\)](#) The Chairman called on Dr. Albright for public comment.

**Dr. Lee Albright, Montebello, Virginia, spoke regarding Agency spending.**

The Chairman thanked Dr. Albright for his attendance and comments.

**Approval of August 10, 2010 Meeting Minutes:** [\(Listen\)](#) The Chairman called for a motion to approve the minutes of the August 10, 2010 meeting minutes. **Mr. Yates made the following motion: Mr. Chairman, I hereby move the minutes of the meeting be approved as submitted. Mr. Clarke seconded the motion. Ayes: Clarke and Yates; Abstained: Mr. Colgate.**

**Approval of the Internal Audit Plan, FY2011:** [\(Listen\)](#) The Chairman called on Mr. John Allen, Internal Auditor, to present the Internal Audit Plan for FY2011.

Mr. John Allen, Internal Auditor, presented the Internal Audit Plan for FY2011. A discussion was held by the Committee, Director and Staff. **Following the discussion, the Chairman call for a motion to approve the plan as presented. Mr. Yates made the following motion: Mr. Chairman, I hereby move the Finance, Audit and Compliance Committee approve the Internal Audit Plan for FY2011 as presented. Motion Seconded by Mr. Colgate. Ayes: Clarke, Yates and Colgate.**

The Chairman thanked Mr. Allen for his report.

**FY2011 First Quarter Financial Report:** [\(Listen | View Presentation\)](#) The Chairman called on Mr. Gary Martel to present the FY2011 First Quarter Financial Report.

Mr. Martel gave the following report:

- Revenue is up over same period last year
  - ❑ Primarily due to Federal Revenue (associated with land purchases)
  - ❑ License Revenue is down (too early to project for the year)
  - ❑ Watercraft Sales and Use capped at \$3,000,000 (received \$1,184,786 for first quarter)
  - ❑ DGIF will update revenue projection as of December 31, 2010
  
- Expenditures are below budget
  - ❑ Mainly due to delays in Capital Programs (property in Caroline County)
  - ❑ Personnel cost over budget (7 payrolls in first quarter versus 6 budgeted)
  - ❑ Other operational budget items are within acceptable variances

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

**Small Purchase Charge Card Report (SPCC) and Limits:** ([Listen](#)) The Chairman called on Mr. John Moore to present the Small Purchase Charge Card Report.

Mr. Moore reported the SPCC Committee conducted the random 10% review of SPCC charges for May, 2010, June, 2010 and July 2010 as well as the review of all charges over \$2,500.00 revealed no major findings.

Mr. Moore reported on the status of the SPCC draft policy to increase individual spending limit authority from \$500.00 to \$1,000. This policy is being revised based on information obtained from an LDP Capstone project with the concurrence of the Senior Leadership Team and Executive Director.

The Chairman thanked Mr. Moore for his presentation.

**Approval of the 2011 Finance, Audit and Compliance Meeting Schedule:** ([Listen](#)) The Chairman stated the proposed dates for 2011 Committee Meeting Schedule have been distributed for review and approval. By unanimous vote the following dates were approved:

**March 22 and May 17th**

**\*The meeting for both days will begin at 10:00am and will be held in the Board Room unless otherwise noted.**

**Director's Comments:** ([Listen](#)) The Chairman called on the Director for his report. The Director spoke regarding:

On going activities with the Wildlife Foundation  
 Leadership Development Program  
 Public Service Announcement with Lt. Governor Bill Bolling

The Chairman thanked the Director for his report.

**Chairman's Remarks:** ([Listen](#)) The Chairman stated the goal of the next Finance Committee meeting would be to approve the recommended Charter Changes.

[\(Listen: Additional Business and Adjournment\)](#)

The Chairman called for any additional business. Hearing none, the Chairman called for a motion to adjourn. **Mr. Yates made the following motion: Mr. Chairman, I hereby move this meeting be adjourned. Motion seconded by Mr. Colgate: Ayes: Clarke, Yates and Colgate.**

The meeting was adjourned at 11:00am.

Respectfully submitted,

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