

Meeting Minutes
Finance, Audit and Compliance Committee
Board of Game and Inland Fisheries
4000 West Broad Street, Board Room
Richmond, Virginia 23220

April 26, 2011, 9:00am

Present: Mr. James W. Hazel, Board Chairman, Mr. J. Brent Clarke, III, Committee Chairman, Mr. Charles Yates, Committee Member, Mr. Curtis Dixon Colgate, Committee Member, Ms. Mary Louisa Pollard, Mr. Ward Burton, Mr. Randy Kozuch, Mr. Leon Turner and Mr. F. Scott Reed; **Absent:** Mr. John Montgomery, Committee Member; **Executive Director:** Mr. Robert "Bob" W. Duncan; **Chief Operating Officer:** Mr. Matt Koch; **Senior Leadership Team:** Mr. Tom Gelozin, Mr. Larry Hart and Colonel Dabney "Dee" Watts; **Internal Auditor:** Mr. John Allen; **Leadership Development Peer (LDP) Group Members:** Ms. Doreen Richmond and Ms. Kendall Ryan.

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

The Committee Chairman welcomed everyone and called the meeting to order at 9:00am. The Committee Chairman thanked the Board Chairman Mr. Hazel and other Board members for attending the meeting. He also welcomed the LDP Group members: Ms. Richmond and Ms. Ryan.

Approval of March 22, 2011 Meeting Minutes: [\(Listen\)](#) The Committee Chairman called for a motion to approve the minutes of the March 22, 2011 meeting minutes. **Mr. Colgate made the following motion: Mr. Chairman, I hereby move the minutes of the meeting be approved as presented. Motion Seconded: Mr. Yates. Ayes: Yates, Colgate and Clarke.**

Public Comments - Non Agenda Items: [\(Listen\)](#) The Committee Chairman called for public comments. Hearing none, the Chairman moved forward with the next agenda item.

Review of Internal Auditor Performance Document: [\(Listen\)](#) The Committee Chairman called on Mr. Matt Koch, Chief Operating Officer, to present the Internal Auditor's Performance Document. This document outlines the following core responsibilities: performance management, working knowledge of standards, governance; audit plan and reports; fraud, waste or abuse reviews; special projects; internal control environment, technology utilization and quality assurance. The performance review will be conducted by the Chairman of the Finance Committee, the Director and the Chief Operating Officer.

A discussion was held on the document. The Committee Chairman thanked Mr. Koch for his work.

Proposed License Fee Increase Regulation - Staff Recommendations: [\(Listen | View Presentation\)](#) The Committee Chairman called on Mr. Matt Koch to present the Proposed License Fee Increase Regulation as recommended by staff for **4VAC15-20-66: Use fee at certain department-owned facilities** and **4VAC15-20-65: Hunting, trapping and fishing license and permit fees.** Following the presentation, a discussion was held by the Board members in attendance, Director and staff. Staff will present its recommendations to the full Board for final

action during the May 3, 2011 Board Meeting. The Board Chairman, Committee Chairman and Director thanked Mr. Koch and staff for their work on this presentation.

Director's Comments: The Committee Chairman called on the Director for his comments. Due to the interest of time the Director deferred his comments to a later date.

Additional Business/Comments: **The Committee Chairman announced that due to the extended time for the Finance, Audit and Committee Meeting, the Education, Planning and Outreach Committee Meeting would be begin at approximately 11:45am.**

Next Meeting Date: The next meeting date of the Finance, Audit and Compliance Committee is scheduled for May 17, 2011 beginning at 10:00am.

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

Respectfully submitted,

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