

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

October 12, 2011, 10:00am

Present: Mr. Brent Clarke, Board Chairman, Mr. Curtis Dixon Colgate, Committee Chairman, Committee Members: Mr. F. Scott Reed, Jr. and Mr. Leon O. Turner, Sr.; **Executive Director:** Mr. Robert “Bob” W. Duncan; **Chief Operating Officer:** Mr. Matt Koch; **Senior Leadership Team:** Mr. Larry Hart, Mr. Tom Gelozin, Mr. David Whitehurst and Dr. Joice Conyers; **Internal Auditor:** Mr. John Allen.

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

The Committee Chairman welcomed everyone and called the meeting to order at 10:00am. The Chairman noted for the record that a quorum was present for the meeting. The Committee Chairman also thanked Mr. Brent Clarke, Board Chairman, for his attendance.

Public Comment – Non- Agenda items: [\(Listen\)](#) The Chairman called for public comment on non-agenda items. Hearing none, the Chairman moved forward with the agenda.

Approval of the August 9, 2011 Meeting Minutes: [\(Listen\)](#) **The Chairman called for a motion to approve the minutes of the August 9, 2011 meeting. Mr. Reed made the following motion: Mr. Chairman, I hereby move the minutes of the meeting be approved as presented. Motion Seconded by Mr. Turner. Ayes: Colgate, Turner and Reed.**

Presentation of the FY 2011 Summary and FY2012 First Quarter Report: [\(Listen | View Presentation\)](#) The Committee Chairman called on Mr. Tom Gelozin, Director of Planning and Finance, to present the Financial Summary for Fiscal Year 2011. Mr. Gelozin also presented the First Quarter report for FY 2012. A discussion was held by the Board Chairman, Committee Chairman, Committee Members, Director and Staff.

The Board Chairman, Committee Chairman and Director thanked Mr. Gelozin for his presentation.

Small Purchase Charge Card: [\(Listen\)](#) The Chairman called on Mr. Gelozin to present the staff’s recommendation regarding the Revised Policy and Procedures to the Small Purchase Charge Card. A discussion was held by the Board Chairman, Committee Chairman, Committee Members, Director and Staff.

The Committee Chairman called for a motion to adopt the Small Purchase Charge Card procedures as recommended by staff. Mr. Reed made the following motion: Mr. Chairman, I hereby move the Small Purchase Charge Card revised policy and procedure be adopted as presented by staff. Motion Seconded by Mr. Turner. Ayes: Colgate, Turner and Reed.

The Board Chairman, Committee Chairman and Director thanked Mr. Gelozin for his presentation.

Summary of public comments received on Multiple Year License Proposal: ([Listen](#) | [View Presentation](#))

The Committee Chairman called on Mr. Matt Koch to present the comments received on the Multiple Year Licenses Proposal. Following the presentation, a discussion was held by the Board Chairman, Committee Chairman, Committee Members, Director and Staff.

The Committee Chairman called for a motion from the Committee to present the staff's final recommendation to the full Board during the October Board Meeting.

Mr. Reed made the following motion: Mr. Chairman, I hereby move the Finance, Audit and Compliance Committee endorse the regulation amendment to the full Board at its next Board meeting as it was proposed. Ayes: Colgate, Reed and Turner.

The Board Chairman, Committee Chairman and Director thanked Mr. Koch for his presentation.

Internal Audit Charter: ([Listen](#)) The Committee Chairman called on Mr. John Allen, Internal Auditor to present the Internal Audit Charter Changes. Following the presentation, a discussion was held by the Board Chairman, Committee Chairman, Committee Members, Director and Staff.

The Committee Chairman called for a motion for the Committee to adopt the Internal Audit Charter Changes as presented. Mr. Reed made the following motion: Mr. Chairman, I hereby move the Committee adopt the Internal Audit Charter Changes as presented. Motion seconded by Mr. Turner. Ayes: Colgate, Turner and Reed.

The Board Chairman, Committee Chairman and Director thanked Mr. Allen for his presentation.

Internal Audit Plan (FY-2012): ([Listen](#)) The Committee Chairman called on Mr. Allen, Internal Auditor, to present the Internal Audit Plan (FY-2012). Following the presentation, a discussion was held by the Board Chairman, Committee Chairman, Committee Members, Director and Staff.

The Committee Chairman called for a motion from the Committee to adopt the Internal Audit Plan (FY2012) as presented. Mr. Reed made the following motion: Mr. Chairman, I hereby move the Committee adopt the plan as presented. Motion seconded by Mr. Turner. Ayes: Colgate, Reed and Turner.

The Board Chairman, Committee Chairman and Director thanked Mr. Allen for his report.

IT Security Audit Plan: ([Listen](#)) The Committee Chairman called on Mr. Allen, Internal Auditor, to present the IT Security Audit Plan (FY2012-2014). Following the presentation, a discussion was held by the Board Chairman, Committee Chairman, Committee Members, Director and Staff.

The Board Chairman, Committee Chairman and Director thanked Mr. Allen for his report.

Director's Comments: ([Listen](#)) The Committee Chairman called on the Director for his report. The Director reported on the following items:

- Big Woods WMA Dedication
- K-9 Fundraiser hosted by the Wildlife Foundation of Virginia
- Outdoor Roadmap – Online hunter and recruitment and retention program

The Committee Chairman thanked the Director for his report.

Chairman's Remarks: ([Listen](#)) The Committee Chairman thanked Mr. Clarke for his attendance at today meeting and thanked the staff for their presentations.

Additional Comments/Discussion: ([Listen](#)) The Committee Chairman called for additional comments from the Board Chairman and Committee Members.

The Board Chairman made a request for current fund balances and requested this information be prepared for distribution at the October Board meeting.

Mr. Turner suggested the staff explore ways to increase funding (magazine sales, license plates, etc.)

The Committee Chairman thanked them for their comments.

Next meeting date and motion to adjourn: ([Listen](#)) The Committee Chairman state the next meeting date would be announced and called for a motion to adjourn.

Mr. Reed made the following motion: Mr. Chairman, I hereby move this meeting be adjourned. Motion seconded by Mr. Turner. Ayes: Colgate, Turner and Reed.

Respectfully submitted,

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