

## Draft Meeting Minutes

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

January 14, 2014

**Present:** Mr. Ben Davenport, Chairman, Dr. Mark Winkler; **Board Chairman,** Mr. Curtis Dixon Colgate;  
**Absent:** Mr. David Bernhardt; **Executive Director:** Mr. Robert "Bob" Duncan (arrived at 10:45 am);  
**Senior Leadership Team:** Mr. Larry Hart, Mr. Lee Walker, Colonel Ron Henry, Mr. Gary Martel.

The Committee Chairman welcomed everyone and called the meeting to order at 10:06 am. The Chairman noted for the record that a quorum was present. The Chairman also noted he had not received any request for public comments on non-agenda items.

**Approval of the November 12, 2013 Meeting Minutes:** The Chairman called for a motion to approve the minutes of the November 12, 2013 Committee Meeting. Dr. Winkler made a motion to adopt the minutes as submitted. Motion was seconded by Mr. Davenport. Ayes: Davenport and Winkler.

**FY 2013/2014 Six Month Budget Report:** Ms. Joi Williams, Senior Budget Analyst, gave a six month Budget report.

After discussion and questions, the Chairman thanked Ms. Williams for her presentation.

**Report on the APA Audit Corrective Actions:** Mr. Gary Martel, Acting Director of Planning and Finance gave an update on the APA Audit Corrective Actions and what corrective actions the Department has taken so far and are continuing to work on.

After discussion and questions, the Chairman thanked Mr. Martel for his presentation.

**Small Purchase Card Report:** Ms. Pam Sekulich, Accounts Payable Supervisor, reported on the 2<sup>nd</sup> quarter small purchase cards purchases.

After discussion and questions, the Chairman thanked Ms. Sekulich for her presentation.

**Internal Audit Report:** Mr. John Allen, Internal Auditor reported that a report was issued and the documentation generally complied with the Commonwealth requirements.

After discussion and questions, the Chairman thanked Mr. Allen for his presentation.

**Update on New Headquarters:** Mr. Larry Hart, Infrastructure Director gave an update of the New Headquarters and where we stand with different aspects of the project.

After discussion and questions, the Chairman thanked Mr. Hart for his presentation.

**Director's Report:** The Director reported on the following items:

- The Director stated he had met with Ms. Molly Ward, the new Secretary of Natural Resources .
- The Chesapeake and Natural Resources Senate Committee Meeting
- Legislative Bills Update

**Chairman's Report:** The Chairman reported that he was pleased with the work of DGIF as we move forward and thanked staff for their continued work.

Mr. Davenport reported the next Finance, Audit, and Compliance committee would meet on Tuesday, May 20, 2014 at 10:00 am and he adjourned the meeting at 11:04 am.

Respectfully submitted,  
/s/ Frances Boswell