

BOARD OF GAME AND INLAND FISHERIES

Finance, Audit and Compliance Committee

Meeting Minutes

4016 West Broad Street

Richmond, VA 23230

November 13, 2007

Present: C. T. Hill, Chairman, Dr. William T. Greer, Jr. and Thomas A. Stroup;
Director: J. Carlton Courter, III; **Senior Staff:** Colonel Mike Bise, Raymond E. Davis, Charlie Sledd, David Whitehurst; **Staff:** Rebecca Gwynn, Virgil Kopf, John Allen, John Moore, Ralph Figgers, Rick Busch, Ron Southwick, Julia Dixon.

Chairman Hill called the meeting to order at 5:31 pm. Minutes of the September 18th meeting were approved. A quorum was present.

BUDGET UPDATE – Presented by Ray Davis and Virgil Kopf.
Financial Report through October 2007 distributed to all present. Report on federal revenues, fishing licenses, hunting license revenues, unit sales, strong renewals discussed. Ability to receive appropriations discussed. Presentation made on Cumulative Income, Agency Budget to Expenditures, Administration Budget, Enforcement Budget, I&E Budget, Boat Resource Budget, Wildlife Diversity Budget, Wildlife Budget, Fisheries Budget, Capital Budget, and Fund Cash Balances. Budgeting of personnel positions discussed at length, especially Law Enforcement shortages. SNR requested to review what DGIF submits to DPB.

SPCC UPDATE – Presented by John Moore.
Small Purchase Charge Card Review Committee August and September handouts distributed. Last SPCC Review Committee meeting was on November 8, 2007 where the August and September 2007 bills were reviewed for approval, payment amounts, number of transactions and compliance. Compliance issue discussed at length as well as proposal to hold supervisors accountable with a standard responsibility statement reflected in performance evaluations. Director Courter was in attendance at last two meetings. Out of 1,000 transactions, three needed additional documentation and one needed to be addressed. Chairman Hill requested to assess the outcome of the review of aftermarket purchases. Ray Davis stated that the next training meeting with all divisions will include a list of the most common oversights. All agreed current process is effective but continued training every 90 days is recommended. Sunset clause to destroy unused DGIF uniform shirts voided.

INTERNAL AUDIT PROGRESS UPDATE – Presented by John Allen.
Short PowerPoint presentation on review of policy and procedures, disposal of vehicle license plates, staff housing discussed at last meeting. Director's Office expenditures discussed. Work in progress is testing compliance with travel expense policies and

procedures for the quarter ending September 30th has just begun. Upcoming plan reviews over the next several months include monthly financial reports to the Board.

QUARTERLY MEDIA SERVICES REPORT – Presented by David Whitehurst. Outreach Packages distributed. David Whitehurst announced that Assistant Director Gwen Dean has accepted a position as Marketing Director for the Virginia Lottery.

Media and Public Relations: Inquiries and Interviews totaled 134 for the first quarter of FY 2008. Twelve press releases were distributed to outdoor writers and mainstream news media. Two statements were issued regarding a missing boater and one statement was issued regarding indictments of former employees. Media events included: SafeBoats; fish sampling work at Shenandoah and James Rivers; work with National Wild Turkey Federation; issues related to hunting with hounds.

Publications and Digital Photography Services: Production and publication of Virginia Wildlife Magazine. The 2007-2008 Hunting, Dove and Waterfowl Regulations have been completed and 750,000 copies have been distributed. The 2008 Virginia Wildlife Calendar has been completed and is on sale. Other publications included Outdoor Report, Deer Management Plan, Certificates, Resolution, Complementary Workforce Brochure, SOBA Bookmark, Crime Line Brochure, Recruiting Brochure, Hunter Education Poster, videotape of boat crash, and photo shoot for CWF and CWD Brochure. 'Preserve Virginia's Hunting Heritage' Brochure has been mailed to every licensed hunter in Virginia.

Video Services: Video Services for this quarter include establishment of Streaming Video contract for web, video "Living with Black Bears in Virginia" posted, 2,500 bear DVDs produced, dam removal documents, law video, boat crash videos.

Web Site: Mr. Whitehurst praised the web developer and discussed the approval of a wage employee to assist webmaster with workload. DGIF's website receives approximately 5.5 million visitors each year. Major projects and tasks for the July-September 2007 quarter include acquired hosting to stream video content from website, several popular educational videos posted to website, informational website for new Complementary Work Force Volunteer Program developed, citizen comments during public comment periods developed, Falcon Cam site, information posted for 'Hunting with Hounds: A Way Forward' process, site to allow public to track black ducks, respond to approximately 75-100 emails per day, twice monthly task to format and distribute electronic Outdoor Report.

Mr. Courter expressed concern about the 'unplugged' and illiterate segment of the Commonwealth and their lack of access to information. Ron Southwick (Fisheries Division) stated that the Trout Stocking page on the website is the most heavily hit site on the DGIF website yet thousands of long distance phone calls are still being received from folks who won't use the website but will pay to make the call to get the same information.

Dr. Greer questioned why the hunting license sales are strong. Mr. Kopf stated it was a 5% increase and speculated that it could be due to economic downturn. In addition, nationwide there is a decrease in hunting license sales but an increase in hunting apparel and equipment sales. Chairman Hill stated that in relative comparison to other states, hunting in Virginia is still a bargain. Mr. Courter proposed a lottery, and with Mr. Chaffe, will find a corporate sponsor like Dominion Virginia Power to offer 500 free youth fishing licenses online, selected by lottery with 50 set aside for Big Brothers and Big Sisters Clubs.

ADJOURNMENT - Chairman Hill adjourned the meeting at 6:40 pm.

Submitted,

Angèle M. Goff
Confidential Secretary to the Director