

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

**March 22, 2011, 9:00am**

**Present:** Mr. J. Brent Clarke, III, Committee Chairman, Mr. Curtis Dixon Colgate and Mr. Charles Yates; **Absent:** Mr. John Montgomery; **Executive Director:** Mr. Robert "Bob" W. Duncan; **Chief Operating Officer:** Mr. Matt Koch; **Senior Leadership Team:** Mr. Lee Walker, Mr. Tom Gelozin, Mr. Larry Hart, Mr. David Whitehurst, Colonel Dabney "Dee" Watts and Dr. Joice Conyers; **Internal Auditor:** Mr. John Allen

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

The Chairman welcomed everyone and called the meeting to order at 9:00am. A quorum was present for this meeting.

[\(Listen: Approval of Meeting Minutes and Public Comments – Non Agenda Items\)](#)

**Approval of November 3, 2010 Meeting Minutes:** The Chairman called for a motion to approve the minutes of the November 3, 2010 meeting minutes. **Mr. Yates made the following motion: Mr. Chairman, I hereby move the minutes of the meeting be approved as presented. Motion Seconded: Mr. Colgate. Ayes: Yates, Colgate and Clarke**

**Public Comments - Non Agenda Items:** The Chairman called for public comments. Hearing none, the Chairman moved forward with the next agenda item.

**Review of Finance, Audit and Compliance Committee Charter:** ([Listen](#) | [View Presentation](#)) The Chairman called on Mr. Matt Koch to review the Finance, Audit and Compliance Committee Charter changes. Mr. Koch stated the review of the Charter was conducted in consultation with the Internal Auditor, State Auditor, Assistant Attorney General, Chief Operating Officer, and Executive Director. Mr. Koch presented the recommended changes to update the Charter to evolving audit certification standards and management practices

- Specific duties (p.3) to change #4 to add the lines “The Committee Chair or designee will...”
- Specific duties (p.3) to add to #10 that the Internal Auditor reports administratively to Director “or designee” and the Director, Committee Chair, and Committee all have roles to play in an annual performance evaluation of the Internal Auditor and any decisions on hiring/firing the Internal Auditor.

The Chairman called for a discussion on the presentation. The Chairman thanked everyone for their work on the document. Hearing no further comments the Chairman called for the motion to approve the changes.

**Mr. Colgate made the following motion: I move that the Finance, Audit, and Compliance Committee recommend amendments to our Charter as proposed by staff to the Board for final action at their next meeting. Motion Seconded by Yates: Ayes: Colgate, Yates and Clarke.**

**Mr. Clarke asked Mr. Koch and Mr. Allen to prepare a performance document to be reviewed during the FAC Committee meeting on April 26.**

**Cash Fund Balances and Financial Forecast:** ([Listen](#) | [View Presentation](#)) The Chairman called on Mr. Tom Gelozin to present the Cash Fund Balances and Financial Forecast for the 2nd Quarter of the Fiscal Year.

- Revenue is up over same period last year
  - Primarily due to Federal Revenue (associated with land purchases)
  - License Revenue remaining constant compared to prior year
  - Watercraft Sales and Use transfer dollars have been achieved at \$3,000,000
- Expenditures are below budget
  - Personnel cost over budget (3% one-time bonus)
  - Other operational budget items are within acceptable variances
  - Favorable construction pricing

A discussion was held by the Committee, Director and Staff regarding the presentation. The Chairman thanked the staff for their presentation.

**Public Meetings on Revenue Regulations:** ([Listen](#) | [View Presentation](#)) The Chairman called on Mr. Matt Koch to give an overview on the Public Meetings on Revenue Regulations. Mr. Koch covered the presentation that will be made during the 10 public meetings being held March 21 – March 31 across the state.. A discussion wash held by the Committee, Director and staff.

The Chairman thanked Mr. Koch for his presentation.

**Small Purchase Charge Card Report:** ([Listen](#)) The Chairman called on Mr. Tom Gelozin for the Small Purchase Charge Card Report. Mr. Gelozin reported there were no material findings for this quarter.

The Chairman thanked Mr. Gelozin for his report.

**Director's Comment:** ([Listen](#)) The Chairman called on the Director for his comments. The Director reported on the impacts Federal Levels of funding for state wildlife grants and other programs. The Director spoke regarding the new boat license bill passed this

year during the General Assembly. The Director reported on the meeting with SNR and others regarding the new headquarters relocation.

[\(Listen: Chairman's Comments, Additional Business, Next Meeting Date, and Adjournment\)](#)

**Chairman's Comments:** The Chairman stated he did not have any comments at this time.

**Additional Business/Comments:** The Chairman called on Mr. Yates. A discussion was held by the Committee, Director and staff on unfunded mandates.

**Next Meeting Date:** The Chairman stated the next meeting of the Finance, Audit and Compliance Committee is currently scheduled for May 17, 2011. However, given that public comment period on the proposed revenue regulations closes April 14, Mr. Colgate is recommending another meeting to review the comments submitted prior to the May Board Meeting. This meeting will be to develop a Committee recommendation. The Chairman proposed a meeting be scheduled for April 26th at 9:00am. The agenda for the meeting will be to review the performance document for the Internal Auditor and a discussion for the proposed fee increase. Hearing no objections, the meeting was scheduled for April 26th

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

Respectfully submitted,

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