

**THE VIRGINIA BOARD OF ACCOUNTANCY  
Annual Ethics Committee Meeting**

The Virginia Board of Accountancy (Board) held its annual Ethics Committee Meeting at 10:00 am on Friday, October 7, 2011 in Training Room #1 (A-C) of the Perimeter Center, 9960 Mayland Drive, Henrico, Virginia 23233.

The following Committee members were present:

Andrea M. Kilmer, CPA, CFF, Committee Chairman  
Lawrence D. Samuel, CPA, Board Chairman  
William E. Hunt, Jr., CPA, Committee Advisor  
John Ireland, CPA  
Esther Ko, CPA  
Elizabeth Oliver, CPA  
Don Pallais, CPA  
Hartwell Philips, CPA  
Stephanie Saunders, CPA

The Board staff members present were:

Wade A. Jewell, Executive Director  
Dreana L. Gilliam, Board Administrator

Also in attendance for the entire meeting was:

Jenny Hansen, Communications Director, Virginia Society of Certified Public Accountants

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**CALL TO ORDER**

Chairman Kilmer called the meeting to order at 10:08 am and Ms. Gilliam provided the emergency evacuation procedures. Ms. Kilmer then welcomed the members of the committee, VBOA staff, and the public member. She then asked those in attendance to introduce themselves.

Mr. Hunt and Mr. Samuel provided a historical overview of the Ethics outline and how it came about. Committee members were advised of the rationale behind the development and implementation of the statutory requirement for all Virginia licensed Certified Public Accountants (CPAs) to take an annual Virginia-Specific Ethics course.

Mr. Samuel and Ms. Kilmer led the discussion regarding the development of the 2012 Ethics outline. Since its inception, the Ethics outline has not evolved from the original format. Former committee members met annually to rotate pertinent Standards and implement new content as deemed necessary in accordance with updates to the profession. The 2012 committee will move away from the original format and begin the process with a clean slate by developing a new format for the outline. The new model is meant to streamline course delivery and increase the quality of the course content.

Ms. Kilmer reviewed the agenda and discussed the goals for the meeting. She then turned the meeting over to Mr. Jewell.

Mr. Jewell provided an overview of Board member composition, Board staff organization, and the VBOA placement in state government. He then provided an overview of the Freedom of Information Act (FOIA) meeting requirements, stressed the importance of transparency of agency functions, and expense reimbursement processes. Mr. Jewell also provided a review of the new VBOA website.

## **2012 ETHICS COMMITTEE'S CHARGE**

Ms. Kilmer advised the members that the 2009, 2010, and 2011 ethics outlines were provided for review prior to the meeting.

Ms. Kilmer opened the floor for member comments regarding topics for the 2012 Ethics outline. A handout of the summary of topics for inclusion as provided by the committee members was reviewed and discussed in detail. Following a comprehensive discussion, the members agreed the primary learning objective for the outline was "awareness". The 2012 outline will include topics relevant to Virginia CPAs providing services to the public and to those providing services to an employer (industry). Primary topics discussed and approved for inclusion in the 2012 Ethic outline were "volunteer services" of CPAs (i.e., what services can a CPA provide without being subject to firm licensure and peer review), a "Top 10" list of issues affecting Virginia CPAs, and Board disciplinary actions.

Following the meeting, Mr. Jewell and Ms. Gilliam will develop the format for the outline, relevant materials and then submit the information to the members for comment. The full board will also have to approve the outline. Following full board approval the outline will be posted on the VBOA website for Virginia licensed CPAs and CPE sponsors offering the course.

## **TRAVEL EXPENSE VOUCHERS**

Ms. Kilmer asked the members to complete and sign their travel expense vouchers.

## **ADJOURNMENT**

There being no further business before the VBOA Ethics CPE Committee, the meeting was adjourned at 3:00 pm.

**APPROVED:**

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Andrea M. Kilmer, CPA, CFF, Committee Chairman

**COPY TESTE:**

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Wade Jewell, Executive Director

**Original signed by Committee Chairman**