

**Monday, December 16, 2019**  
**Peer Review Oversight Committee (PROC) Agenda**

Board Room #3  
2nd Floor Conference Center  
9960 Mayland Drive  
Henrico, VA 23233  
Phone: (804) 367-8505

- 10:00 a.m. Call to Order – **Nadia Rogers, CPA, PROC Liaison**
- Welcome new members
  - Introductions of PROC members
- 10:10 a.m. Public Meeting Reminders – **Elizabeth Marcello, VBOA Information and Policy Advisor**
- 10:15 a.m. Peer Review Requirements – **Reza Mahbod, CPA, PROC Chair**
- Peer Review Program Manual
  - Report Acceptance Body Handbook
  - Other
- 10:50 a.m. VSCPA and AICPA updates - **VSCPA**
- 11:15 a.m. Recap of PROC activities 2018 and 2019
- 11:30 a.m. Updates and upcoming PROC events
- Report to Board
  - Training new members
  - Future dates and assignments
- 11:45 a.m. Recap of VBOA peer review activities and member recruitment – **Nancy Glynn, VBOA Executive Director**
- 12:15 p.m. Lunch
- 12:45 p.m. Closed Session
- 1:30 p.m. Adjournment

**\*Five-minute public comment, per person, on those items not included on the agenda.**

Persons desiring to attend the meeting and requiring special accommodations/interpretive services should contact the VBOA office at (804) 367-8505 at least five days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The VBOA fully complies with the Americans with Disabilities Act.