

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

April 14, 2010 @ 10:00am

Present: Mr. John Montgomery, Jr., Chairman, Mr. Brent Clarke, III; **Absent:** Dr. William T. Greer, Jr.; **Director:** Robert "Bob" W. Duncan; **Chief Operating Officer:** Matt Koch; **Senior Leadership Team:** Dr. Joice Conyers, Mr. Ray Davis and Mr. David Whitehurst.

The Chairman welcomed everyone and called the meeting to order. A quorum was present for this meeting.

Approval of January 21, 2010 Committee Meeting Minutes: The Chairman stated he had reviewed the minutes of the January 21, 2010 meeting and found them to be accurate. Mr. Clarke agreed. **Minutes approved by Mr. Montgomery and Mr. Clarke.**

Third Quarter Financial Review. The Chairman called on Mr. Matt Koch, Chief Operating Officer. Mr. Koch gave the following presentation:

Revenue is over projection

- Primarily due to License Revenue
- Boating revenue appears to be flat
- Watercraft Sales and Use tax continues to track downward and we have received the full \$3 million transfer
- Projected revenue as of March is up by \$2.6 million over original projection, but more than 7% below last year and 20% below our record revenue in 2008

Expenditures are below budget

- Mainly due to delays in capital expenditures
- Personnel cost slightly over budget
- Other operational budget items have sufficient surplus to cover personnel cost

A discussion was held by the Committee, Director, Chief Operating Officer and staff related to the report.

The Chairman thanked Mr. Koch for his report.

Small Purchase Charge Card Report. The Chairman called on Mr. John Moore to present the third quarter Small Purchase Charge Card Report. Mr. Moore reported there were five areas of correction during the period of December-January. The SPCC Committee found no errors in their review of the February Audit. The Finance Staff continues to work with the Division Directors on the documentation process for the use of the SPCC.

Mr. Montgomery thanked Mr. Moore for his report.

Media Services Quarterly Report (Jan-March, 2010). The Chairman called on Mr. Lee Walker to give the Media Services Quarterly Report. Mr. Walker stated during the third quarter the Outreach Division as well as the Public Relations and Marketing Unit have been very busy.

Items covered for this period were:

- Approximately 129 media inquiries/interviews
- Four news releases
- Increased on-line subscription service for the Outdoor Report
- Events hosted by partner organizations:
 - Richmond Fishing Expo
 - Nation's Outdoor Sportsman's Show
 - Greater Virginia Big Game and Sports Show
 - Western Virginia Sports Show
 - Orange County High School Angler's Club Sportsman's Expo
- Video Productions for Law Enforcement and the Education Section
- Website Maintenance
- Reports on the Virginia *Wildlife Magazine* and the *Wildlife Calendar*
 - Richmond Camera provided 100% funding for the prizes for the March Annual Photography Contest Wildlife Calendar Photos.
- Marketing Report Items included:
 - 2010 DGIF/RBFF Lapsed Angler Direct mail Marketing Program
 - 2010 Apprentice Hunting License Marketing Program
 - 2009 Lapsed Hunter Direct Mail Marketing Program
 - * A full report will be given by Mark Duda of the Responsive Management Group during the April Board Meeting.

The Chairman thanked Mr. Walker for his report.

2010 General Assembly Update: The Chairman called on the Director to present the 2010 General Assembly Update: The Director thanked Mr. Charlie Sledd and Mr. Ed Steinkoenig for their work during the General Assembly. The Director gave the following report:

12 bills passed-25 bills were actively tracked on the agency web list;
Of the 12, 5 were agency bills;
Of the 12, 7 have been signed by the Governor and are part of the 2010 Acts of Assembly;
5 remain for the Governor to sign (1 is SB 289 on the lifetime license for under age 2);

Two of the 12 bills have an impact on the Board – HB 487 (agency bill) gives the Board regulatory authority on feeding and HB488 requires the Board to adopt regulations establishing model bow hunting ordinances for use by localities with an overabundance of deer;

Three of the 12 bills relate to licenses – HB 128 (disabled active military for 1 year free fishing license), SB 243 (fishing license exemption for active military on leave), and SB289 (lifetime license for under age 2).

The next Biennium Budget addressed the interest on our funds issue with no reduction in transfer amount from HB 38.

The General Assembly approved the language in the Caboose Bill that gives the agency flexibility in the use of the Atlee HQ property.

The Department expects to participate in an off-session retreat with the Sportsmen's Caucus to continue discussion of some licensing issues.

The Chairman thanked Mr. Duncan for his report.

Public Comments: The Chairman called for Public Comments. Hearing none, the Chairman moved to the next item.

Additional Business/Comments: The Chairman called for additional business. The Director stated he was working with the Archery Trade Association (ATA) to develop a partnership for the National Archery in the Schools Program (NASP). This partnership would provide an instructor to develop and coordinate the NASP program in the NOVA area. Details of the partnership are still under discussion.

Next Meeting Date: The Chairman announced the full Board would meet next Tuesday April 20th. The next committee meeting date is scheduled for May 6th at 10:00am.

Hearing no further business, the meeting was adjourned at 11:05 am.

Respectfully submitted,

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