

Meeting Minutes

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

August 13, 2013
10:00 am

Present: Mr. Ben Davenport, Chairman, Mr. David Bernhardt, **Absent:** Dr. Mark Winkler; **Board Members,** Mr. Curtis Dixon Colgate, Board Chairman, Mr. Leon Turner, Mr. Hugh Palmer. **Executive Director:** Mr. Robert "Bob" Duncan; **Chief Operating Officer:** Mr. Matt Koch; **Senior Leadership Team:** Mr. Tom Gelozin, Mr. Larry Hart, Mr. David Whitehurst, Mr. Lee Walker, Colonel Mike Clark.

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The Committee Chairman welcomed everyone and called the meeting to order at 10:05 am. The Chairman noted for the record that a quorum was present. The Chairman also noted he had not received any request for public comments on non-agenda items.

Approval of the June 4, 2013 Meeting Minutes: The Chairman called for a motion to approve the minutes of the June 4, 2013 Committee Meeting. Mr. Bernhardt made a motion to adopt the minutes as submitted. Motion was seconded by Mr. Davenport. Ayes: Bernhardt and Davenport.

Presentation of the FY2013 Financial Summary – Year In Review:

Mr. Tom Gelozin presented the FY2013 Financial Summary Year in Review.

After discussion and questions, the Chairman thanked Mr. Gelozin for his presentation.

Small Purchase Charge Card Report:

Ms. Karen Tuck and Ms. Pam Sekulich presented the Annual Review of the Small Purchase Charge Card.

The Chairman thanked Ms. Tuck and Ms. Sekulich for their presentation.

Internal Audit Report:

Mr. John Allen presented a Review of the Director's Office Expenditures from January 1 through mid-July 2013.

The Chairman thanked Mr. Allen for his report.

POS/CRM Project Status Report:

Mr. Tom Gelozin updated the committee on the POS/CRM Project.

After discussion and questions, the Chairman thanked Mr. Gelozin for his update.

Director's Comments: The Director reported on the following items:

- New Headquarters Update
- New Board Members appointed
- Graduation of the 10 new CPO's
- Virginia Outdoor Sportsman Show
- Industry Round Table Meeting
- Approval to hire 10 employees
- Annual Bob White Technical Meeting

Chairman's Remarks: The Chairman announced the Annual evaluation of the Internal Audit Role for 2013 was completed in accordance with the FAC Committee Charter. A review will be made for 2014 by the FAC Committee. The chairman thanked everyone for their attendance at today's meeting and thanked staff for the work in preparing the reports to update the Finance Committee.

The Chairman stated the next meeting date would be November 12, 2013 at 10:00 am and adjourned the meeting at 11:15 am.

Respectfully submitted,

/s/ Frances Boswell
Board of Game and Inland Fisheries