



**Tallahassee Chapter of The Institute of Internal Auditors
Board of Governors Meeting Minutes
October 13, 2011
Deloitte Conference Room
Tallahassee, Florida**

In Attendance:

Officers

Ms. Deanna Schlaudraff, President
Ms. Christa Nelson, Vice President
Ms. Sarah (Sally) Moniz, Treasurer
Ms. Linh Trang, Secretary
Ms. Deanna Sablan, Vice President of Programs
Ms. Tangenika Bishop, Vice President of Training

Mr. Joe Aita, Past President

The following members were absent: Ms. Stephanie Allen (2014), Mr. Frank Funderburk (2014), Mr. Sam Scallan (2012), Mr. George Zimmerman (2013).

Call to Order

After determining a quorum was present, President Schlaudraff called the meeting to order at 11:30am.

President's Remarks

According to President Schlaudraff, Mr. Funderbunk learned last week that the IIA will allow registration into the GAP program four times a year. This will benefit those agencies that have already renewed their membership at the full price for this year. Volunteers will be needed to assist Mr. Funderbunk with the quarterly process.

There was discussion regarding refunds for no-shows at the luncheons – should send an alternative in place, the refund process with Google checkout, the administrative fees the Chapter endures. Mr. White said the AGA has a refund policy that he will attain and share with the Board. VP of Training Bishop made a motion to table the discussion until the next meeting, President Schlaudraff seconded. The motion passed. **See addendum for the AGA policy that was sent to Board members on Friday, October 14.

Discussion was held regarding the head count process being utilized during the lunches as the Civic Center. The contract is for actual number of people who attend [with consideration of the minimum]. President Schlaudraff said if things do not work out with the civic center arrangement, another venue could be considered.

Google checkout provides payment reports that can be used to reconcile as necessary. These can also be used at the luncheon registration with one for those who prepaid, the other for those paying at the door.

Board of Governors

Ms. Judy Goodman (2013)
Ms. Valerie Peacock (2014)
Ms. Maja Parcinski (2012)
Mr. Greg White (2012)
Mr. Mike McCloskey (2013)
Ms. Sharon Doredant (2012 or 13)
Mr. Joe Maleszewski (2012)

**Tallahassee Chapter of The Institute of Internal Auditors
Board of Governors Meeting Minutes
October 13, 2011
Page 2**

Post office box - Treasurer Moniz spoke with Mr. McCloskey about picking up and logging in the mail as he is located in the same place as she is. He has the key to the post office box and volunteered to pick up any mail (and also let Mr. Funderbunk know); he will log in any checks received and give to Treasurer Moniz. Mr. Funderbunk's key will be given to President Schlaudraff.

President Schlaudraff will check on any officers' email accounts that aren't working through the IIA website – VP Nelson indicated that hers was one of those not working.

President Schlaudraff brought up for consideration the possibility of each officer serving two year terms. Discussion was held regarding the benefits and disadvantages.

Vice President's Report

VP Nelson reminded everyone that there will be a food drive for the Second Harvest at the October luncheon.

For December luncheon, a toy drive for Toys for Tots will be taking place. Toys will be taken to the Marines.

VP Nelson contacted the Tallahassee Democrat and provided the officers' information for the "Briefcase" section of the paper; should run Sunday or Wednesday.

Secretary's Report

Meeting minutes from September were sent to Board members and approved electronically.

Treasurer's Report

The report for this month is still in process - the amount [for Google] is shown on the bank statement without details. It will be added as an addendum to the minutes once it's straightened out.

VP of Programs Report

Chief Justice Charles T. Canady will discuss "The State of Florida's Courts" at the October luncheon. Other luncheon speakers to follow: Robin Westcott for November; Kim Moore from Workforce Innovation for December; Detective Dawson from the Sheriff's Office will be speaking on interview techniques; Delphine Hill from Dept. of Corrections; Willis Rabon on IT compliance; and Richard Chambers.

President Schlaudraff said since Ms. Valerie Fitzpatrick is the Chapter's district representative she could speak at the April luncheon and tell the members about her role. VP of Programs Sablan agreed to contact Ms. Fitzpatrick.

VP of Training Report

The training scheduled from 8:30am - 4:30pm on October 28, 2011: "Charting Your Journey Toward Continuous Auditing and Monitoring Through Improved Techniques For Data Analysis" presented by Joe Oringel. Not all members received emails pertaining to the upcoming training; have to figure out the issues. President Schlaudraff suggested that VP of Training Bishop contact agencies inspectors general for their buy-in re: training and also request that they validate the recipients' emails and/or ask IT to unblock the messages.

VP of Training Bishop volunteered to get snacks and provide receipts for reimbursement to Treasurer Moniz. President Schlaudraff said there are forms available for reimbursement submission.

For the remaining training events throughout the year, there are trainers in mind, but no specific dates have been set. President Schlaudraff said it would be a good idea to coordinate with some of the other entities (AGA, ISACA, IIA, etc) who are planning training sessions (some of which are free of charge) as to not overlap. VP of Training Bishop will contact Karen Calhoun for the ISACA information.

Committee Reports

Mr. McCloskey sent Board members the CAP points on October 10.

Tallahassee Chapter IIA CAP Point Status as of September 30, 2011

As of: 9/30/11				
Category	Minimum for Bronze	Chapter Points (to Date)	% of Minimum	Balance to Minimum
I. Service to Members	325.00	168.49	52%	156.51
II. Service to Profession	200.00	36.31	18%	163.69
III. Chapter Administration	160.00	114.00	71%	46.00
	685.00	318.80		

Meeting adjourned at 12:30pm.

Respectfully submitted by,
 Linh Trang, Chapter Secretary

ADDENDUM

[AGA] Chapter Refund Policy

Luncheon Meetings

Cancellations must be received at least 4 business days before the scheduled event. After this time, fees are not refundable but are transferable for the same meeting date to another person that has not previously registered for the meeting. Notify the chapter secretary and provide a copy of your e-mail order acknowledgment to your substitute. Substitutes are responsible for fee differences if not a member of AGA.

Audio Conferences

Cancellations must be received at least 4 business days before the scheduled event. The participant has the option of requesting a refund or credit towards a future audio conference. After this time, fees are not refundable but are transferable. Notify the chapter secretary and provide a copy of your e-mail order acknowledgment to your substitute. Substitutes are responsible for fee differences if not a member of AGA.