



**Tallahassee Chapter of The Institute of Internal Auditors
Board of Governors Meeting Minutes
August 9, 2012
Deloitte Conference Room
Tallahassee, Florida**

In Attendance:

Officers

Mr. Frank Funderburk, President
Mr. Mike McCloskey, Treasurer
Ms. Linh Trang, Secretary
Mr. Vincent Mokwenye, Vice President of Programs
Ms. Delphine Hill, Vice President of Training

Board of Governors

Ms. Judy Goodman
Ms. Sarah (Sally) Moniz
Ms. Florida Rivera-Alsing
Ms. Valerie Fitzpatrick
Ms. Sharon Doredant
Mr. George Zimmerman

The following members were absent: Ms. Deanna Schlaudraff, (Immediate Past President), Ms. Deanna Sablan (Vice President), Ms. Maja Parcinski, Ms. Stephanie Dupree, Ms. Valerie Peacock, Ms. Christa Nelson.

Call to Order

After determining a quorum was present, the meeting was called to order by President Funderburk at 11:31am.

President's Remarks:

President Funderburk received positive feedback regarding last month's luncheon. He apologized for not being present, and thanked all those involved, especially VP of Programs Mokwenye, for their efforts.

President Funderburk still needs names of volunteers for the free luncheon certificates.

President Funderburk gave recognition to Ms. Rivera-Alsing for providing the highlights from the District Workshop in June and asked for a formal follow-up.

President Funderburk discussed the structure of Board meetings and said the DCA is no longer an available option [for meeting space]. Members seem to prefer the monthly meetings, and we are on Deloitte's schedule for the conference room through July 2013. There was discussion about having the meetings via conference calls. Mr. Zimmerman will explore possibilities with the DMS Betty Easley Center.

Regarding GAP membership, there are about 30 new members who have taken advantage of the offer.

Constant contact is used to register luncheons and training. Immediate Past President Schlaudraff previously used her personal credit card for the charges. Members discussed obtaining a card, one with no fees, for the Chapter's use. A prepaid card with a set limit is an option as well.

Vice President's Report

Vice President Deanna Sablan was not present.

Secretary's Report

Secretary Trang will resend the meetings from the June meeting and they will be approved electronically.

Treasurer's Report

Treasurer McCloskey emailed the bank statements from June and July to Board members (see attached).

Ms. Moniz said a volunteer will be needed to complete the annual report of income and expenses by the end of August.

Treasurer McCloskey will send the 2013 proposed budget template to members to assist with estimated budgetary needs.

Email hosting costs \$140 a year which includes the domain name and up to 10 email accounts. Treasurer McCloskey made the motion, Ms. Rivera-Alsing seconded, for the check payment to be sent.

Again, the approved signers for the Chapter bank account are: President Funderburk, Treasurer McCloskey, Ms. Moniz and Ms. Dupree.

VP Programs Report

VP of Programs Mokwenye thanked Ms. Rivera-Alsong for assisting with arrangements for the August luncheon speaker - Daniel Manley, Managing Director KPMG, "IT Security". Bob Clift, DOT IG, will be the speaker for the September luncheon.

President Funderburk indicated Audit Manager Sarah Hall from DOT is also interested in speaking towards end of the year. Kris Sullivan and Kay Kendrix were also suggested as potential speakers.

New speakers and topics could help draw more attendance to the luncheons.

\$25-50 gift cards to restaurants or Amazon were discussed as thank you gifts for guest speakers as well as letters of appreciation.

VP Training Report

VP of Training Hill said the last training was phenomenal.

Chris Hirst offered to provide training on interviewing for auditors.

**Tallahassee Chapter of The Institute of Internal Auditors
Board of Governors Meeting Minutes
August 9, 2012
Page 3**

It was suggested that the upcoming training survey should be sent to non IIA members as well.

VP of Training Hill's goal is to have six training sessions ranging from ½ day to 3 days each. She proposed forming a five person committee of volunteers to coordinate with other associations for training needs and events. Ms. Doredant volunteered the assistance of her staff as necessary.

There was discussion on the financial goal of training events, and if the goal was to make a profit by designing them to generate revenue. The training usually subsidizes luncheon costs for members.

Per IG Al Dennis, FDLE facilities are available. Other suggestions include DCF, DOR, or DOT's auditorium.

Committee Reports

Email from Treasurer McCloskey sent to Board members on August 9:

FYI, below are our Final 2011-12 CAP Points. We were Silver for the year. If we get Gold points during FY 2012-13, then we can retain our Chapter's Platinum Status.

Category (minimum requirement)			FY 2011-12 Totals
Total Service to Members (325):			795.96
Total Service to Profession (200):			225.86
Total Chapter Administration (160):			257.00
Total CAP Points Earned:			1278.82
<i>A chapter must earn the minimum CAP points above to qualify for a performance level. Then, 685-bronze, 1,060-silver, 1,560-gold, and chapters reaching gold 10 of 11 years are platinum</i>			

The Chapter is still platinum even though we were silver for the year (we were about 282 points short). We'll need to achieve gold status for this year to maintain the platinum status.

Other

Ms. Fitzpatrick suggested bringing back the audit round table group and holding them right before IIA luncheons.

Meeting adjourned at 12:53pm.

Respectfully submitted by,
Linh Trang, Chapter Secretary



P.O. Box 6416 • Tallahassee, FL 32314 • (850) 488-0035 • (800)533-5772

Statement of Account

Member Number xxxxxxx539
 Statement For 07/01/2012 - 07/31/2012
 Page 1 of 2

ADDRESS SERVICE REQUESTED

409001986 1 1/2 UNQ a 08-01-12 SD
 THE TALLAHASSEE CHAPTER OF THE I I A
 PO BOX 10049
 TALLAHASSEE FL 32302-2049

Get the best deal on a new ride now through September 30, 2012. Whether you want shiny new wheels or just something new-to-you, you deserve to get the best deal on your auto loan. Take advantage of SIX MONTHS - NO PAYMENTS and rates as low as 1.99% APR on new, used, and refinanced auto loans. Get quick decisions from the locally owned, local-strong credit union that finds a way to say YES. Visit us today or log on to FirstCommerceCU.org for details.

**Change to Account Disclosures
 Regarding the Payment Order of Items**
 Effective September 1, 2012

We have made changes to the above section to clarify how we will process items presented for payment against your checking account. You can review the language either on our website, at http://www.firstcommercecu.org/accounts_resources/account_disclosures, in our financial centers or ask that a copy be mailed to you. If you have any questions please let us know.

Your Account Balances as of 07/31

Share Non Person ID 00	\$1,896.37
iBiz Free Business Checking ID 20	1,590.65
Business Money Market Account ID 25	<u>10,903.20</u>
Account Balance Total	\$14,390.22

Need a Loan?
 Call (850) 488-0035
 or apply online www.firstcommercecu.org

Total Dividends Paid Year-To-Date \$7.49

Share Non Person ID 00
 Total Dividends Paid Year-To-Date \$0.38

Beginning Balance	\$1,896.37
0 Deposits for	0.00
0 Withdrawals for	<u>0.00</u>
Ending Balance	\$1,896.37

iBiz Free Business Checking ID 20

Beginning Balance	\$2,816.47
3 Deposits for	176.56
3 Withdrawals for	<u>-1,402.38</u>
Ending Balance	\$1,590.65

Posting	Transaction	Balance	Transaction Description
07/03	136.00-	2,680.47	Check 002308
07/06	596.38-	2,084.09	Check 002310
07/06	670.00-	1,414.09	Check 002309
07/09	33.68	1,447.77	Deposit ACH GOOGLE DEPOSIT TYPE: IIATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
07/24	84.92	1,532.69	Deposit ACH GOOGLE DEPOSIT TYPE: IIATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
07/26	57.96	1,590.65	Deposit ACH GOOGLE DEPOSIT TYPE: IIATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
07/31			<<< Courtesy Pay Limit \$ 750.00 >>>
07/31			Limit Not For Use By Payday Lenders.

Summary by Check Number * Asterisk next to number indicates skip in sequence 3 Checks Cleared for \$1,402.38

Number	Amount	Number	Amount	Number	Amount
2308	\$136.00	2309	\$670.00	2310	596.38

Business Money Market Account ID 25
 Total Dividends Paid Year-To-Date \$7.11

Beginning Balance	\$10,902.27
1 Deposit for	0.93
0 Withdrawals for	<u>0.00</u>
Ending Balance	\$10,903.20

APY earned 0.100% from 07/01/2012 through 07/31/2012, based on Avg Daily Bal of \$10,902.27

Continued on next page.



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Statement of Account

Member Number xxxxxxx539
 Statement For 06/01/2012 - 06/30/2012
 Page 1 of 2

ADDRESS SERVICE REQUESTED

510003034 1 1/2 UNQ a 07-02-12 5D
 THE TALLAHASSEE CHAPTER OF THE IIA
 PO BOX 10049
 TALLAHASSEE FL 32302-2049

Beginning July 1, 2012, due to legislative changes, First Commerce can no longer offer the iShop! checking account. All current iShop! account holders will be able to choose one of two FREE checking accounts, Free Checking or Earn! Checking, by July 1, 2012. You may select either account now by calling 850.488.0035 or stopping by a Financial Center. However, if we don't receive your preference by July 1, 2012, your account will automatically be switched to one of the FREE accounts based on your average daily balance. Should you have any questions about this change, please give us a call at 850.488.0035 or stop by any of our seven convenient Financial Centers.

Your Account Balances as of 06/30

Share Non Person ID 00	\$1,896.37
iBiz Free Business Checking ID 20	2,816.47
Business Money Market Account ID 25	10,902.27
Account Balance Total	\$15,615.11

Total Dividends Paid Year-To-Date \$6.56

Need a Loan?

Call (850) 488-0035
 or apply online www.firstcommercecu.org

Share Non Person ID 00	Beginning Balance	\$1,896.23
Total Dividends Paid Year-To-Date \$0.38	1 Deposit for	0.14
	0 Withdrawals for	0.00
	Ending Balance	\$1,896.37

APY earned 0.030% from 04/01/2012 through 06/30/2012, based on Avg Daily Bal of \$1,896.23

Posting	Transaction	Balance	Transaction Description
06/30	0.14	1,896.37	Deposit Dividend 0.030%

iBiz Free Business Checking ID 20	Beginning Balance	\$1,846.61
	6 Deposits for	2,111.92
	2 Withdrawals for	-1,142.06
	Ending Balance	\$2,816.47

Posting	Transaction	Balance	Transaction Description
06/12	101.04	1,947.65	Deposit ACH GOOGLE DEPOSIT TYPE: IATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
06/14	384.58	2,332.23	Deposit ACH GOOGLE DEPOSIT TYPE: IATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
06/14	1,000.00-	1,332.23	Check 002307
06/15	33.68	1,365.91	Deposit ACH GOOGLE DEPOSIT TYPE: IATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
06/19	142.06-	1,223.85	Check 002304
06/22	57.96	1,281.81	Deposit ACH GOOGLE DEPOSIT TYPE: IATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
06/27	1,500.00	2,781.81	Deposit Transfer From Share 25
06/28	34.66	2,816.47	Deposit ACH GOOGLE DEPOSIT TYPE: IATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
06/30			<<<Courtesy Pay Limit \$ 750.00>>>
06/30			Limit Not For Use By Payday Lenders.

Summary by Check Number * Asterisk next to number indicates skip in sequence				2 Checks Cleared for \$1,142.06			
Number	Amount	Number	Amount	Number	Amount	Number	Amount
2304	\$142.06	2307*	\$1,000.00				

Business Money Market Account ID 25	Beginning Balance	\$12,401.26
Total Dividends Paid Year-To-Date \$6.18	1 Deposit for	1.01
	1 Withdrawal for	-1,500.00
	Ending Balance	\$10,902.27

APY earned 0.100% from 06/01/2012 through 06/30/2012, based on Avg Daily Bal of \$12,201.26

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