Tallahassee Chapter of The Institute of Internal Auditors
Board of Governors Meeting Minutes
June 14, 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

Board of Governors

Ms. Judy Goodman
Ms. Sarah (Sally) Moniz
Ms. Valerie Peacock
Ms. Flerida Rivera-Alsing
Ms. Valerie Fitzpatrick
Ms. Stephanie Dupree
Ms. Sharon Doredant

Special guest: Mr. Scott Armstrong, Webmaster

The following members were absent: Ms. Deanna Schlaudraff, (Immediate Past President), Ms. Deanna Sablan (Vice President), Ms. Delphine Hill (Vice President of Training), Ms. Maja Parcinski, Ms. Christa Nelson

Call to Order

After determining a quorum was present, the meeting was called to order by President Funderburk at 11:33am.

President's Remarks:

New members to the Board were welcomed. As a reminder, the roles and responsibilities of each board member are available online through the IIA website.

President Funderburk emphasized that open communication between members is encouraged.

There was discussion as to whether or not monthly board meetings should continue. The general consensus was that monthly meetings are good; the President can cancel a meeting as necessary, i.e. around holidays, or if there is nothing to discuss. The meetings will continue to be held at the Deloitte offices.

Regarding the election results, it was discussed at a past meeting that the individuals with the least number of votes will serve the remainder of President Funderburk and Treasurer McCloskey's terms as board members. The remaining terms of President Funderburk and Treasurer McCloskey are two years and one year, respectively.

Ms. Kim Rolfe provided the following election results:

Maja Parcinski - 53 votes

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Christa Nelson - 50 votes
Sally Moniz - 54 votes
Flerida Rivera-Alsing - 31 votes
Valerie Fitzpatrick - 48 votes

Since this matter was discussed at a meeting with no quorum, an official decision was not made. Ms. Goodman made the motion to keep the decision. Ms. Fitzpatrick will serve on the Board for two years and Ms. Rivera-Alsing for one. Treasurer McCloskey and Ms. Doredant seconded, the motion passed.

For the recognition of volunteers, President Funderburk bought ceramic coffee mugs with the IIA logo. These will be presented at the upcoming luncheon. It would be helpful to have a list that keeps track of the volunteers.

President Funderburk will talk to Immediate Past President Schlaudraff about the email system used by officers through the local IIA Chapter website, and find out what is included in the [approximately] $10 a month hosting fees.

The IIA District Workshop will be held in Jacksonville on June 16; expenses will be covered by the Chapter for those interested. Mr. Vincent Mokwenye and Ms. Flerida Rivera-Alsing both plan to attend.

The contract with the Civic Center will be up for renewal. President Funderburk indicated the provisions have not changed; the cost is still $16.75 per person, the minimum number of attendees remains at 40. President Funderburk will forward the contract to Board members for review.

The Board subsidizes the luncheons for members at an estimated cost of $3800 a year. In the past, training events helped with the subsidized costs, but that was not the case this year.

There was discussion regarding the current format of the monthly luncheons. Suggestions varied from having the luncheons every other month, to extending them to two hours with worthwhile, quality speakers.

President Funderburk stated that a survey should be sent out soon to see what training CAEs would like their staff to have.

There was discussion about coordinating with the annual AGA conference and making the 2 day event into 3 days.

Mr. Armstrong mentioned there an AIG three day conference is planned for end of July / beginning of August.

As for the IIA webpage, Mr. Armstrong makes updates as he receives information. President Funderburk will draft an updated statement for the President's Message. It was suggested that photos would be nice; a volunteer to be an event photographer is needed.

Treasurer McCloskey gave Ms. Moniz the keys to the post office box. The treasurer duties have been transferred from Ms. Moniz to Mr. McCloskey. Both are authorized signers, along with Ms. Stephanie

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Dupree. Mr. Mokwenye made the motion to have President Funderburk, Ms. Moniz, Treasurer McCloskey and Ms. Dupree as authorized signers. The motion was seconded and passed.

Regarding the Chapter Website Administrator Agreement (2012-2013), the website administrator is responsible for managing the chapter website. This agreement requires the signature of both the chapter administrator and chapter president serving during the term noted on the form and must be submitted annually to ChapterRelations@theiia.org. The signatures will be Mr. Armstrong and President Funderburk.

Secretary's Report

There was no quorum at the May meeting, but minutes were still taken and have been emailed to Board members; the final version will be labeled with an "unofficial" watermark.

Treasurer's Report

The statements (April and May) were emailed to Board members (see attached).

Ms. Moniz said a volunteer will be needed to complete the annual audit by the end of August.

VP Programs Report

Mr. Mokwenye and Vice President Sablan will get together.

Vice President of Training Delphine Hill will be speaking at the June luncheon on risk assessment.

Mr. Mokwenye stated that he developed a database of potential speakers and has made contact with some.

President Funderburk reached out to Ash Williams, SBA, and he was interested in presenting at a luncheon, possibly even next month.

VP Training Report

Vice President of Training Hill was not present at the meeting.

Committee Reports

CAP points - Awaiting IIA final information about net increase or decrease in membership to see if platinum status is reached. If one year is missed, platinum status can still be maintained as long as gold is achieved.

Meeting adjourned at 12:48pm.

Respectfully submitted by,

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Linh Trang, Chapter Secretary

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FLORIDA COMMERCE CREDIT UNION

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

Statement of Account

Member Number **xxxxxxx539**
Statement For **04/01/2012 - 04/30/2012**
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ADDRESS SERVICE REQUESTED

590001960 1 1/2 UNQ a 05-01-12 SD

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Your Account Balances as of 04/30

Share Non Person ID 00	$1,896.23
iBiz Free Business Checking ID 20	4,211.79
Business Money Market Account ID 25	12,400.21
Account Balance Total	$18,508.23
Total Dividends Paid Year-To-Date	$4.36

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Share Non Person ID 00
Total Dividends Paid Year-To-Date $0.24

Beginning Balance	$1,896.23
0 Deposits for	0.00
0 Withdrawals for	0.00
Ending Balance	$1,896.23

iBiz Free Business Checking ID 20

Beginning Balance	$5,247.16
5 Deposits for	667.75
3 Withdrawals for	-1,703.12
Ending Balance	$4,211.79

Posting	Transaction	Balance	Transaction Description
04/03	48.25	5,295.41	Deposit ACH GOOGLE DEPOSIT TYPE: IIATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
04/10	96.80	5,392.21	Deposit ACH GOOGLE DEPOSIT TYPE: IIATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
04/13	600.00-	4,792.21	Check 002298
04/16	1,000.00-	3,792.21	Check 002297
04/17	103.12-	3,689.09	Check 002296
04/24	11.35	3,700.44	Deposit ACH GOOGLE DEPOSIT TYPE: IIATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
04/26	11.35	3,711.79	Deposit ACH GOOGLE DEPOSIT TYPE: IIATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
04/26	500.00	4,211.79	Deposit by Check
04/30			<<<Courtesy Pay Limit $ 750.00>>>
04/30			Limit Not For Use By Payday Lenders.

Summary by Check Number * Asterisk next to number indicates skip in sequence 3 Checks Cleared for $1,703.12

Number	Amount	Number	Amount	Number	Amount	Number	Amount
2296	$103.12	2297	$1,000.00	2298	600.00		

Continued on next page.

FLORIDA COMMERCE CREDIT UNION

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

Statement of Account

Member Number **xxxxxxx539**
Statement For **05/01/2012 - 05/31/2012**
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866001978 1 1/2 UNQ a 06-01-12 SD

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Your Account Balances as of 05/31

Share Non Person ID 00	$1,896.23
iBiz Free Business Checking ID 20	1,846.61
Business Money Market Account ID 25	12,401.26
Account Balance Total	$16,144.10
Total Dividends Paid Year-To-Date	$5.41

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or apply online www.floridacommerce.org

Share Non Person ID 00
Total Dividends Paid Year-To-Date $0.24

Beginning Balance	$1,896.23
0 Deposits for	0.00
0 Withdrawals for	0.00
Ending Balance	$1,896.23

iBiz Free Business Checking ID 20

Beginning Balance	$4,211.79
8 Deposits for	1,019.66
5 Withdrawals for	-3,384.84
Ending Balance	$1,846.61

Posting	Transaction	Balance	Transaction Description
05/01	696.88-	3,514.91	Check 002300
05/01	981.63-	2,533.28	Check 002295
05/04	162.00	2,695.28	Deposit
05/04	144.00	2,839.28	Deposit by Check
05/22	46.31	2,885.59	Deposit ACH GOOGLE DEPOSIT TYPE: IIATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
05/24	11.35	2,896.94	Deposit ACH GOOGLE DEPOSIT TYPE: IIATALLAHA ID: 0000103177 DATA: GOOGLE.COM/CH CO: GOOGLE DEPOSIT Entry Class Code: PPD
05/26	192.00	3,088.94	Deposit by Check
05/26	144.00	3,232.94	Deposit
05/26	250.00	3,482.94	Deposit by Check
05/26	70.00	3,552.94	Deposit by Check
05/29	220.11-	3,332.83	Check 002305
05/29	511.22-	2,821.61	Check 002302
05/30	975.00-	1,846.61	Check 002303
05/31			<<<Courtesy Pay Limit $ 750.00>>>
05/31			Limit Not For Use By Payday Lenders.

Summary by Check Number * Asterisk next to number indicates skip in sequence — 5 Checks Cleared for $3,384.84

Number	Amount	Number	Amount	Number	Amount	Number	Amount
2295	$981.63	2302*	$511.22	2305*	$220.11		
2300*	696.88	2303	975.00				

Business Money Market Account ID 25
Total Dividends Paid Year-To-Date $5.17

Beginning Balance	$12,400.21
1 Deposit for	1.05
0 Withdrawals for	0.00
Ending Balance	$12,401.26

APY earned 0.100% from 05/01/2012 through 05/31/2012, based on Avg Daily Bal of $12,400.21

Continued on next page.

Tallahassee Chapter of the IIA
Monthly Transaction Report
April 30, 2012

Description	Revenues	Expenses	Balances
Beginning Balance: (4/1/12)			**$18,560.95**
Google Charges		($6.25)	
Tangie Bishop - April Training - Snacks & Supplies(Ck 2296)		($103.12)	
SE Corporation - April Training -Speaker (Ck 2297)		($1,000.00)	
Frank Funderburke-Leadership Conference-Advance (Ck 2298)		($600.00)	
TLCCC- March Luncheon (Ck 2300)		($696.88)	
Deposit - Google Lunch Receipts	$24.00		
Deposit - Google April Training Receipts	$150.00		
Deposit - April Training	$500.00		
Interest Earned	$1.02		
Net Gain (Loss)			($1,731.23)
Ending Balance: (4/30/12)			**$16,829.72**
Balances as of April 30, 2012			
Share Non-Person (Savings)			$1,896.23
Share Draft Non-Person (Checking)			$4,211.79
Share Money Market			$12,400.21
Balance Per Bank			**$18,508.23**
Checks Outstanding *(2295/2300)			**($1,678.51)**
Balance Per Books			**$16,829.72**

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Tallahassee Chapter of the IIA
Monthly Transaction Report
May 31, 2012

Description	Revenues	Expenses	Balances
Beginning Balance: (5/1/12)			**$16,829.72**
Google Charges		($2.34)	
Linh Trang-Leadership Conference(Ck 2302)		($511.22)	
TLCCC - Dec Luncheon(Ck 2303)		($972.00)	
Valarie Fitzpatrick (2304)		($142.06)	
Awards 4 U - (Ck 2305)		($220.11)	
IIA Research Foundation(Ck 2307)		($1,000.00)	
Deposit - Google Lunch Receipts	$60.00		
Deposit - Google April Training Receipts	$70.00		
Deposit - Lunch Receipts	$642.00		
Deposit - April Training	$250.00		
Interest Earned	$1.05		
Net Gain (Loss)			($1,824.68)
Ending Book Balance: (5/31/12)			**$15,005.04**
Share Non-Person (Savings)			$1,896.23
Share Draft Non-Person (Checking)			$1,846.61
Share Money Market			$12,401.26
Bank Balances 5/31/12			**$16,144.10**
Checks Outstanding (2304/2307)			**($1,142.06)**
Ending Balance: (5/31/12)			**$15,002.04**

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