

Florida Audit Forum
January 6, 2016 Meeting Minutes of the Board

Board Members Present on the Call:

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| 1. Roger Strout – Chairman | 5. Laura Tatem Communications Chair |
| 2. Lita McHugh, Vice Chair | 6. Hector Collazo |
| 3. Laure Boyd – Secretary | 7. Tim Parks |
| 4. Robert Melton – Nominations Chair | 8. Tianna Dumond |
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1. Meeting Called to Order..... Roger Strout, Chairman
Meeting was called to order at 2:02 p.m. by Roger Strout.
2. Meeting Minutes..... Roger Strout, Chairman
Meeting minutes were limited to the four speakers outlined in subject 5 below.
3. Treasurer’s Report Dave Harlan
 - a. In absence of the Treasurer, no Treasurer’s Report was presented.
4. Electronic Payment Laura Tatem, Communications Chair
 - a. Laura discussed the possibility of implementing an electronic payment process through PayPal as a component of the FAF on line reservation system. Laura will get with Tianna Dumond and David Harlan on how to setup the account and go live with electronic payment on the FAF website for the February 5, 2016 training meeting.
 - b. Roger suggested that we absorb the cost of PayPal at this meeting. Hearing no objections Roger approved this one-time cost to the FAF to be reevaluated before the August 2016 training meeting. Laura estimated the additional cost for 100 people paying online might be approximately \$300.
5. Training Topics for the February 5, 2016 Training Event..... Roger Strout, Chairman
 - a. The Palm Beach County Inspector General John Carey will present
 - b. McGladrey will speak on IT
 - c. Martin Zinaich will speak on internal audit and IT
 - d. Representative Raulerson will hold an open discussion on the internal audit function at the local government level
 - 5 Laura Tatem requested bios for the speakers and will send out an email blast on Monday the 11th and the Wednesday the 27th.
 - 6 Roger stated he has reserved a larger room to accommodate participants. Roger will verify with the Rusty Pelican that we still have the larger room.
 - 7 Roger will develop the bios for email blasts and send them to Laura.
 - 8 Hector will bring a projector. Roger will check with Ben on whether he has the sticky charts and markers. Roger will bring a laptop.
 - 9 Roger requested suggestions for honorary gifts for the four speakers. Tianna will check into whether she could get some power banks for recharging your cell phones as gifts. Roger will purchase four \$10 Starbucks gift cards and four Tampa coffee mugs.
6. Nominations Committee..... Roger Strout, Chairman

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a. Hector nominated Bob Melton to be the next Chairman seconded by Roger Strout. Motion passed unanimously!

b. Bob will ask Peggy Caskey to join the FAF Board

7. Plan for Next Meeting of the Board Roger Strout, Chairman

a. Our next meeting of the Board will be via conference call, during the month of March.

8. The Chair adjourned the meeting at 2:50 pm. Roger Strout, Chairman

*signed copy of Minutes maintained by Board Secretary

Roger Strout, Chairman
Florida Audit Forum

Transcribed by Laure Boyd, FAF Secretary, January 6, 2016

Approved by **FAF Board**,