

Florida Audit Forum

December 01, 2016 Meeting Minutes of the Board

Board Members Present on the Call:

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| 1. Lita McHugh, Vice Chair | 5. Roger Strout |
| 2. Laura Tatem, Communications Chair | 6. Tim Parks |
| 3. Randy Nunley, Treasury | 7. Delphine Hill (For Laure Boyd) |
| 4. Helen Power | |

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1. Meeting Called to Order..... Lita McHugh, Vice Chair

A quorum was not present; Lita McHugh began discussions of speaking points at 2:10 p.m.

2. January 6, 2016 Meeting Minutes Lita McHugh, Vice Chair

A quorum was not present, therefore a Motion to approve the minutes was not held.

3. Discussion of Speakers Lita McHugh, Vice Chair

a. Speakers presentations

Lita suggested the first break should occur during the 75-minute segment of Procurement Fraud training rather than a break occurring at 9:20 am. Lunch is scheduled to occur from 11:55 am to 1 pm. The Audits-to-go is scheduled to begin at 1:00 p.m.

Lita suggested speakers provide their presentations early to facilitate posting the presentations to the website. **January 26** was the date discussed as a deadline for speakers to turn in their presentations. ***Lita/Bob will send out a reminder email.*** Early submission of the speaker's presentations and posting on the web will allow participants access to the presentations before arriving to the training.

b. Audits-to-go (Scheduled to begin at 1:00 p.m.)

Lita suggested the four speakers for the audits-to-go should be ready to present in the event of any mishaps. Laura Tatem suggested each of the four speakers have twenty-five (25) minutes for each presentation to ensure each presenter had adequate time for their subject matter.

Tim offered to be a timekeeper for each speaker to ensure presentations do not exceed the allotted time and infringe on other speakers time.

c. Sound system and projector

Lita stated she would talk to the Rusty Pelican about a longer cord in the event any speakers need it for the sound system other than a microphone. Lita asked the committee to check with their speakers to inquire if they need to use the sound system. Lita discussed the need for an extra projector and microphone for back-up purposes. Roger offered his laptop as a back-up since he was planning to bring his laptop to the event.

d. Pricing & Meals

Pricing is automated and distinguishes between early-bird and regular pricing. *Laura will email and confirm with those who select the vegetarian meal on the registration form at least 2 weeks prior to the class.*

e. Speaker Gifts

The committee agreed the Audits-to-go speakers would not receive gifts. The committee also discussed providing speaker gifts for the three presenters. Gifts suggested were a

Florida Audit Forum

December 01, 2016 Meeting Minutes of the Board

charger/back-up battery with 2 USB ports, a gift card to Starbucks and a mug. The committee decided speakers would be presented a charger and \$10 gift card from Starbucks. Roger offered and agreed to pick-up the \$10 Starbuck gift cards. Randy is to reimburse Roger for the cost of the Starbucks gift cards. Roger also offered to provide “Thank You” cards for the three speakers. Laura will provide the chargers and gift bags.

4. New Business Lita McHugh, Vice Chair

a. Facility Deposit

The committee discussed dates to pay the \$250 deposit to secure the Rusty Pelican facility. Dates discussed were August 4, August 11 or August 18. Lita stated in the past, the meeting has been held the first week in August.

Lita will send out an email to the Board to ask for a vote on the August 4th date or discussion of when the meeting should be held.

b. CPE Certificates

Laura Tatem stated she believes Hector will have Linda handle this task.

c. Name Badges

Laura Tatem suggested name badges are provided to participants. Laura Tatem offered for the Tampa Int'l Airport staff to handle this task and be reimbursed by the Board for costs incurred.

d. Miscellaneous

Roger thanked the Tampa team for their work.

Lita asked to be reminded to include in her email to inquire as to who will bring a laptop/computer for backup.

5. Other New Business Lita McHugh, Vice Chair

a. No other new business was discussed.

6. The Vice Chair adjourned the meeting at 2:40 pm. Lita McHugh, Vice Chair

**signed copy of Minutes maintained by Board Secretary*

Lita McHugh, Vice Chair
Florida Audit Forum

Transcribed by Delphine Hill for Laure Boyd, FAF Secretary, December 2, 2016

Approved by FAF Board, (February 3, 2017)