

Florida Audit Forum

December 7, 2017 Meeting Minutes of the Board

Approved 02/09/2018

Board Members Present at the Meeting:

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| 1. Robert Melton, Chairman | 6. Christine Glover |
| 2. Laura Tatem, Vice-chairman | 7. Tim Parks |
| 3. Patrice M. McBride, Secretary | 8. David Beirau |
| 4. Randy Nunley, Treasurer | |
| 5. Hector Collazo | |

1. Call to OrderRobert Melton, Chairman

- A. The meeting was held as a conference call. Determining that a quorum was present Robert "Bob" Melton called the meeting to order at 3:03pm.

2. Approve Meeting MinutesRobert Melton, Chairman

- A. A motion to approve minutes of 08/04/2017 was made by Hector, seconded by Tim. The motion carried unanimously.

3. Discussion of Possible Topics and Speakers.....Robert Melton, Chairman

- A. Patrice suggested investigation/interviewing techniques. Tianna added that Melinda Miguel may be a good source for a reference for some potential speakers. Christine added that she would follow up with Tampa Police Department about a detective who may be able to present a session on interviews and body language. She said she would follow up with a Major in the department.
- B. Laura suggested ethical dilemmas, resolution of them. The board agreed, so Laura said she would research any governments with ethics officers who may be willing/able to present.
- C. Bob asked what everyone thought about having a round-table. The discussion was favorable, and Laura agreed to be the moderator. Hector said he had a construction board audit and resulting projects he could present.
- D. Patrice suggested Internal Quality Control Self-assessment. Tim suggested that we utilize an Internal QA manager.

4. Discussion of Possible Theme for Meeting.....Robert Melton, Chairman

- A. Bob led the discussion about establishing a theme for the next session. There was a consensus that the wide variety of subject areas scheduled would make it too difficult to establish a theme.

5. Other issues and New BusinessRobert Melton, Chairman

- A. Hector discussed the upcoming ALGA training, and our FAF has agreed to co-sponsor. The training will take place 04/09/18 and 04/10/18 at the Botanical Gardens, same as the last ALGA training.
- a. There were some suggestions for topics: Hector suggested, Bob agreed, that report writing would be a good area.

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- b. Interviewing was suggested as a topic. There was a speaker in the past that was good, but without the two hours of introductions. Bob agreed this was a needed area of training, and there was a consensus.
 - c. Tianna proposed the subject of Post Implementation Reviews.
 - d. Hector asked the board to send him an email if we think of topics and/or speakers.
 - e. Hector asked if ALGA can advertise FAF as a co-sponsor. Bob agreed, and said we can discuss it further at our February meeting.
- 6. Meeting Date and Location for Next MeetingRobert Melton, Chairman**
- A. After discussion, there was a consensus that the next meeting would be held at 2:00 pm on 01/04/2018. This was to allow time to confirm the agenda for the February 9th session and give advanced notice to members to register for the event. Bob said he would send an appointment request to the Board.
- 7. AdjournmentRobert Melton, Chairman**
- A. After all old and new business was discussed, there being no more matters before the board, Hector motioned to adjourn, Tim seconded the motion. After unanimous consent, Bob adjourned the meeting at 3:41 p.m.