

# Florida Audit Forum

February 9, 2018 Meeting Minutes of the Board

Approved 06/25/2018

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## 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. Randy Nunley, Treasurer       | 8. Tianna Dumond    |
| 4. Patrice M. McBride, Secretary | 9. Michael Bennett  |
| 5. Hector Collazo                |                     |

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- 1. Call to Order .....Robert Melton, Chairman**
    - A. The meeting was held during the lunch hour at the February 2018 conference. A quorum was present, and Robert “Bob” Melton called the meeting to order at 12:10pm.
  - 2. Approve Meeting Minutes .....Robert Melton, Chairman**
    - A. A motion to approve minutes of 12/07/2017 and 01/04/2018 was made by Hector, seconded by Laura. The motion carried unanimously.
  - 3. Treasurer’s Report .....Randy Nunley, Treasurer**
    - A. Randy provided and discussed the (see page 3) Treasurer’s Report, dated January 31, 2018 The report reflected a positive cash balance of \$10,072.54.
    - B. Randy stated that everything from the August event was collected.
    - C. The February 2018 event had collected \$5,452 to date.
    - D. Randy stated that FAF was netting approximately \$970 each meeting. There was discussion about the need to increase fees, but with the current trend of attendance and collections, we could continue to move forward without changing fees.
    - E. A filing fee with the State of Florida is approximately \$65.
    - F. A motion to approve and accept the Treasurer’s Report was made by Hector, seconded by Tim. The motion carried unanimously.
  - 4. Discussion of Officers and Possible Board Members and Possible Vote on Officer Positions.....Robert Melton, Chairman**
    - A. Bob started the discussion stating that we have two vacancies on the board. Roger retired and Melinda’s term expired. After some discussion, there was a motion to add Lita McHugh (Polk Clerk’s Office) and James Molenaar (Collier Clerk’s Office) to the board. The motion was made by Laura, seconded by Christine. The motion carried unanimously.
    - B. Bob will email Melinda and Roger and thank them for serving on the FAF board.
    - C. Christine will take over website responsibilities from Laura.
    - D. Patrice to send an email to all board members to confirm term information, and report back to the board.

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- 5. Consideration of Formation of Nominating Committee for New Board Positions.....Robert Melton, Chairman**
  - A. Bob led the discussion as to whether or not there was a need to form a Nomination Committee. After a brief discussion, there was a consensus that it was not needed at this time.
- 6. Meeting Date and Location for Next Meeting .....Robert Melton, Chairman**
  - A. There was a consensus among the board that the next meeting would be held at the Rusty Pelican on August 3, 2018.
- 7. Discussion of Attendance by Non-government Auditors.....Robert Melton, Chairman**
  - A. Bob led a discussion regarding non-government auditors attending the FAF sessions. There was a consensus among the board that as long as we don't advertise NASBA credits, they are welcome to register at the same rate as government auditors.
- 8. Other Issues and New Business .....Robert Melton, Chairman**
  - A. Bob led a discussion about FAF speakers being permitted to attend the session without paying the registration fee. A motion was made by Michael, seconded by Randy. The motion carried unanimously.
  - B. There was some discussion regarding FAF offering satellite training sessions, stream on-line sessions. Michael will do some research, gather some information and report back to the board.
- 9. Adjournment .....Robert Melton, Chairman**
  - A. After all items on the agenda were discussed, there being no more matters before the board, Bob adjourned the meeting at 12:48 p.m.

**Florida Audit Forum**  
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**Florida Audit Forum, Inc.**  
**Treasurer's Report**  
 (Cash Basis)  
 January 31, 2018

<b>Beginning Balance (July 31, 2017)</b>		<b>\$ 9,434.58</b>
August 2017 Event:	Registration Fee Collected	\$ 349.00
	PayPal Charges	(2.88)
	Rusty Pelican	(4,528.43)
	R. Melton (Speaker Gifts)	(50.00)
	Net (Refer to NOTE A)	<u>\$ (4,232.31)</u> (4,232.31)
February 2018 Event:	Registration Fee Collected	\$ 5,452.00
	PayPal Charges	(156.73)
	Rusty Pelican – Deposit	(350.00)
	Net (Refer to NOTE B)	<u>\$ 4,945.27</u> 4,945.27
General Expenses:	L. Tatum (Domain registration and website hosting)	\$ (75.00)
		<u>\$ (75.00)</u> (75.00)
<b>Ending Balance (January 31, 2018)</b>		<b><u>\$ 10,072.54</u></b>

NOTE A: The following is the financial summary of the August 2017 Event:

Registration Fees Collected	\$ 6,009.00	
PayPal Charges	<u>(146.83)</u>	
Subtotal – Collected (net)	\$ 5,862.17	
Speakers' Gifts	(50.00)	
Rusty Pelican	<u>(4,878.43)</u>	
Net	<u>\$ 933.74</u>	

NOTE B: The following is the estimated financial summary of the February 2018 Event:

Registration Fees Collected	\$ 5,452.00	
PayPal Charges	<u>(156.73)</u>	
Subtotal – Collected (net)	\$ 5,295.27	
Registration Fees – Deposited After 1/31	755.00	
Registration Fees – PayPal (net)	176.79	
Registration Fees – Outstanding	523.00	
Speakers' Gifts (estimated)	(50.00)	
Rusty Pelican (estimated)	<u>(5,729.05)</u>	
Net (estimated)	<u>\$ 971.01</u>	