

Florida Audit Forum

March 24, 2016 Meeting Minutes of the Board

Board Members Present on the Call:

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|--------------------------------------|-----------------|
| 1. Robert Melton, Chairman | 5. Tim Parks |
| 2. Lita McHugh, Vice Chair | 6. Roger Strout |
| 3. Laure Boyd, Secretary | |
| 4. Laura Tatem, Communications Chair | |

1. Meeting Called to Order..... Robert Melton, Chairman
 Determining that a quorum was present Robert Melton called the meeting to order at 2:04 p.m.
2. January 6, 2016 Meeting Minutes Robert Melton, Chairman
Motion to approve the minutes as presented was made by Tim Parks, seconded by Roger Strout. The motion carried unanimously.
3. Treasurer’s Report Dave Harlan
 - a. The Treasurer was not present
4. New Business Robert Melton, Chairman
 - a. Member Survey

To obtain information for the Board to better respond to the member’s needs, Roger Strout suggested we send out an email survey to ask members for their thoughts on locations, speakers, and topics. Laura Tatem thought the survey could be ready to go out next Tuesday. For better results, Roger Strout recommended a short turnaround timeframe for the survey of one week.

b.Registration Fee

Robert Melton discussed the addition of the PayPal charge. David Harlan previously reported he made a reservation at the Rusty Pelican for the larger room. *[Per David Harlan March 29, 2016 discussion] The Rusty Pelican has kept their base rate of \$43 for the past two years and there is no indication that portion will be raised; however, they have recently increased their service fee from 20% to 21% starting with the August luncheon. In addition, the PayPal charges for the February luncheon were over \$100. The total cost per attendee will increase from \$58.78 to \$59.37. David Harlan suggested a \$5 increase rather than \$9.*

We also need to budget money for speaker gifts. Roger Strout made a motion to add \$9 to each of the fees:

Proposed Fee Structure

Three or more attendees	From \$65	to \$74
Less than three attendees	from \$70	to \$79
Late registration	from \$80	to \$89

Laura Tatem seconded the motion to accept the proposed fee structure. With no further discussion the motion carried. Laura Tatem will update the FAF website with the new fee structure.

c. Treasurer Position

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David Harlan is stepping down from the Treasurer position and the Board. There are also two other Board positions open. Laura Tatem will add a fourth question to the member survey to see if anyone would be interested in serving on the Board or as Treasurer. Anyone interested in the Treasurer position can contact Robert Melton directly to voice their interest in this capacity.

d. Travel Reimbursement Policy for Speakers

The Board will consider needs for future discussion but has tabled an overall policy for the time being.

e. Speaker Gifts Budget

The Board will continue providing mugs and a \$10 Starbucks gift cards along with other donations provided by participating organizations.

f. Speakers for the August 12th Meeting

Robert Melton opened the discussion up for speakers and topics. The Board recommended we wait for the survey results to come back before we move forward with finding speakers.

g. Location for future Meetings

Roger Strout felt that to be a statewide organization we should consider meeting in Orlando. The Board will await the results of the member survey for further discussion.

5. Other New Business Robert Melton, Chairman

a. Plan for next meeting of the Board will be via conference call at 2:00 pm on April 21, 2016.

Roger Strout will coordinate the conference call and distribute the instructions.

6. The Chair adjourned the meeting at 2:44 pm. Robert Melton, Chairman

Motion to adjourn the meeting was made by Laure Boyd, seconded by Laura Tatem. The motion carried unanimously.

**signed copy of Minutes maintained by Board Secretary*

Robert Melton, Chairman
Florida Audit Forum

Transcribed by Laure Boyd, FAF Secretary, March 24, 2016

Approved by FAF Board,