

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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MINUTES

Board Meeting December 8th, 2004

A regular meeting of the State Internal Audit Advisory Board was held on December 8th, 2004 at the Capital City Center, Springfield, Illinois. This meeting was called to order by Chair Rusti Cummings at 10:07 A.M.

Members Present

Rusti Cummings, Chair - Office of the Comptroller
Barbara Ringler, Vice-Chair - Office of the Treasurer
Kathleen Moreno - Eastern Illinois University
Lesslie D. Morgan - Office of the Attorney General
John W. Cressman - Illinois Office of Internal Audit

Members Absent

Al DiSilvestro - IL Secretary of State

Minutes

The Board reviewed the minutes from the November 10, 2004 meeting. Ms. Morgan indicated that the "Measurement Period for Continuing Education" section was missing the last paragraph of the bylaws and the example. A motion was made by Ms. Morgan to approve the minutes with this revision. Ms. Moreno seconded the motion. All Board members approved and the motion was passed.

Old Business

Performance Committee

Ms. Moreno indicated that the peer review powerpoint presentation presented at the conference was now on the Board's website. There had been a few minor changes and links were added to the related forms, programs, etc. Ms. Moreno requested the Board members to review the documents on the web and provide feedback.

Ms. Morgan received an inquiry from an audit chief who wanted to know whether their last peer review, released February 19, 2002, met the requirement for a peer review within five years prior to January 2007. After discussion, the Board agreed that the peer review must use the IIA standards which became effective January 1, 2002. It was also agreed that this review could not have used the

new standards given the release date. Therefore, the Board agreed that the agency must have another review by February 19, 2007 to meet the 5-year requirement.

CPE Coordinator's Report

Ms. Morgan reported that four people (the Illinois Student Assistance Commission chief, the Office of the Comptroller chief, and two Eastern Illinois University internal audit staff) registered for the online peer review training course. Ms. Cummings indicated that she had also requested her two staff register for this course.

Ms. Morgan informed the Board that the United States Government Accountability Office (GAO) had issued an exposure draft in October 2004 to revise the CPE requirements. Although the Board has adopted the IIA standards for continuing education, the members should be aware that the IIA may chose at some time in the future to make similar changes to their standards.

Appointment of State College and University Board Member

A response has not been received from the Boards and Commissions Director. Until a replacement has been appointed, Ms. Moreno will continue to serve as the representative for the colleges and universities.

Calendar Year 2005 Meetings

Ms. Cummings proposed that the State Internal Audit Advisory Board hold the Calendar Year 2005 meetings at the same time, same location, and on the following dates.

January 12, 2005	May 11, 2005	September 14, 2005
February 9, 2005	June 8, 2005	October 12, 2005
March 9, 2005	July 13, 2005	November 9, 2005
April 13, 2005	August 10, 2005	December 14, 2005

Ms. Ringler motioned to approve this schedule, Mr. Cressman seconded, all approved, and the motion was passed. There was some discussion about holding a few meetings in Chicago. Ms. Cummings agreed to look into this.

Ethics Training for Board Members

All Board members in attendance have completed the required Ethics Training for Calendar Year 2004. Ms. Cummings will follow-up on this issue with Mr. DiSilvestro.

New Business

Conference Evaluation Summary

Ms. Cummings provided a summary of the conference evaluations. Overall, the evaluation responses were favorable. There were some comments about the poor audio quality caused by the

technical problems. Some comments were also received about the food quality. The caterer was very responsive to our concerns and did a much better job on the second day. In addition, the caterer also adjusted the bill to reflect the insufficient food quantity on day one. Ms. Cummings will prepare a conference file to be used for future conference planning.

Ms. Cummings advised the Board that she had made a decision to not bill several individuals that registered for the conference but did not attend. This decision was based upon two factors. First, the registrants had not received prior notification because the conference announcements were drafted from prior years' announcements and did not include a cancellation policy. Secondly, the additional "no-show" revenue was not necessary to achieve the goal to host a conference with a break-even budget. The actual revenue exceeded the actual costs because the budget included free meals to the speakers and no speakers accepted the invitation to lunch. The actual costs were also reduced because the caterer reduced the meal count by 17 to compensate for an insufficient food quantity on the first day. However, future conference announcements should include a cancellation policy. If the future conference achieves the break-even point, the Board could later decide whether to waive the cancellation fee.

Announcements

Mr. Moody from University of Illinois at Chicago Campus accepted a position with Northwestern University. The Board website was updated to reflect Mr. Crowley is currently at the University of Illinois at Chicago. The University of Illinois has also announced a national search to replace for Mr. Traver upon his retirement in March 2005.

Schedule Next Meeting

The next meeting will be held on January 12th, 2005 at the Capital City Center, 130 West Mason, Springfield, Illinois in Room 103.

Adjournment

The meeting was adjourned at 11:27 A.M.