

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD
WEB ADDRESS: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES
Board Meeting September 14, 2005

A regular meeting of the State Internal Audit Advisory Board was held on September 14, 2005 at the James R. Thompson Center, 100 W. Randolph, 9th Floor Video Conference Room 9036, Chicago, Illinois. The meeting was called to order by Chair Barbara Ringler at 1:00 p.m.

Members Present

Barbara Ringler, Chair – Office of the Treasurer
Rusti Cummings – Office of the Comptroller (via phone)
Al DiSilvestro – IL Secretary of State
Lesslie D. Morgan – Office of the Attorney General

Members Absent

John W. Cressman, Vice-Chair – Illinois Office of Internal Audits
Kathleen Moreno – Eastern Illinois University (Term to 2/1/04)

Guest Present

Julie Zemaitis, Executive Director – Office of University Audits

Minutes

The Board reviewed the minutes from the August 10, 2005 meeting. There were no suggested revisions. A motion to approve the minutes was made by Ms. Morgan and seconded by Ms. Cummings. All were in favor. The August 10, 2005 meeting minutes were approved.

Old Business

CPE Coordinator – Online Peer Review Training Update

Ms. Morgan reported that there was one additional individual who had requested access to the on-line training course. There have been no inquiries regarding the coordinator list. Ms. Morgan suggested to the Board that coordinator's who were certified prior to the January 1, 2004 update, should take the course again. The Board agreed that when Ms. Morgan receives inquiries, she will refer only the individuals who have taken the updated course. The list of those individuals consists of 3 for fiscal year 2004, 8 for fiscal year 2005 and 4 for fiscal year 2006.

Updates to the SIAAB Website

Ms. Ringler informed the Board that there were updates to the Peer Review cover page. Minor revisions were made to the order of bullets and links and specific instructional documents from the previous Matrix were added back to the cover page.

Fall Conference Discussion

Ms. Ringler informed the board that she has confirmed November 1st and 2nd at the Northfield Center in Springfield. The center is providing a room for 60 individuals for the first day, and a room for 30 to 40 individuals on the second day. They are also providing a separate room for the luncheon for both days. There is no cost for the conference rooms. The meal costs can not be determined until an estimated head count can be given to the center. Once the cost is established, Ms. Ringler will send an e-mail to the audit directors to reserve the dates if they wish to attend. Ms. Ringler is working with Mr. Cressman in regard to assigning staff to handle the food and registration duties. The center is going to block 15 hotel rooms for out of town individuals for a rate of \$60 per room. The Board reviewed and made suggestions to the draft agenda created by Ms. Ringler. The Board discussed certain round table topics and also the amount of CPE credits that will be earned for attending the conference.

New Business

Ms. Morgan brought to the Boards attention that the IIA has issued new practice advisories that came out in April of 2005 in regard to the ISACA Guidelines - basic standard practices for IT related activities. Ms. Ringler suggested to Ms. Morgan that she may want to mention this at the Fall Conference.

Announcements

None

Next Meeting

The next meeting will be held October 12, 2005 at 10:00 a.m. at the Capital City Center, Room 103, Springfield, Illinois.

Adjournment

A motion to adjourn was made by Ms. Morgan and seconded by Ms. Cummings. All were in favor. The meeting was adjourned at 1:50 p.m.