

Pennsylvania State Association of County Auditors
55th Annual Convention – The Holiday Inn Express- Meadville, PA (Crawford County Hosting)
October 1-5, 2017

Sunday, October 1, 2017

Crawford County Auditors Christopher Seeley, Diana Perry, and Kathie Roae welcomed the County Auditors to Meadville.

Monday, October 2, 2017

President Christopher Seeley welcomed the auditors to the convention and called the meeting to order at 9am. The Crawford County Chairman of the Board of Commissioners Francis Weiderspahn welcomed the Auditors to Crawford County. He spoke about Crawford County lakes and their agriculture fair (the largest in the state next to the annual fair in Harrisburg).

Vice President Chris Seeley opened the 55th Annual Convention with the official Call to Order at 9:00 a.m. with the Pledge of Allegiance led followed by the Invocation offered by Krystle Bristol, Bradford;. Roll Call was performed by Krystle Bristol, Secretary, she also requested that if anyone needed to update their contact information, they complete the form on the front table. President Seeley introduced

Secretary's Report: Secretary Bristol reported that David Pirillo from Warren County regrettably passed away.

Minutes 2016 Convention: Vice President Christopher Seeley requested that the minutes from the 54th convention be waived. Luther Black, Columbia, made a motion to waive the minutes and Richard Suracci, Susquehanna, seconded the motion. The motion passed unanimously. Kenneth Jackman, Columbia made a motion to approve the minutes from the 2016 meeting and Tom Foran, Pike seconded. The motion passed unanimously.

Treasurer's Report:

Amy Perry presented the Treasurer's Report.

Total Checking Account Beginning Balance:	\$61,154.17
Receipts:	23,655.28
Expenses:	(23,210.49)
Balance 10/1/17:	\$61,598.96

The complete report is attached and made part of the minutes.

Kenneth Jackman, Columbia, motioned to approve the Treasurer's Report as presented; seconded by Sue Leonard, Clarion. The Motion unanimously carried.

Legislative Report: Laura Dickson, Wyoming, presented an update on the legislative activities in the PSAECO organization. Tom Foran, Pike, is also a voting member representing PSACA in PSAECO. Laura covered some of the proposed County Code revisions, most do not effect auditors. Finally, Laura invited all auditors to attend a PSAECO meeting and requested anyone that is interested contact her.

Solicitor's Report: Solicitor's Contract Renewal: The Solicitors agreement for the 2017-2018 term was voted on and approved (with an increase to \$5,000 per year retainer) in the e-board meeting on October 1, 2017. Solicitor Shank discussed the situation where local Tax Collectors have funds left over when they close their accounts. He stated that he would look into this question and state an opinion. All other opinions are written in his report which is attached and made part of these minutes.

Committee Reports:

AUDIT COMMITTEE: Judy Shupp, Elk – Chair; Rick Hutley, Warren; Kathy McMahon, Elk; Kathleen Schloesser, Wayne. The Committee conducted a review of the financial records of PSACA from September 2016 to September 2017. The Committee believes the records are free from material misstatement, and accurately reflect the activities of the account for the same period of time. The 2016 Convention records were not audited and will be audited before the next convention. Motion to accept Audit Committee’s submission as presented was made by Ashley Darby, Wyoming; seconded by Gary O’Korn, Huntington. Motion passed unanimously.

BUDGET COMMITTEE: Tom Foran, Pike – Chair; Luther Black, Columbia; Donna Cupp, Indiana; Robin Horne, Huntington. Tom Foran presented the Budget Committee report noting the revenue line was decreased to reflect Perry County not joining the association for 2017. He also noted that monies were reallocated from PSAECO mileage to the e-board line item. Motion to accept the 2018 Budget as written was Pauline Kleintop, Potter and was seconded by Kathy McMahon, Elk. Motion passed unanimously. The 2017 budget is attached and made part of the minutes.

NOMINATING COMMITTEE: -Diana Perry, Crawford- Chair; Rebecca Briggs, Tioga; Pauline Kleintop, Potter.

The Nominating Committee presented the slate of officers to be elected:

President:	Miriam (Mim) Anstine	Juniata
Vice President:	Michelle Crowell	Clinton
Executive Board:	Diana Perry	Clinton
	Luther (Luke) Black	Columbia
	Becky Briggs	Tioga

Peggy Heller, Clinton made a motion to approve the report and was seconded by Carla Komar, Wayne. The motion passed unanimously.

It was stated by President Christopher Seeley that the motion was only to approve the report, not to install the proposed Officers. The vote on officers will be delayed to allow discussion and possibly other nominations to be made.

POLICY & BY-LAWS COMMITTEE: Laura Dickson, Wyoming – Chair; Nancy Phelan, Juniata; Richard Suraci, Susquehanna; Deborah Wagner, Forest.

Laura Dickson, Wyoming, presented on behalf of the committee. The committee discussed the change made last year to Article XII. A motion to accept the report was made by Tom Foran, Pike, it was seconded by Mim Anstine, Juniata. The motion passed unanimously.

Tom Foran, Pike made a motion to close the nominations for 2018 Officers, Sue Leonard, Clarion seconded the motion. The motion passed unanimously.

Kathie Roae, Crawford made a motion to approve the nominations for 2018 Officers as presented, Laura Cunningham, Juniata. The motion passed unanimously

E-Board Report: President Chris Seeley reported that the e-board met in State College on May 17, 2017. The e-board also met on October 1, 2017. President Seeley also noted that the Solicitors Agreement was approved at last night’s e-board meeting for the amount of \$5,000 with no changes. During that meeting it was discussed that an increase in memorial donations for current and former association members to \$100. Tom Foran, Pike made a motion to increase the memorial donation amount for current and former and associate members to \$100

and to maintain a \$50 donation for current member's immediate family. The motion was seconded by Sue Leonard, Clarion and passed unanimously.

Secretary Bristol presented on the pro's and con's of being accredited with the State Board of Accountancy to enable the PSACA to offer continuing education credits. The \$145 application fee and record keeping requirements were discussed. The possibility of creating an Assistant Secretary to manage these records was discussed. Richard Suraci made a motion to allow the PSACA to move forward with the application process to the State Board of Accountancy. Arlene Capriotti, Sullivan seconded the motion. The motion passed but not unanimously, there were several no votes. President Seeley noted that this would create numerous bylaw changes in addition to another committee and potentially an Officer.

Mim Anstine presented on the results of the county surveys that were taken to determine salaries, benefits, etc... She handed out a spreadsheet with an overview of salaries and benefits by county.

New Business:

- **Convention 2018:** Indiana County will be our host. Details TBD.
- **Convention 2019:** It's not too soon to start thinking!
- **Convention 2020:** Not too early!

The e-board finds speakers for the convention. The host committee's responsibilities include organizing the hotel, activities, and meals.

Convention Booklet: Carol Manbeck, Union, did an excellent job again putting together the convention booklet!

The business meeting was adjourned at 11:19 a.m., the motion was made by Diana Perry, Crawford and seconded by Sue Leonard, Clarion. The motion passed unanimously.

The 2017 Convention was adjourned at 9:00 on Thursday October 5, 2017 by President Christopher Seeley.

2017 PSACA Convention Agenda

Sunday 10/1/2017

3:00 - 5:00 Registration	Hotel lobby
4:00 Committee Meetings	Various
5:00 Executive Board Meeting	Board Room
6:00 Dinner	Holiday Inn

Monday 10/2/2017

Breakfast	Hotel Lobby
9:00 Convention Opening	Allegheny Room
Welcome Remarks Roll Call Business Meeting	
10:45 Break	
11:00 Solicitor's Report	Allegheny Room
11:45 Break for Transit	
Noon Lunch	Hoss's
1:30 Session #1 – Subpoenas, Jeff Shank	Allegheny Room
2:30 Break	
2:45 Session #2 - Retirements Patti Hudson	Allegheny Room
3:30 Break/Southern Caucus Meeting	Executive Board/Allegheny Room
3:45 Session #3 - Photos Sonia Neu	Allegheny Room
4:30 Break for Transit	
4:45 Spillway Visit	Linesville

5:45 Winery Tour
7:00 Dinner

Conneaut Cellars
Miller's

Tuesday 10/3/2017

6:00am-9:00am Breakfast
9:00 Session #4 – S.D. Tax Reform Mark Ryan
10:00 Break
10:15 Session #5 -Auditing102 Tim Morgus
11:45 Break for Transit
Noon Lunch
1:30 Session #6 - Hotel Audit Crawford Co.
2:30 Break
2:45 Session #7 – Sheriff’s Audit Krystle Bristol
3:45 Break
4:00 Session #8 - Active Shooter Nick Hoke
5:00 Break
5:15 Session #9 - TBD
6:15 Break for Transit
6:30 Dinner
8:00 Dessert Reception/Dinner Theater

Hotel lobby
Allegheny Room

Allegheny Room

Cannon's Chophouse
Allegheny Room

Allegheny Room

Allegheny Room

Allegheny Room

Downtown Mall Bistro
Baldwin-Reynolds

Wednesday 10/4/2017

6:00am-9:00am Breakfast
9:00 Session #10 - Exit Letters Richard Suraci
9:45 Break
10:00 Session #11 - DA Forfeiture Danielle Graham
10:45 Break
11:00 Session #12 - TBD
11:45 Break for Lunch Noon Lunch
1:45 Break for Transit
2:00 Brewery Tour
3:30 Return to hotel/Free time
6:30 Depart for banquet
7:00 Banquet

Hotel Lobby
Allegheny Room

Allegheny Room

Allegheny Room
Chovy's

Voodoo Brewing Co.

Pampered Palate

Thursday 10/5/2017

6:00am-9:00pm
9:00 Convention Closing

Breakfast Hotel Lobby
Allegheny Room