

Vermont Secretary of State  
Office of Professional Regulation  
**BOARD OF PUBLIC ACCOUNTANCY**  
**SEPTEMBER 27, 2005**  
**AGENDA**

**1. The meeting was called to order at 9:12 a.m.**

Members present: Jeffrey A. Graham, CPA, RPA, Chair; Pamela J. Douglass, C.P.A., Vice chair; Lee M. Spivey, Jr., CPA and Claire LaVoie, CPA, Secretary  
Members Absent: Cairn Cross, Public Member

OPR Staff Present: Carla Preston, Unit Administrator, Kevin Leahy, Board Council; Patty Skinner, Administrative Assistant and Paul Daley, Director of Administrative Services.

2. The Chair called for approval of the minutes of the August 30, 2005 meeting. On page one, under number two, removing the word Acting in front of Chair. And on number four b. Roger Sigurdson, change 20 hours to read 64 hours, eight of which have to be auditing and accounting. Ms. Douglass made a motion, seconded by Mr. Spivey to approve the Minutes of the August 30<sup>th</sup>, 2005 meeting as corrected.

**3. Hearings/Stipulations**

**4. Licensing – Review the following applications for licensure**

Ms. LaVoie made a motion, seconded by Ms. Douglass, to approve the following applicants for licensure based on their completed applications. Motion passed unanimously.

|                                 |                                  |
|---------------------------------|----------------------------------|
| Jason Hamilton – Examination    | Jeremiah Mahany – Examination    |
| Thomas R. Newman – Endorsement  | Brian L. Stevens – Reinstatement |
| Janice Graham & Co. P.C. – Firm | Ayako Uchinokura - Examination   |
| Susan Chase – Reinstatement     |                                  |

The Board reviewed the applications listed below and noted that documents were either missing or unacceptable to complete their applications. Applicants will be notified of the Board's findings.

Amy T. Ferguson – Endorsement – The Board reviewed Ms. Ferguson's application, but was unable to approve it, due to the fact that it was over eight (8) years old.

Margot Rogers – Reinstatement – The Board reviewed Ms. Rogers' application for reinstatement, but was unable to approve it as submitted. Ms. Rogers will require another 4 hours of ethics and 8 hours of other technical courses.

**5. AICPA Correspondence**

**6. NASBA Correspondence**

**7. Miscellaneous Correspondence**

- a. The Board reviewed the e-mail from Timothy Fogg regarding ethics CPE's, and it was their decision that they could accept it as long as it was not state specific.
- b. The Board noted the letter from Mayer Hoffman McCann P.C. regarding a change of ownership.

**8. Public Comments**

**9. Other Board Business**

- a. Signing of certificates was completed
- b. The Board elected the following officers:  
  
Pam Douglass, CPA – Chair  
Lee Spivey Jr., CPA – Vice Chair  
Clair LaVoie, CPA - Secretary
- c. Amy Carlson, Investigative Coordinator will be meeting with the Board at 9:30 a.m. on October 25<sup>th</sup>, to discuss some “boiler plate” questions that would be helpful when investigating a case.
- d. The Board discussed the Statistics courses that they will accept for the examination. They came up with the following:  
  
Financial Statistics  
Economic Statistics  
Auditing Statistics  
Probability & Statistics  
Math Statistics  
Business Statistics
- e. A letter from Charles Prigge, CPA regarding his renewal application
- f. Paul Daley, Director of Administrative Services, was present at the meeting to the budget. Mr. Daley informed the Board that he will be meeting quarterly with them to discuss budget issues.

**9. Other Board Business (cont.)**

- g. The Board reviewed draft letters to licensees being audited and ones with lapsed or expired licenses, and made necessary changes.

**10. Adjourn**