

Vermont Secretary of State
Office of Professional Regulation
BOARD OF PUBLIC ACCOUNTANCY
DECEMBER 28, 2004
MINUTES

1. The meeting was called to order at 9:03 a.m.

Members present: Jeffrey A. Graham, CPA, RPA, Chairman; Pamela J. Douglass, CPA, Vice Chair; Lee M. Spivey, Jr., CPA; and Cairn Cross, Public Member.

Members Absent: Clair LaVoie, Secretary

OPR Staff present: Patty Skinner, Administrative Assistant.

2. The Chair called for approval of the Minutes of the November 23, 2004 meeting. Mr. Spivey made a motion, seconded by Ms. Douglass, to approve the Minutes of the November 23, 2004 meeting with the noted changes. Motion passed unanimously.

3. Board reviewed and discussed the following applications for licensure.

- a. Ms. Douglass made a motion, second by Mr. Spivey, to approve the following applicants for licensure based on their completed applications. Motion passed unanimously.

Connie J. Anania, CPA (Firm)	Lisa M. Hughes, CPA (Firm)
Michael D. Young, CPA (Firm)	John Black (Examination)
Michele Caticchio (Examination)	Erica Straight (Examination)
Mary Elizabeth Backoff (Endorsement)	Mayer, Hoffmann McCann P.C.
Jamie Caird (Examination)	Fredrick KL Chow (Examination)
Robert Eddy (Endorsement)	Michael Ziecheck(Endorsement)

- b. 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.

David Eaton (Score Transfer) – The Board reviewed Mr. Eaton's application, but was unable to approve it as submitted. Verification of Mr. Eaton's supervisors will have to be received prior to licensure.

Freed Maxick & Battahglis, CPAS, PC (Firm) – The Board reviewed the Firm application, but was unable to approve it as submitted. The Board will require a copy of the bylaws, and the resident manager requires a Vermont license.

Joyce Lee (Examination) – The Board reviewed Ms. Lee's application, but was unable to approve it as submitted. The Board found that there were discrepancies between the applicant's letter and the "Supervisors Report of Experience Form".

Reginald Lewis (Examination) – The Board reviewed Mr. Lewis’s application, but was unable to approve it as submitted. Mr. Lewis still needs to meet the experience requirements.

Deborah Phillips (Examination) – The Board reviewed Ms. Phillips’ application, but was unable to approve it as submitted. The Board found that her experience does not meet our Board Rule 5.9.

Ayako Uchinakura (Examination) – The Board reviewed Ms. Uchinakura’s application, but was unable to approve it as submitted. The Board requests that a clarification be sent to us from the World Education Services, Inc., clarifying the 12 semester credits that they say are continuing educational credits.

Keith Young (Examination) – The Board reviewed Mr. Young’s application, but was unable to approve it as submitted. The Board found that the supervisor was not licensed during for the entire time of the supervision. The Board needs additional information from Cresnor Martin as to the company’s organization or structure and how it relates to public accounting.

Katherine Benson (Examination) – The Board reviewed Ms. Benson’s application, but was unable to approve it as submitted. The Board still requires verification from the State of New Hampshire for her supervisors licenses. Ms. Benson is also missing 40 audit function hours.

4. AICPA Correspondence

- a. The Board reviewed the AICPA Peer Review Survey.

5. NASBA Correspondence

- a. The Board noted the “Candidate Performance on the Uniform CPA Examination 2004” Reports and commentary on the May and November 2003 Exams.
- b. The Board reviewed the Regional Directors “Focus Questions”.

6. Correspondence

- a. The Board noted the request from Eric Salvail, a CPA candidate, requesting a waiver of the U.S. Business Law and the U.S. Business Tax courses. A letter will be written to Mr. Salvail informing him that there are several self-study courses that he can take without coming to the United States.
- b. The Board completed an email questionnaire regarding peer or quality reviews.

7. Public Comment

8. Other Business Introduced by the Board

- a. Wall certificates were signed by the Board
- b. The Board approved a reinstatement letter to be used for future applicants.

9. Newsletter Topics

- a. CPE
- b. Audit and Attest Functions
- c. Ethics
- d. Time Line for Peer Reviews

9. Mr. Spivey made a motion, seconded by Ms. Douglass, to adjourn the meeting at 12:10 p.m.

Next meeting : January 25, 2005