

Vermont Secretary of State
Office of Professional Regulation

BOARD OF PUBLIC ACCOUNTANCY

**UNAPPROVED MINUTES
MEETING of TUESDAY, JUNE 24TH, 2003**

1. The meeting was called to order at 9:10 a.m.

Members present: Jeffrey A. Graham, CPA, RPA, Chairman; Pamela J. Douglass, CPA, Secretary; Claire LaVoie, CPA; Lee M. Spivey, Jr., CPA; and Cairn G. Cross.

OPR Staff present: Chris Winters, Board Counsel; Carla Preston, Unit Administrator; and Patty Skinner, Administrative Assistant.

2. The Chairman called for approval of the Minutes of the May 22nd meeting. Pamela Douglas made a motion, seconded by Lee Spivey Jr., to approve the Minutes of the May 22, 2003 meeting as read. Motion passed unanimously.

3. **Legislation - Rulemaking** - Attorney Winters indicated that the 2003 Legislative Session ended and that the Office bill was signed on June 9th. He mentioned provisions that effect all boards which included the Secretary of State's Prosecuting Attorneys versus Assistant Attorneys General, changes in how unauthorized practice is handled, record retention requirement, etc.

Attorney Winters said Legislative Council on Administrative Rules has scheduled the Board's rules for July 31, 2003. The Board indicated it would like an effective date of August 15th but will officially establish the effective date at the next meeting. Attorney Winters said he would prepare a summary cover sheet to be sent with the Adopted Rules to licensees that explains what it is, effective date, and what will be required when they renew in 2005.

The Board noted that the Proposed Rule does not cover transitioning credits under the new computer based testing (CBT) examination process (Rule 5.6 and 5.8). Attorney Winters agreed to review that matter for the next meeting.

4. **Licensing - The Board reviewed and discussed the following applications for licensure.**

Lee Spivey made a motion, seconded by Claire LaVoie, to approve the following applicants for licensure based on their completed applications and successful completion of the Uniform CPA examination if applicable. Motion passed unanimously.

Rebecca Ibey - Examination Endorsement	Paul R. Sisson -
Blaine Schamber - Examination Endorsement	James Totten -
Wendy Irwin - Examination	Kim Lau - Examination
Ryan Connor - Examination Endorsement	Corey B. Richardson -

The Board reviewed several other applicants' files and indicated the documents that were still missing or unacceptable to complete their applications. They will be notified.

5. Miscellaneous Correspondence

a. The Board reviewed the e-mail from Jennifer Tornquist regarding QAS courses. The Board will only accept Registry approved courses. Typically the course will indicate the number of Registry hours, if any, accepted. Ms Tornquist will be notified.

5. Miscellaneous Correspondence - continued

b. By statute, Title 3, the Board voted to grant extensions for completion of continuing professional education credits for a maximum of 90 days. Most requests were for a 30-day period. Licensees must submit their plan as to how they will obtain the CPE needed. Extensions for CPE credits were granted to the following:

Tanya Benosky	Larry Bassett	Joanell Boehm
Steven Schonberg		
Jean L. Giard	F. Rayburn Lebine	

c. The Board reviewed and noted the CPA Examination Services administration report for May 2003.

6. National Association of State Boards of Accountancy (NASBA) Correspondence

a. The Board tabled review of the e-mail from Chel Nelson requesting the Board's review and approval of the application Materials and Instructions sent to Candidates due to Vermont's changes in requirements (i.e., CGAs). Carla Preston will e-mail the documents to all Board members.

b. The Board responded to several NASBA Quick polls.

12. Public Comment

13. Other Business Introduced by the Board

Ms LaVoie asked how or if HIPPA requirements effected questions six and seven on the applications that pertain to use of drugs or medical reasons that could affect ones ability to practice. Attorney Winters agreed to research that issue for a future meeting.

14. The next meeting is scheduled for **Tuesday, July 22, 2003.**

**Meeting dates in 2003:
August 26, 2003;
September 23, 2003; October 28, 2003;
November 25, 2003; and December 16, 2003.**

15. There being no further business, the meeting adjourned at 12:35 p.m.

Respectfully submitted,

Patty Skinner
Administrative Asst.
Office of Professional Regulation