

**Vermont Secretary of State
Office of Professional Regulation
BOARD OF ACCOUNTANCY
Location: 89 Main Street, 3rd Floor, Montpelier, VT 05602**

Approved Minutes

November 22, 2016

Members present: Joshua Partlow, Thomas Shortle, Steve Love, John Borch and Danny Coane

Staff present: Gabriel Gilman and Aprille Morrison

1. The Chair called the meeting to order at 9:00 am.
2. **Approval of the Minutes of the October 25, 2016 meeting.** Mr. Love made a motion to approve the minutes as presented. Mr. Coane seconded the motion. Motion passed.
3. **Reports/Follow-up cases.** Case Managers Report by Carla Preston

Ms. Preston informed the Board they currently have sixteen (16) pending cases. One (1) is on hold, three (3) the Investigative Team has recommended closing, four (4) are ready for Investigative Team meeting, six (6) are under investigation, and two (2) are pending charges being filed.
4. **Hearings/Stipulations/Concluded Investigations:** None
5. **Correspondence/Discussion items**

Budget Discussion. Colin Benjamin, Director of OPR, discussed the current and proposed budgets with the Board. The Office is recommending the Board leaves fees where they are for now and the fees can be reassessed in 2017. The Board requested Mr. Benjamin obtain a breakdown of expenses and projected budget information and return to the December 27th meeting.

NASBA Focus Questions. Mr. Partlow reviewed the questions with the Board and gathered responses that he will send back to NASBA.

Overview of NASBA Annual Meeting. Mr. Partlow attended the NASBA Annual Meeting and informed members of several discussion topics. NASBA is looking into working with the Board to send out newsletters for all of the states. These newsletters could be quarterly or yearly. The Board will consider preparing for a newsletter to possibly send out in the spring. There was also discussion regarding sole proprietors being required to have a succession plan should something happen to the proprietor and they are unable to maintain their business. Mr. Shortle thought the Vermont Society of CPAs was looking into creating a panel of professionals for this service, however he will look more into it. Mr. Partlow informed members that Kathy Allen from New York is the new NASBA regional director.

Administrative Rules Review and Revisions. Mr. Gilman presented the Board with the invitation to comment letter that will accompany the draft Administrative Rules. Mr. Gilman is also working on the incorporation of the NEPR proposals into the Rules. Mr. Borch made a motion to approve that Mr. Gilman complete the draft and invitation to comment and move forward with setting a meeting for public comment. Mr. Love seconded the motion. Motion passed.

2017 Meeting Dates. Ms. Morrison provided members with the 2017 meeting dates. As the December

date falls on December 26th, and the office is closed, the Board changed their meeting date to December 18th.

Achievement Letter. Mr. Partlow received an e-mail from Nicole Morris with Champlain College regarding the retirement of Ms. Thane Butt. Mr. Borch made a motion to direct Mr. Partlow and Mr. Gilman to draft an appreciation letter for Ms. Butt. Mr. Shortle seconded the motion. Motion passed.

6. Licensing – Review the following applications for licensure

Mr. Borch made a motion to approve the following applicants for licensure. Mr. Shortle seconded the motion. Motion passed.

Melinda Monroe – Endorsement	Danielle Fitzpatrick – Exam	Grigory Nemtsev – Exam
Leah Skinner – Exam	Karen Paul – Exam	Jill Lewis – Exam
Seungho Wong – Exam	BST & Co. CPAs, LLP – Firm	

7. The next regularly scheduled meeting is scheduled for Tuesday, December 27.

8. Adjourn. Mr. Shortle made a motion to adjourn the meeting at 11:34 am. Mr. Borch seconded the motion. Motion passed.