

**Vermont Secretary of State  
Office of Professional Regulation  
BOARD OF ACCOUNTANCY**

**Location: Corner of State Main in the City Center. 89 Main Street, 3<sup>rd</sup> Floor, Montpelier, VT 05602**

**Minutes**

**August 27, 2013**

**Members present:** Joshua Partlow, John Borch, Thomas Shortle and Lee M. Spivey **Member Absent:** Jennifer Corey  
**Staff present:** Judith Griffen, Colin Benjamin and Peter Comart

- 1. 10:00 a.m. Called to order**
- 2. Approved the Minutes of the July 30, 2013 meeting.**
- 3. Reports/Follow-up cases**
  - a. Case Managers Report by Carla Preston  
There are two cases open at this time.
- 4. Correspondence/Discussion items**
  - a. Peter gave an update to the Board on David Grippin's questions regarding rule changes and renewal forms. At this time nothing further is required and this item is settled.
  - b. Reviewed NASBA Regional Focus Questions and Josh will respond with the answers.
  - c. There was an update given on the response letters to the applicants regarding application purging. There is more information needed to Peter will continue to research the outcome of the letters and come back to the board with a progress report.
  - d. News Letter – is still pending and will be on the agenda for review next meeting.
    - Intro from Chair – Josh – Complete
    - Bios for new Members – Tom & Jen - Outstanding
    - Summary of Rule changes – Josh – Complete
    - Transition to 150 – Tom – Outstanding
    - AICPA FRF-SMEs – Josh - Complete
  - e. There was a discussion on administrative / Board file review process with the Board and Chris Winters. This will be reviewed and discussed more by Judith, Peter and Chris and they will bring back more information at a future meeting for further discussion with the Board.
  - f. The Board reviewed all applications and forms. Some changes were necessary and Judith will make all changes to the forms as requested by the Board.
  - g. Judith will respond to the email from David Holmes regarding licensing requirements with the statute and rules.
  - h. Email from Henrique Cezar regarding Johnson State new accountant program was discussed and Josh will respond to them with any changes that may need to be done.

i. Colin gave an update on the Rules filing. The Board reviewed proposed changes and provided comments. A motion was made and seconded to approve the rules as revised today for filing. The motion carried. Once the updates are complete, Colin will file the rules and initiate the public comment period.

**5. Hearings/Stipulations/Concluded Investigations – None**

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

Monica Alcantara – examination – approved  
Nina Hurley – examination – approved  
Kari Graham – examination – approved

Daniel Duquesne - endorsement – need verification that his education is acceptable.

Philip Winsor – reinstatement – approved  
Christopher Heald – reinstatement – approved

Orth, Chakler, Murnane & Company, CPAS, P.A. – firm – approved  
Judith P. Dunn PC – Firm - approved

**7 Other Board Business**

**a.** Signing of Certificates

**8. Adjourn**