

National Conference of State Historic Preservation Officers
Minutes of the Board of Directors Meeting
March 9, 2003
Marriott Metro Center, Washington, D.C.

Participants: Edward Sanderson, President; F. Lawrence Oaks, Vice President; Britta Bloomberg, Secretary; Jay D. Vogt, Treasurer; Judy Bittner, Immediate Past President; Dorothy Guzzo, New Jersey; James Garrison, Arizona; Wilson Martin, Utah; Allyson Brooks, Washington; Emily Wadhams, Vermont; Ruth Pierpont, New York; Directors; Nancy Schamu, Executive Director; Shannon L. Papin, Director of Communications and State Services, staff; Thomas Raffa and Heather Johnson, Raffa & Associates.

Call to Order

President Ted Sanderson called the meeting to order at 9:10 AM Eastern Time.

Welcome

The President welcomed everyone to the 2003 NCSHPO Annual Meeting as the board meeting was also serving as an opening session. He sent a special welcome to new SHPOs including Kak Slick from New Mexico, Lisa Burcham from the District of Columbia, Rachel Tooker from Ohio and new Maryland Deputy SHPO Elizabeth Hughes. He also welcomed first-time attendees Stephen Mikesell from California, Alice Baldrice from Nevada, and Richard Curritt from Wyoming.

Minutes

Wilson Martin moved, Larry Oaks seconded and the Board unanimously adopted the minutes of the October 12, 2002 meeting.

Financial Report

Treasurer Jay Vogt confirmed that the Conference was right on the mark financially and then turned the presentation over to Raffa & Associates for their remarks on the audit.

Audit

The President introduced Tom Raffa and Heather Johnson from Raffa & Associates, who had recently performed an audit on the National Conference. Mr. Raffa initially gave a quick breakdown of what Raffa & Associates do for the Conference, including audits of financial statements, reports and testing under OMB Circular Act A-133, reports to company management, reports to the Board of Directors, and serve as a sounding board for financial management throughout the year. For the 2002 audit, the most time was spent reviewing the cooperative agreement and the Conference was given

an unqualified opinion, the best possible. There was an increase in assets due to cash increases from operating activities as well as a \$125,176 loss in investments, which Raffa assured the Board mirrored the market conditions. There were three minor audit adjustments and no reportable conditions. Raffa commended the Conference for adopting their recommendations on both the investment plan and the retirement plan and stated they were always quick to make any changes needed to ensure a more positive outcome.

Adjournment

The President commended everyone on a job well done and the meeting was adjourned at 9:28 am Eastern Time.

Shannon L. Papin, Director of Communications and State Services
For Britta Bloomberg, Secretary