

USMS Convention — Atlanta, Georgia 2016

Committee Name: Audit	Session #: 1
Committee Chair: Elyce Dilworth	Vice Chair: Teddy Decker
Minutes recorded by: Elyce Dilworth	Date/time of meeting: Sept. 23, 2016/ 8:00 a.m.

Actions Requiring Approval by the HOD:

- 1.

Motions Passed:

- 1.

Number of committee members present: 8	Absent: 0	Number of other delegates present: 6
Committee members present (list all, including chair and vice chair): Elyce Dilworth (Chair), Teddy Decker (Vice Chair), Phil Dodson, Jeanne Ensign, Jill Gellatly, Laura Winslow, Ralph Davis (ex-officio), and Susan Kuhlman (ex-officio)		
Committee Members Absent: None		

Minutes

The meeting was called to order at 8:00 a.m.

1. Report from Chief Financial Officer – Susan Kuhlman updated the Audit Committee on the status of the disaster recovery plan since the move of the National Office. She also discussed the update of Blackbaud accounting software and its new features. Lastly, Susan and Ralph summarized the recent visit with ESIX, USMS’s insurance risk manager.
2. Changes to FOG – The Committee concluded there were no changes to FOG that needed to be reviewed.
3. Role of Treasurer – The Committee reviewed and discussed the roles and responsibilities of the Treasurer as outlined in the USMS Financial Policy. The Committee also reviewed controls surrounding the approval and payment of expenses. The Committee discussed the composition of the Finance Committee and whether the percentage of Board members on the Finance Committee needs to be limited, as currently required.
4. Executive Session – Dawson Hughes joined the meeting to update the Committee on the status of IT infrastructure projects.

Tasks for the Upcoming Year

- 1.

The meeting was adjourned at 9:30 a.m.
