

# USMS Convention — Jacksonville, Florida. 2011

<b>Committee Name:</b> Audit Committee	<b>Session #:</b> 2	<b>Report #:</b> 10
<b>Committee Chair:</b> Jill Gellatly	<b>Vice Chair:</b> Paul Griffin	
<b>Minutes recorded by:</b> Jeanne Ensign	<b>Date/time of meeting:</b> 9/16/2011	

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## Actions Requiring Approval by the HOD:

1. None

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## Motions Passed:

1. MSA to recommend that the Board of Directors accept the following changes to the Audit Committee charter (see changes in #1 below).
2. MSA that the audit committee is open to the idea, yet cautious, and therefore would like the national office to come back with a plan to administer and control so the committee can make a final determination of whether or not to go forward.

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<b>Number of committee members present:</b> 4	<b>Absent:</b> 1	<b>Number of other delegates present:</b> 5
<b>Committee members present:</b> Jill Gellatly, Phil Dodson, Jeanne Ensign, Elyce Dilworth, Susan Kuhlman (ex-officio) , Ralph Davis (ex-officio)		

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## Minutes

The meeting was called to order at

1. The first order of business was to review the Audit Committee charter. **MSA to recommend that the Board of Directors accept the following changes to the Audit Committee charter:**

Organization section: The Committee Chair and other members of the Committee shall be appointed by the President ~~for two year terms. In its first year as a standing committee, an odd number just less than half of appointments to the Committee shall be for a one year term.~~

Roles & Responsibilities section: 2. The Committee shall review its effectiveness ~~in for~~ the preceding year, ~~review its Charter annually, modify its Charter as warranted~~ and prepare an agenda for the succeeding year.

3. The Committee shall review its Charter in odd numbered years and modify as warranted.

Committee Meetings section: The Committee shall meet at least twice annually as necessary to discharge its responsibilities. Meetings may be conducted via conference calls if deemed adequate to accomplishing its responsibilities. ~~Best efforts~~ The Committee shall ~~be made to hold one meeting~~ at the USMS annual meeting ~~of the House of Delegates.~~

2. In answer to an audience question, the committee discussed the process it goes through of reviewing the USMS corporate tax return, Form 990.
3. The committee discussed a request from USMS National Office that they be given the authority to file the 990-N (e-postcard) for the LMSCs instead of asking each LMSC treasurer to file their own in order to assure compliance. The committee discussed the pros and cons of such a plan, including the reduced time commitment by the National Office, timely compliance, whether there is authority to support the National Office reporting on behalf of its subordinates (the LMSCs) and **MSA that the audit committee is open to the idea, yet cautious, and therefore would like the national office to come back with a plan to administer and control so the committee can make a final determination of whether or not to go forward.**
4. The Committee Chair thanked everyone for their work during the year

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The meeting was adjourned at 11:45 am.