



Audit-Finance Committee Meeting
Thursday, February 1, 2024 - 11:00 am
via Zoom

MINUTES

Committee Members Present: Alfred Mae Drakeford (Chairman), Katie Guinn, Wayne Hancock, Dwight Stewart, David Weeks, Earl Wilson

Committee Members Not Present: Kevin Johnson, Vivian McGhaney, Jim McCain

Guest(s): none

Staff Present: Areatha Clark, Dennis Cyphers, Rachel Katorkas

1. **Welcome and Call to Order** - Chairman Alfred Mae Drakeford called the meeting to order at 11:00am.
2. **Invocation and Pledge of Allegiance** - Chairman Drakeford provided the invocation and Mr. Dwight Stewart led the Committee in the Pledge of Allegiance.
3. **Determination of Quorum** - Chairman Drakeford verified that a quorum was present.
4. **Adoption of Agenda** - Chairman Drakeford entertained a motion to approve the agenda. The motion was made by Mr. Dwight Stewart and seconded by Mr. Wayne Hancock. All were in favor and the motion passed unanimously.
5. **Adoption of Previous Meeting Minutes** - Chairman Drakeford entertained a motion to approve the previous meeting minutes from November 30, 2023. A motion was made by Mr. Hancock and seconded by Mr. Stewart. All were in favor and the motion passed unanimously.
6. **Membership Dues Request for FY24-25** - Dennis Cyphers presented staff's recommendation for the FY24-25 membership dues requests. The staff's recommendation is to maintain the membership dues levels from the current year, with no change. Chairman Drakeford entertained a motion to recommend to the Board approval of the proposed Membership Dues Request for FY24-25. A motion was made by Mr. Stewart and seconded by Mr. Hancock. All were in favor and the motion passed unanimously.
7. **Finance Director's Report** - Rachel Katorkas gave the following report to the Committee: The auditors are performing one last internal review before finalizing the audit reports. They will be prepared to present the reports in person at Monday's board meeting and will bring bound copies for the board members. We received three proposals in response to the RFP that was released for new accounting software. Those are being reviewed and we'll be scheduling demonstrations before we issue an award. We are currently working on the proposals for the budget amendment for the current year and the budget for the next fiscal year. Those should be ready to bring to the Committee in March so that they can go to the Board at the April board meeting.
8. **Chairman's Remarks** - none

9. **Adjournment** - The committee meeting adjourned at 11:09am.

Respectfully Submitted,



Rachel Katorkas
Finance Director