



December 1, 2015

To: Audit Committee Members
Reginald Avery
Chao Wu
Edward Berman
James Young

Cc: Milton W. Matthews, President/CEO
Jackie Tuma, Chief Staff Liaison
Members of the Columbia Association Board of Directors

From: Gregg Schwind, Audit Committee Chair

The Audit Committee of the Columbia Association Board of Directors will meet on Monday, December 7, 2015 at Columbia Association Headquarters, 6310 Hillside Court, Columbia, MD 21046 at 7:30 p.m.

AGENDA

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| 1. Call to order | 1 min |
| 2. Approval of agenda | 2 min |
| 3. Approval of minutes: <u>September 21, 2015</u> | 5 min |
| 4. Review of financial documents: | 20 min |
| a) FY16 second quarter Financial Report | |
| b) FY16 second quarter financial statements | |
| 5. Motions to recommend Board action (no backup) | 5 min |
| a) Motion to provide the FY16 second quarter Financial Report to the Board of Directors | |
| b) Motion to provide the FY16 second quarter financial statements to the Board of Directors | |
| 6. Motion to close for the purpose of reviewing several internal audit reports and consultation with staff personnel on legal matters in accordance with HOA Section 11B-111.(4)(i,iv) | 79 min |
| 7. Committee Tracking Form (open meeting) | 5 min |
| 8. Adjournment – 9:27 p.m. | |

ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST TWO DAYS IN ADVANCE OF THE MEETING.