



September 12, 2017

To: Members of the Audit Committee
Janet Evans
Gregg Schwind
Edward Berman
James Young

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

From: Nancy McCord, Audit Committee Chair

The Audit Committee of the Columbia Association, Inc. Board of Directors will meet on September 18, 2017 at the Columbia Association Building, 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) Resident speakout | 5 min |
| 4) Approval of minutes: <u>July 26, 2017</u> | 5 min |
| 5) Review of financial documents: | 30 min |
| a) FY18 first quarter Financial Report | |
| b) FY18 first quarter financial statements | |
| 6) Motions to recommend Board action (no backup) | 5 min |
| a) Motion to provide the FY18 first quarter Financial Report to the Board of Directors | |
| b) Motion to provide the FY18 first quarter financial statements to the Board of Directors | |
| 7) 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) (no backup) | 67 min |
| 8) Review of Office of Internal Audit Charter | 15 min |
| a) Review of Office of Internal Audit Charter (with proposed revisions) | |
| b) Motion to recommend to the Board of Directors that it approve the Office of Internal Audit Charter as amended (no backup) | |
| 9) Committee tracking form (open meeting) | 2 min |
| 10) Review of Audit Committee charter responsibilities | 10 min |
| 11) Adjournment – 9:52 p.m. | |

**Next Audit Committee Meeting:
Monday, December 11, 2017**

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.