



December 3, 2019

To: Members of the Audit Committee  
Dick Boulton  
Renee DuBois  
Rafia Siddiqui  
Timothy Redmond

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

From: James Young, Audit Committee Chair

**The Audit Committee of the Columbia Association, Inc. Board of Directors will meet on Monday, December 9, 2019 at the Columbia Association Building, 6310 Hillside Court, Columbia, MD 21046 at 7:00pm.**

**AGENDA**

- |   |        |
|---|--------|
| 1. Call to order  | 1 min  |
| 2. Approval of agenda   | 1 min  |
| 3. Resident speakout  | 5 min  |
| 4. Approval of minutes: <u>September 23, 2019</u>   | 1 min  |
| 5. Motion to close for the purpose of reviewing consultant's audit report in accordance with HOA Section 11B-111.(4)(i, iv) (no backup)   |        |
| 6. Review of financial documents:   | 30 min |
| a) FY20 second quarter Financial Report   |        |
| b) FY20 second quarter financial statements   |        |
| 7. Motions to recommend Board action (no backup)  |        |
| a) Motion to provide the FY20 second quarter Financial Report to the Board of Directors   |        |
| b) Motion to provide the FY20 second quarter financial statements to the Board of Directors   |        |
| 8. Appointment of independent auditors for FY20   | 10 min |
| a) Memo re: Annual appointment and statement of independence from CliftonLarsonAllen LLP  |        |
| b) Motion to recommend the Board's appointment of external auditors for FY20 (no backup)  |        |
| 9. 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) | 85 min |
| 10. Discussion: Proposed Name Change for the Office of Internal Audit   | 15 min |
| 11. Committee tracking form (open meeting)  | 2 min  |
| 12. Review of Audit Committee charter responsibilities  | 5 min  |
| 13. Other business  | 5 min  |
| 14. Adjournment – approximately 9:45pm  |        |

**Next Audit Committee Meeting:  
Monday, March 23, 2020 at 7:00pm**

**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.**