

**Committee Board Brief**

**Committee Name**: Finance

**Meeting Date/Time:** 07/10/2018 @ 7:00PM

**Board Brief Prepared By**: Tamara Richards

# Meeting Attendees: Tish Craig, Katie Cota, Tamara Richards, Judith Wohl, Shelina Ali

# Meeting Absentees: Josh Horne, Danielle Royden

# Agenda:

1. Request list from auditors.
2. 2018-2019 funding spreadsheet.
3. Future items to consider.

# Decisions Made:

* Tish will finalize 2017-2018 year-end financials and distribute to FC by July 26.
* Tish will then send a revised version to auditors by August 1st, 2018.

# Action Items:

* Tish will send year-end financials to FC by July 26th via email
* FC members to review year-end financials and respond with questions to Tish by Monday July 30th.
* Tish to make final revisions to year-end financials and send to auditors by August 1st
* Katie to reach out various committees for information needed for the audit: governance for board list, auction committee for in-kind donations, and Secretary for board meeting minutes
* Katie to circulate prior year audit and procurement policy to FC
* FC to present comments on procurement policy at next FC meeting
* FC will collectively update the MD&A narrative; Shelina to propose graphics.

# Things to Consider:

* Finance committee calendar for recurring items.
* Finalizing revisions to procurement policy; follow-up with governance to review.

# Next Meeting:

08/14/2018 @7pm