

Tidewater EMS Council, Inc.  
**Audit and Finance Committee**  
**Minutes – May 29, 2018**

*Members Present:*

Wayne Shank, Chair  
Marie Markham  
Darren Padilla  
David Long

*Members Absent:*

Russell Blow

1. The chair called the meeting to order at 9 am. This was a meeting previously scheduled by Jim Chandler.
2. Following brief introductions, there was discussion about the role of the Audit and Finance Committee. It was agreed upon that there was a desire to have a job description that contained what the Audit and Finance Committee was responsible for. *(Since the meeting, I located a copy of the Audit and Finance Committee Job Description and forwarded it to all members for review).*
3. Treasurer's report format – a continuation from the last meeting regarding the content of the Treasurer's report delivered during Board meetings. It was the consensus of the committee that the report should briefly include significant changes in the financial statements since the prior board meeting, a quick report on the value and changes in investments, and any other business or recommendations developed by the committee.
4. Auditing – committee members acknowledged the external audit process; however, discussed the potential need for internal auditing processes. As examples, committee members discussed the poor practice of issuing blank checks, inconsistencies in expense reporting in mileage reimbursement, and late fees on credit card accounts.
5. Regular meeting schedule – there was discussion about a regular quarterly meeting schedule (possibly prior to the Board meeting)
6. Marie Markham informed the committee of her intention to resign; not immediately, but forthcoming.
7. With no additional business, the chair adjourned the meeting at 11:00 am.

Minutes prepared by David Long