










Title:	Audit Committee Meeting Notes and Action Item List
Meeting Held	December 9 , 2010 : Convened 6:00 PM Adjourned 6:30 PM

Invited Members & Guests								
Invited	Attended	Name	Invited	Attended	Name	Invited	Attended	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Judy Busse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jennifer Matos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Paul Ashiem
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Todd Capen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Steve Mitchell	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jane Grosser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sean Mulroy	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kiki Diaz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jennifer Ridge	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bob Kizer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bill Schalz	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pete Kozura	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drew Schnack	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dave Krotiak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Danny Thompson	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mike Laurich	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bob Welch	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michael Lawrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marilyn Wieland	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Doug Lennox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rome Yount	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pam Lowenthal	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

-  Closed Action Item
-  Open Action Item
-  Notes
- Red Overdue Action Item

NOTES & ACTION ITEMS				
Status	Item#	Owner(s)	Due Date	Action Item/Note
				Agenda: Approval and Additions None presented agenda approved
				Discussion & Approval of Annual Audit Reports Paul presented audit and management letter Audit had minor adjustment og 500 compared to year end financial statements
	AC01	Pete K & Doug L	2/1/2011	create plan with time line and training needs to allow migration to staff of all month end accounting processes.
	AC02	Pete, Doug & Bob K	2/1/2011	Review current policies and procedures disbursements and reimbursements, soecificaly on what is supporting documentation and present recommendation to the BOD
	AC03	Pete	1/12/2011	Review current policies required on form 990 for accuracies and updates,share with BOD for updates
	AC04	Bob, Doug	12/31/2010	Discussion & Planning of 990 Review Paul will forward electronic copy of form 990 for review
		Pete, Pam	12/10/2010	Send copies of Audit and Management Letter to all BOD members

Any action taken by this committee is conditional pending ratification by the Board of Directors at the next available meeting