

# ecomaine

## Memorandum

**DATE:** September 9<sup>th</sup>, 2015

**TO:** Chair and Members of the Board

**FROM:** Kevin H. Roche, CEO

**SUBJECT:** **Agenda for the Audit Committee Meeting**

There is a meeting of the **ecomaine Audit Committee** scheduled for **September 17<sup>th</sup>, 2015 @ 3:00 PM**. The agenda for this meeting is as follows:

1. Approval of Minutes (Attachment A)
2. Presentations RKO: Peter Way, Sr. Manager & Roger Lebreux, Partner
  - Draft report on FY 15 Audit
3. Recommendation for Auditor Selection FY 17

### Future Meetings:

Finance Committee Meeting: September 14<sup>th</sup>, 2015 @ 4PM  
Audit Committee Meeting: September 17<sup>th</sup>, 2015 @ 3PM  
Executive Committee Meeting: September 17<sup>th</sup>, 2015 @ 4PM  
Recycling Committee Meeting: September 24<sup>th</sup>, 2015 @ 4PM  
Full Board Meeting: October 15<sup>th</sup>, 2015 @ 4PM  
Recycling Committee Meeting: November 5<sup>th</sup>, 2015 @ 4PM  
Finance Committee Meeting: November 10<sup>th</sup>, 2015 @ 3PM  
Executive Committee Meeting: November 10<sup>th</sup>, 2015 @ 4PM  
Executive Committee Meeting: December 17<sup>th</sup>, 2015 @ 4PM  
Finance Committee Meeting: January 12<sup>th</sup>, 2016 @ 4PM  
Full Board Meeting: January 21<sup>st</sup>, 2016 @ 4PM

Recycling Committee Meeting: January 28<sup>th</sup>, 2016 @ 4PM  
Executive Committee Meeting: February 11<sup>th</sup>, 2016 @ 4PM  
Full Board Meeting: March 17<sup>th</sup>, 2016 @ 4PM  
Recycling Committee Meeting: March 24<sup>th</sup>, 2016 @ 3PM  
Finance/Budget Workshop: March 24<sup>th</sup>, 2016 @ 4PM  
Audit Committee Meeting: April 21<sup>st</sup>, 2016 @ 3PM  
Full Board Meeting: April 21<sup>st</sup>, 2016 @ 4PM  
Finance Committee Meeting: May 19<sup>th</sup>, 2016 @ 3PM  
Executive Committee Meeting: May 19<sup>th</sup>, 2016 @ 4PM  
Recycling Committee Meeting: May 26<sup>th</sup>, 2016 @ 4PM  
Full Board/Annual Meeting: June 16<sup>th</sup>, 2016 @ 11:30AM

The Audit Committee may wish to go into Executive Session for any of the above items under Section 405 of Title 1 of the Maine Revised Statutes [per the following legislative website: http://janus.state.me.us/legis/statutes/1/title1ch13sec0.html](http://janus.state.me.us/legis/statutes/1/title1ch13sec0.html)

9/9/2015 2:40 PM

## Memorandum

**DATE:** September 17<sup>th</sup>, 2015  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Audit Committee Minutes – April 16<sup>th</sup>, 2015

There was an **Audit Committee Meeting** held on the date noted above. The meeting was called to order by Gary Foster, Chairman.

**Item #1: - Minutes:**

Linda Boudreau motioned to accept the minutes as written. The motion was seconded by Susan McGinty. All in favor

**Item #2: - RKO Proposal for the FY 15 Audit:**

Peter Way from RKO reviewed the proposal for the FY 15 audit work. It was noted that the engagement letter is the same as last year including the fee. Susan McGinty motioned to authorize the Audit Committee Chair, Gary Foster to sign the engagement letter. The motion was seconded by Linda Boudreau. All in favor.

**Item # 3: - Audit Committee Members Roles & Responsibilities:**

The roles & responsibilities for the audit committee were reviewed by Peter Way with follow-up discussion by committee members. Committee members asked that RKO provide a “check list” of items to consider as part of their responsibilities.

**Item # 4: - Schedule for the Upcoming Audit:**

Arthur Birt reported that preliminary work for the Audit including observation of physical inventories will take place the week of June 15<sup>th</sup>, and the majority of the onsite work will occur the week of August 10<sup>th</sup>.

Meeting was adjourned.

**Present:**

Linda Boudreau, Gary Foster & Susan McGinty.

**Staff:**

Arthur Birt