

ecomaine

Memorandum

DATE: September 15, 2016

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 22, 2016 @ 3:00 PM**. The agenda for this meeting is as follows:

1. Approval of Minutes (Attachment A)
2. Presentation RKO: (Amy Chasse)
 - Draft Audit Report

Future Meetings:

Executive Committee:	September 22, 2016 @ 4PM
Audit Committee:	October 20, 2016 @ 3PM
Full Board of Directors:	October 20, 2016 @4PM
Recycling Committee:	November 10, 2016 @ 4PM
Finance Committee:	November 17, 2016 @ 3PM
Executive Committee:	November 17, 2016 @ 4PM
Executive Committee:	December 15, 2016 @ 4PM
Finance Committee:	January 19, 2017@ 3PM
Full Board of Directors:	January 19, 2017 @ 4PM
Recycling Committee:	January 26, 2017 @ 4PM
Executive Committee:	February 16, 2017 @ 4PM
Full Board of Directors:	March 16, 2017 @ 4PM
Recycling Committee:	March 23, 2017 @ 3PM
Finance/Budget Workshop:	March 23, 2017@ 4PM
Audit Committee:	April 27, 2017 @ 3PM
Full Board of Directors:	April 27, 2017 @ 4PM
Finance Committee:	May 18, 2017 @ 3PM
Executive Committee:	May 18, 2017 @ 4PM
Recycling Committee:	May 25, 2017 @ 4PM
Annual Meeting:	June 15, 2017 @ 11:30AM

The Executive 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)



Memorandum

DATE: September 8, 2016
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Audit Committee Minutes – April 21, 2016

There was an **Audit Committee Meeting** held on the date noted above. The meeting was called to order by Mike Shaw, Chairman @ 3:05PM.

Item #1: - Minutes:

Shawn Babine motioned to accept the minutes as written. The motion was seconded by Dave Morton. All in favor

Item #2: - RKO Engagement Letter FY 16:

Arthur Birt reviewed last year's management letter with the committee. Dave Morton recommended we make a note in the minutes that the committee reviewed the engagement letter and ethics policy. Dave Morton motioned to accept the engagement letter and ethics policy as written. The motion was second by Shawn Babine. All in favor.

Item # 3: - Review of the duties and responsibilities of RKO, Staff and the Audit Committee:

Amy Chasse reviewed the roles & responsibilities of the Audit Committee as well as the roles of staff and the auditors. There was a discussion regarding this year's audit and the schedule.

Shawn Babine motioned to adjourn. The motion was second by Dave Morton. All in favor.

Present:

Shawn Babine, Dave Morton & Mike Shaw

Staff:

Arthur Birt, Kevin Roche & Amy Chasse RKO.