

# ecomaine

## Memorandum

**DATE:** October 8<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 **October 15<sup>th</sup>, 2015 @ 3:00 PM**. The agenda for this meeting is as follows:

1. Approval of Minutes (Attachment A)
2. List of potential firms for FY 16 Audit (Handout)
3. Description of our Current Purchasing Policy (Handout)
4. Review of RKO Team
5. Selection of Auditor for FY 16

### Future Meetings:

Full Board Meeting: October 15<sup>th</sup>, 2015 @ 4PM  
Finance Committee Meeting: October 19<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))

10/8/2015 2:24 PM

**DATE:** September 21<sup>ST</sup>, 2015  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Audit Committee Minutes – September 17<sup>th</sup>, 2015

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

**Item #1 - Minutes:**

Shawn Babine made a motion to accept the minutes as written. The motion was seconded by Linda Boudreau. All in Favor.

**Item #2 – Presentation RKO FY 15 Draft Audit Report:**

Peter Way of RKO presented the Draft Audit Report for FY 15.

Shawn Babine moved to accept the Draft Audit Report and was seconded by Linda Boudreau. All in favor.

**Item #3 – Recommendations for Auditor Selection FY 17:**

There was a discussion on the selection of a firm to do the FY 16 Audit. The Committee decided to meet again in October to further discuss options. This was moved by Dave Morton and seconded by Linda Boudreau. All in favor.

Shawn Babine made a motion to adjourn. The motioned was seconded by Linda Boudreau. All in favor.

**Present:**

Shawn Babine, Linda Boudreau, Matthew Frank, David Morton & Mike Shaw

**Others Guest:**

Gary Foster & Peter Way

**Staff:**

Arthur Birt & Kevin Roche