

ecomaine

Memorandum

DATE: April 14, 2016

TO: Chairman and Members of the Board

FROM: Kevin H. Roche, CEO/General Manager

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

There is a meeting of the **ecomaine Audit Committee** scheduled for April 21st, 2016 @ **3:00 PM**. The agenda for this meeting is as follows:

1. Approval of Minutes (Attachment A)
2. RKO Engagement Letter FY 16
3. Review of the duties and responsibilities of the RKO, Staff and the Audit Committee
4. Update on FY 15 Management Letter
5. FY 16 – Audit Schedule
6. Other:

Future Meetings:

Full Board Meeting: April 21st, 2016 @ 4PM
Finance Committee Meeting: May 19th, 2016 @ 3PM
Executive Committee Meeting: May 19th, 2016 @ 4PM
Recycling Committee Meeting: May 26th, 2016 @ 4PM
Full Board/Annual Meeting: June 16th, 2016 @ 11:30AM

The Board of Directors 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

ATTACHMENT A

DATE: April 14, 2016
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Audit Committee Minutes – October 15, 2015

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

Item #1: - Minutes:

Mike Shaw reviewed the minutes with the committee and no revisions were noted. The minutes could not be accepted because a quorum was not present.

Item #2: - Selection of Audit Firm for FY 16

Staff provided background on the last RFP process for FY 12 Audit. After a lengthy discussion it was recommended that we continue with RKO as our Auditors and replacing the current RKO team with new members from the RKO firm. The Audit Committee Chairman will poll the other members for their support and proceed accordingly.

Present:

Linda Boudreau & Mike Shaw

Staff:

Kevin Roche & Art Birt