University Auxiliary Services Board of Directors

MINUTES

Annual Meeting: Thursday, May 21, 2020 11:00 a.m.
Zoom – Online Meeting https://csuci.zoom.us/j/99459474774

University Auxiliary Services Board of Directors Members Present: Bill Robe, Chair; Marianne McGrath, Vice Chair; Ysabel Trinidad, Secretary/Treasurer; David Press, Andrea Grove, Stephanie Bracamontes

CI and UAS Staff in Attendance: John Lazarus, Peter Maher, Roxanne Herlien

1. **Call to Order:** Chairperson Bill Robe called meeting to order at 11:08 a.m.

2. **Public Forum:** Chairperson Robe called for public comment. No public persons present.

3. **Approval of minutes from April 16, 2020 (Bill Robe):** David Press - motion to approve, Andrea Grove - seconded the motion, and passed unanimously.

4. **Annual Election of Board Officers (Bill Robe):** David Press - motion to approve, Andrea Grove - seconded the motion, and passed unanimously.
   - Current Officers: Bill Robe: Chair; Marianne McGrath: Vice Chair; Ysabel Trinidad: Secretary/Treasurer

5. **Approval of 20/21 Board Meeting Schedule (Bill Robe):** Andrea Grove - motion to approve, David Press - seconded the motion, and passed unanimously.
   - September 17, 2020; November 19, 2020; February 18, 2021; ANNUAL MEETING May 20, 2021

6. **UAS 20/21 Budget Approval (Bill Robe):** Andrea Grove - motion to approve, David Press - seconded the motion, and passed unanimously.
   - Budget will be revised once fall semester COVID-19 impacts on campus become more clear.

7. **Audit Entrance Meeting Report (David Press):**
   - 6th year of using same auditors because of COVID-19 impacts
   - Fiscal Inventory post fiscal year, but backed out to year end (completed within 90 days of year end)
     - Physical inventory with auditors will include food supplies and equipment
3. Audit schedule provided:

<table>
<thead>
<tr>
<th>Date</th>
<th>Responsible Person</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 21, 2020</td>
<td>RV/CI</td>
<td>Audit Entrance Meeting to be Coordinated by CI Representative</td>
</tr>
<tr>
<td>Date to be Determined</td>
<td>PS</td>
<td>VHCO to conduct the Test of Transactions Site Visit</td>
</tr>
<tr>
<td>Middle of June</td>
<td>LS</td>
<td>VHCO to send 2020 Audit Package</td>
</tr>
<tr>
<td>August 7</td>
<td>CI</td>
<td>Submission of Trial Balance, Audit Binder with Supporting Schedules</td>
</tr>
<tr>
<td>August 14</td>
<td>LS</td>
<td>VHCO to submit open items after review of Open Items FYE 6-30-20</td>
</tr>
<tr>
<td>August 21</td>
<td>CI</td>
<td>Submit final internal financial statements with MDA, Notes to F-S, and GASB Supplementary Information</td>
</tr>
<tr>
<td>August 21</td>
<td>CI</td>
<td>CI to send responses to Open Items or VHCO to view on-site</td>
</tr>
<tr>
<td>September 1–7</td>
<td>LS</td>
<td>Initial Draft of Audited Financial Statements sent to agency</td>
</tr>
<tr>
<td>Date to be determined</td>
<td>RV/CI</td>
<td>Exit Conference after initial draft of audited financial statements is reviewed</td>
</tr>
<tr>
<td>Contingent on CO Notification</td>
<td>CA/LM</td>
<td>Final Report Submitted to the Chancellor’s Office</td>
</tr>
<tr>
<td>September 30</td>
<td>CA/LS</td>
<td>VHCO to send CI Auxiliaries Draft of Forms 990, 199 &amp; RRF-1 for filing by November 15, 2020</td>
</tr>
</tbody>
</table>

8. Board members may make any comments or announcements. (Bill Robe)
   1. No comments

9. Board members may request specific agenda items for a future meeting (Bill Robe)
   1. No requests at this time

10. Adjourn Meeting (Bill Robe) Chairperson Robe adjourned the meeting at 11:56 p.m.

Upcoming Meeting:
Thursday, September 17, 2020 at 11:00 a.m. via Zoom Online Meeting

APPROVED

Bill Robe, Chair
University Auxiliary Services
Board of Directors