



## 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.
  1. 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.
  1. 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.
  1. John Lazarus – Director’s Report: Review of financial state with COVID-19 negative impacts on all operations.
  2. Budget will be revised once fall semester COVID-19 impacts on campus become more clear.
7. **Audit Entrance Meeting Report (David Press):**
  1. 6<sup>th</sup> year of using same auditors because of COVID-19 impacts
  2. Fiscal Inventory post fiscal year, but backed out to year end (completed within 90 days of year end)
    - a. Physical inventory with auditors will include food supplies and equipment

3. Audit schedule provided:

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

**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

---

Date