



Auburn Industrial  
Development Authority

**AUDIT COMMITTEE MEETING MINUTES  
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY  
Wednesday, November 18<sup>th</sup>, 2020 @ 4:30  
Remote Due to COVID**

**Board Present:** Brandon Gravius (Member of Industry)  
Roger Beer (Member at Large)  
**Staff & Guests:** Tracy Verrier, Executive Director  
Taylor Symes, Assistant Treasurer

The meeting was called to order at 4:37 pm, noting that a quorum was present.

**POLICY REVIEW:**

Ms. Verrier stated that there were two policies that needed to be discussed. The two policies were the Whistle Blower Policy and the Committee Charter. Mr. Gravius nor Mr. Beer had any questions or comments in regards to the policies.

Mr. Beer moved to recommend the policies to the full board, seconded by Mr. Gravius. All member voted in favor; motion carried.

Mr. Beer asked if the Whistle Blower Policy was ever used? Ms. Verrier stated no, the only time something changed in regards to the Policy was the addition of the state hotline phone number in the case someone wanted to report something to an outside party rather than reporting internally. Mr. Beer mentioned that the Auditors will be making an appearance in January. Ms. Verrier said they usually come in December for pre-audit work then in January conduct their full Audit. Mr. Beer asked if we have received our engagement letters? Ms. Verrier stated she has received the engagement letters for CSS, CEDA and the Chamber. She expects the engagement letter for both IDAs to arrive soon. Ms. Verrier explained that the auditors usually spend three days in the office and tackle everything at the same time. Ms. Verrier said it is typical for the auditors to have a draft audit for the committee and board to review in March. The Audit Committee will meet prior to the regular meeting in March to review the Audit more in depth. Ms. Elaine Buffington will present the full audit to the board during the regular board meeting in March as well. As per audit procedures, they will usually call a board member or two to do a fraud interview.

Mr. Beer motioned to adjourn 4:49pm, seconded by Mr. Gravius. All members voted in favor; motioned carried.

Respectfully Submitted,

Taylor Symes

James A. Dacey  
Chairman

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