



Audit Minutes

Chairman: Noris Roche 2023 President, Madeline Franco Scofield - 2023 President Elect

1. Meeting called to order by Noris Roche at Showcase Properties at 4pm

Facilitator: Tamorah Irving

Note taker: Christie Casey

Attendees: Noris Roche, Madeline Franco Scofield, Monica Schreader, Ashley Morgan,

2. Reports of Project Teams: Mid Year Audit Team

Tamorah Irving

Antionette Jarrett

Rose Charbone

Maribel Isaza-Velazco

Ashley Morgan

In attendance audience: Lacy Cruz, Madeline Franco Scofield, Christie Casey, Monica Schreader

All parties have reviewed the Budget vs Actuals and found no discrepancies.

Would like a line item added for pop bys in 2024.

Audit has been approved by all committee members.

VII. Unfinished Business: something that was postponed at last meeting

VIII. New Business: everything that will change the budget or the policies!

Meeting adjourned at TIME

signature and title of person who has taken the

minutes Next Governing Meeting: DATE TIME Address

Roberts Rules

Action Item? = everything that will change the budget or the policies!
Include this where the action item is needed!

- Chairman
 - The meeting will come to order at
 - The minutes have been sent out on.....
 - Are there any corrections to the minutes?
 - If there are no corrections, the minutes are approved
- May we have the report from the ...
- Under unfinished business, the first item of business is
- Is there any new business?

- Is there any further new business?

- If there is no new business, I need a motion to adjourn the meeting!

- A member of the Board can make a motion to adjourn the meeting!
- Motions

- I move that..... seconded needed to discuss
 - It is moved and seconded that

 - Is there any further debate?

 - The question is on adoption of the motion that

 - Those in favor of the motion say aye

 - Those opposed say no

 - The ayes have it, the motion is adopted...

 - The noes have it, the motion is lost

You can change the wording through amendments or postpone

WCR – Quorum = 3 active members of the gov. board, PE or President is present

If you have a motion – someone has to second it ... after discussion someone can CALL THE QUESTIONS (you need 2/3) to stop the discussion to go back to the motion and “vote”.

Only the name of the person who made the Motion should be mentioned!

Can chairman vote – yes and no... you need to mention your decision prior to the discussion (if you said no, and there is a tie, then you have to “vote”).