

UUA Audit Committee – Minutes

24 Farnsworth Street, Room 315
Boston, MA 02210
April 11, 2016

Members present: Sean Rush, Chair, Chris Chepel, James Wu

Member absent: Tim Brennan, Larry Ladd

Staff: Tim Byrne, Susan Helbert, Mary Katherine Morn, Karen Wheeler

Guests: Mike Burns, Merrill Puopolo

- **Minutes – Rush**

Motion 1: to adopt minutes from the February 16, 2016 meeting: moved by Chepel, seconded by Rush, all approved.

- **Audit Plan for Fiscal Year 2016**

- Explained what to expect prior to beginning of the audit.
- This year will be providing standalone financial statements for the UUCEF, LLC.
- End result of audit is to provide an opinion letter stating that our financial statements are represented fairly.
- Areas of focus – contribution accounting, related receivables and reserves, existence and valuation of investments, completeness of liabilities, net assets accounting including classification of contributions, investment income and gains, spending policies, and net assets released from restriction, useful lives of property and equipment and accounting for capital expenditures.
- Will also provide an analysis of intercompany transactions as they relate to the UUA and UUCEF, LLC and review controls, practices and policies over transfers to and from investment accounts as well as the UUCEF, LLC and allocation of net assets.
- Suggest that conflict of interest be added to the responsibilities of the Audit Committee; committee agreed and will review report on COI at mid-year meetings.

Motion 2: To appoint Tofias as auditor for Fiscal Year 16 audit. Moved Chepel, seconded Rush. All approved.

- **Executive Session – Rush**

- **Proposed Charter Changes – Chepel**
 - Added an Oversight of the Association’s Risk Management Practices section to the charter.
 - Still working on the Composition section of the charter. Will continue discussion via conference call and finalize.

- **ERM Stewardship & Development Fundraising – Hartley, Morn**
 - Discussed the various levels of fundraising and provided detail on fundraising dollars released per fiscal year.
 - Fundraising consists of the Annual Program Fund, Campaign Gifts, Friends of the UUA and Legacy Giving
 - Discussed the various risk factors of each as well as what’s being done to mitigate those risks.

- **IT Risk Management Update – Byrne**
 - Much attention was placed on building a Security Awareness Training. Contracted with KnowBe4 to provide a set of tools for measuring and improving staff’s understanding of security issues.
 - In January, kicked off a campaign, using comprehensive Security Awareness training, to get all employees to complete the hour long online training.
 - Held follow-up sessions with users and internal tech support to answer questions that the training triggered.
 - Will continue the Security Awareness training with new employees, expanding to volunteers, and eventually congregations, and running periodic phishing tests to gauge the effectiveness of the training.
 - Other initiatives include revisiting and revising the Incident Response Plan so all know how to respond to data breaches or loss, working with staff groups who collect small amounts of cash for events and fundraisers on best PCI practices and, mobile device management with regards to security awareness and data protection.

Next meeting:

November 21, 2016: in Boston, 10 am to 2 pm.