

# 2019 U.S. Masters Swimming Annual Meeting — St. Louis, Missouri

<b>Committee Name:</b>	<b>Finance Committee</b>	<b>Session #:</b>	<b>3</b>
<b>Committee Chair:</b>	<b>Jeanne Ensign</b>	<b>Vice Chair:</b>	<b>Laura Winslow</b>
<b>Minutes recorded by:</b>	<b>Teddy Decker</b>	<b>Date/time of meeting:</b>	<b>September 13, 2019 9:30AM</b>

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## Actions Requiring Approval by the HOD:

1. None

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## Motions Passed:

1. **MSA: Finance Committee recommends that the Board direct the National Office staff to prepare a comprehensive risk matrix.**
- 2.

<b>Number of committee members present: 14</b>	<b>Absent: 1</b>	<b>Number of other delegates present: 11</b>
<b>Committee members present: Jeanne Ensign (Chair), Laura Winslow (Vice Chair), Tom Boak, Guy Davis, Teddy Decker, Elyce Dilworth, Phil Dodson, Brandon Franklin, Jill Gellatly, Homer Lane, Peter Guadagni, Ralph Davis (Treasurer, Ex-Officio), Susan Kuhlman (CFO, Ex-Officio), Dawson Hughes (CEO, Ex-Officio)</b>		
<b>Committee Members Absent: John Gillis</b>		

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## Minutes

The meeting was called to order at 9:30 pm CDT.

The chair welcomed committee members and guests.

1. The Board requested a checklist be created to help a non-financial person in an LMSC be able to perform LMSC Standard of “bank statement review” procedure. Subcommittee (Elyce and Teddy) created to begin process.
2. The Committee held a discussion of risks to the organization and requested the staff to prepare a risk analysis, to encompass all possible risks, not just financial. Susan requested tabling the risk analysis until the disaster recovery plan is updated (which will be presented to Audit Committee in draft by June). **MSA: Finance Committee recommends that the Board direct the National Office staff to prepare a comprehensive risk matrix.**
3. The Chair noted the financial training used for new BOD training will also be used for new and continuing FC member education.
4. The Chair thanked the members for their participation and engagement during the year.

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## Tasks for the Upcoming Year

1. Subcommittee to create LMSC bank account review checklist for LMSC use.

The meeting was adjourned at 10:24 am CDT.

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