

## **Notice of Meeting and Agenda**

### **Board of Directors/Audit Committee Work Session**

**Tuesday, June 12, 2018**

**7:00 p.m.**

### **GHI Board Room**

**Purpose:** Discuss how the Board of Directors, Audit Committee and staff can work together to forward GHI's best interests on behalf of our members and cooperative.

#### **Agenda Items:**

1. Welcome, Introductions
2. Roles of the Board of Directors – Attachment #1
3. Roles of the Audit Committee – Attachment #1
4. Roles of the General Manager – Attachment #2
5. Review Maryland Coop Act § 5-6B-26. Examination and copying of books and records of cooperative housing corporations (Attachment #3a) and GHI Bylaws Article V111, Financial Regulations, Section 6 – Open books (Attachment #3b)
6. Interactions between Board and Audit Committee
7. Interactions between Audit Committee and Staff
8. Review list of Audit Committee's requests to the Manager dated 5/28/2018 – Attachment #4
9. Does the Audit Committee have a role in handling member complaints against the staff or Board of Directors? – Attachment #5
10. Conduct of the annual external audit.
11. General questions and comments.

#### **Attachments:**

- Attachment #1 - GHI Bylaws, Article V.1, V.4, V11.2

- Attachment #2 – General Manager’s job description
- Attachment #3a – Maryland Coop Act § 5-6B-26. Examination and copying of books and records of cooperative housing corporations
- Attachment #3b - GHI Bylaws, Article V111, Financial Regulations, Section 6 – Open Books
- Attachment #4 – Audit Committee’s Requests to the Manager dated 5/28/2018
- Attachment #5 - Member Handbook Art. XV11, Member Complaint Procedure

Ed James  
Secretary