

AGF Finance Committee Minutes
Jan. 29, 2010, 2:00 p.m.

In attendance (via conference call): Mary Jane Rynd, Marissa Theisen, Sandi Perez, Tom Avery, Don Snider

Mary Jane Rynd called the meeting to order and shared that the purpose of the meeting was to review the two bids submitted (Fester & Chapman, Sandra Turner CPA) to conduct a Financial Review. She invited committee members to share their thoughts about each candidate. Each was recommended by Carolyn Sechler, the AGF CPA. Tom Avery first read an email from Cheryl Ruggiero, who couldn't make the meeting, saying after doing some preliminary background work on both candidates, she preferred Sandra Turner. Mary Jane shared that she'd worked with Kevin Camberg of Fester & Chapman, and was pleased with his work. The committee decided it would be useful to contact Cheryl to find out more about her reasons for preferring Sandra Turner. Mary Jane immediately sent her an email and expects to hear back from her early next week.

Tom Avery asked if either firm had information on their last Peer Review and after reviewing materials on both candidates, the committee determined that both had adequate Peer Review reports. Don Snider suggested it might be useful to determine the amount of each firm's Errors and Omissions insurance. Roy Pringle said that, given that both candidates appeared competent to do the job, it made sense to go with Fester & Chapman, since their bid was over \$600 less. Committee members agreed with his assessment but suggested Marissa/Mary Jane contact Fester & Chapman's references to be sure the clients were pleased. The suggested that the following questions be asked:

- 1) What was the nature of the work they did? Financial Review?
- 2) Was report prepared in a timely manner?
- 3) Were there additional charges? If so, why?
- 4) Would you feel comfortable referring this company?
- 5) Did they provide any suggestions for improving your processes

The committee decided it would be reasonable to ask the consultant to complete the report by May 1st. Marissa and Mary Jane will call references next week and then contact the selected consultant. Mary Jane committed to notify committee members about actions taken.