I. **Call to Order**  
The meeting was called to order by Chair, Sharon Eichten at 2:00 P.M.

II. **Roll Call**  

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>Staff/Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Eichten, Committee Chair</td>
<td>Lisa Cummings, CohnReznick, Senior Manager</td>
<td></td>
</tr>
<tr>
<td>Debra Hammond, Executive Director (non-voting)</td>
<td>Reshini Ekanayake, Student Administrative Support Assistant, Accounting &amp; Finance</td>
<td></td>
</tr>
<tr>
<td>Joseph Illuminate, Executive Secretary (non-voting)</td>
<td>Jonathan Navarro, Accounting Manager</td>
<td></td>
</tr>
<tr>
<td>Lana Khanou, Student Representative (voting)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elad Mashiah, Student Representative (voting)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Isaac Shafa, Student Representative (voting)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Edith Winterhalter, University Representative</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. **Approval of Agenda**  
M/S/P (I. Shafa/E. Mashiah) Motion to approve the agenda for February 04, 2021.  

*Motion passes by General Consensus*

IV. **Approval of Minutes**  
M/S/P (I. Shafa/E. Mashiah) Motion to approve the minutes of September 10, 2020.  

*Motion passes by General Consensus*
V. **Chair’s Report**  
Chair, Sharon Eichten requested the committee members to introduce themselves.

VI. **Action Items**

A. **Form 990 Return of Organization Exempt from Income Tax (2019-20)**  
M/S/P (E. Mashiah / I. Shafa) Motion to accept the Form 990 Return of Organization Exempt from Income Tax (2019-20).

Lisa Cummings, CPA and Cohn Reznick Senior Manager, joined the meeting to present Form 990 to the committee.

Lisa reviewed the key sections of Form 990 with the Audit Committee stating that best practice is for the Board to review Form 990 prior to filing. The first 12 pages are the core of Form 990 which includes the summary of financial information, program service accomplishments, checklist of required schedules, statements regarding tax compliance, and corporate governance.

She confirmed that the Form 990 is in order with the exception of one minor change. The language in the screenshot below in regard to the change in the Bylaws will be removed from Schedule O of the 990 prior to filing the return because the change in the Bylaws did not occur in the 2019-20 fiscal year. The change occurred in the 2018-19 fiscal year.

---

**FORM 990, PART VI, SECTION A, LINE 4:**

THE FOLLOWING CHANGE WAS MADE TO THE BYLAWS:

STUDENT REPRESENTATIVES WHO SERVE ON STANDING COMMITTEES ARE PART OF THE

STUDENT LEADERSHIP DEVELOPMENT AND RECEIVE A SCHOLARSHIP FOR THEIR SERVICE.

---

**Motion passes 5-0-0**

VII. **Discussion Items**

A. None
VIII. **Announcements**
   
   A. None

IX. **Adjournment**  
The meeting was adjourned by Chair, Sharon Eichten at 2:38 P.M.

Respectfully submitted by,

Joseph Illuminate,  
Associate Director, Accounting & Finance