



Audit Committee Meeting Minutes
September 13, 2016
WELL Shoreline Room

1. **Call to Order, Chair - 7:37 a.m. Patrick Dorsey**
Present: Patrick Dorsey, Ilse Maymes, Alyssa Trejo-Alvarez, Kisanet Woldeyohannes, Victor Serrano and Stacy Hayano
Also Present: Union WELL Inc. staff members Leslie Davis, Bill Olmsted, Jill Farrell, Amy Jacobsen,
Guests: Christy Norton from K Coe Isom and from ASI Mark Montalvo, Humberto Perez and Daisy Yopez.
Absent: Jeremy Clark

2. **Audit Presentation**
 - A. **Audit Presentation, CPA: K Coe Isom, Christy Norton, Principal**
 - i. Norton presented the 2015 through 2016 Income Statement found in the "Independent Auditors' Report, Financial Statements and Supplemental Information" booklet handed out to everyone.
 - a. Norton stated there was approximately a two million dollar revenue and cash flow increase from 2015 to 2016. This was largely due to an increase in membership fees, contract and lease payments, and program service fees.
 - b. Expenses have increased approximately five hundred thousand. Norton explains this is primarily due to wages and benefits, particularly caused by the rise in minimum wage and the Fair Labor Standards Act.
 - c. Norton highlighted the expenditure increase in the repairs and maintenance functional expense category being due to preparations necessary for the Union expansion and tenant relocations. Farrell also added that the CSG custodial contract is also responsible for the increase due to the minimum wage increase and a 3% overall contract increase.
 - d. Norton also discussed the Related Party Note 8, for the Audit Committees reference of a recap of the transactions that Union WELL Inc. conducts with the Campus University and other auxiliaries on campus.
 - e. Overall, there was a net increase of approximately one million, five-hundred thousand.
 - ii. Norton then asked the Audit Committee if they had any questions and there was no discussion or questions. The audit was forwarded to the Board of Directors for approval.

3. **Adjournment 8:00 a.m.**

Respectfully Submitted:

Authorized Signature

11.2.16

Date