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**SOUTHERN TIER NETWORK
AUDIT/FINANCE COMMITTEE MEETING
MINUTES**

The Audit and Finance Committee of the Board of Directors of Southern Tier Network convened at 3:00 p.m., Tuesday, February 11, 2020 at STN Conference room, 8 Denison Parkway East, Corning, N.Y.

Members Present:

Mark Rogus, Chair
Judy McIntosh
Tim O'Hearn

Absent:

Alan Eusden

Members Present Telephonic:

Howard Zingler

Others Present:

Steve Manning, CEO
Tony Marzolino, CFO - Telephonic

1. **APPROVAL OF MINUTES** – January 7, 2020 meeting minutes were approved on a motion by Howard Zingler and seconded by Tim O'Hearn.

2. **AUDIT COMMITTEE: Start at 3:00 PM**
 - a. **Review Standard Operating Procedures** – Management provided a verbal report on the organizational SOPs, recommending change/modifications to the Commission Procedure, Document Naming SOP, and Sales Process SOP. Committee members suggested modifications be completed and presented in a timely manner.
 - b. **Assessment of Effectiveness of Internal Controls** – Committee members reviewed and approved the Effectiveness of Internal Controls – 2019 be adopted and presented to the board Chair for signature.

On a motion made by Mr. Zingler, seconded by Ms. McIntosh the Audit Committee adjourned at 3:08pm.

3. FINANCE COMMITTEE: Start at 3:08 PM

- a. **Summary Report on 2019 Committee Survey** – Mr. Rogus shared he is awaiting a few additional survey documents from Committee members and that he will circulate the summary of responses once received by each member.
- b. **Multi-County Consortium Update** – Committee members engaged in a lengthy conversation related to the Coalition and BRS Study. Management reminded Committee members of the February 18, 2020 kickoff workshop session with counties, Fujitsu and Corning, Inc.

4. OTHER

- a. **Diversity Build Grant Information** - Mr. Manning reported that Appalachian Regional Commission and Empire State Development portions of the grant funding were announced / awarded in February 2020. Awaiting announcement from EDA. Committee discussed the need for marketing/communications plan and protocol for communications related to the Multi-County Coalition initiative and Diversity Grant initiatives.

On a motion duly made, Judy McIntosh, seconded by Tim O’Hearn the meeting adjourned at 3:30 pm.

Mark Rogus Secretary

