

WJFF's Audit Committee Minutes

11/11/20 — WJFF Board of Trustees Audit Committee
(Zoom meeting)

Committee members present: Sally Stuart, Dale Blagrove, and Leila McCullough
Staff present: Tim Bruno

Quorum being present, call to order at 11:03

1. Discussion of Risk Assessment, IT Compliance, and Business Continuity topics
Committee members and Tim discussed a broad range of compliance and risk topics. They reviewed the CPB compliance check list and identified a few areas for work. They also discussed topics raised by compliance documents from NFCB and our new auditors.

The committee agreed on the following next steps:

- Dale will do a walk thru at the current station and review plans for Liberty. His focus will be on IT compliance and recommend improvements in current practices. He will look at account access, passwords, encryption and other topics. With the move to Liberty, we hope to reset our practices and have better IT risk avoidance practices in place.
 - Leila will speak with Kirsten about her recent meeting with the CAB and then in her role as Board Liaison to the CAB work with the Committee to ensure that they are seeking out community input and gathering feedback from the broader community.
 - Sally will work with Amy and Nom and Gov to update our old Diversity Statement and include Diversity and Equality.
 - Tim is working on risk management, preparedness, and responsiveness topics with Emergency Management Services of Sullivan County and with our technical consultants on how these topics relate to transmission and the tower.
2. Approval of 10/18 Audit Committee Minutes.
Motion to approve (McCullough, Blagrove) All in favor.
 3. Next meeting: 12/15/21 at 9am

Motion to adjourn at 11:25 (Blagrove, McCullough). All in favor.

Minutes approved 12.16.21