AUDIT COMMITTEE MEETING
Date: Friday, May 8th 2025
Time: 3:30pm – 4:30pm
Location: https://csudh.zoom.us/j/84154144522
PW: 439343 **Dial-In**: +1 669 444 9171 **Meeting ID**: 841 5414 4522

MEETING MINUTES

Voting Members Present:	Chair Ryan Heredia, Brad Beverage, Justin Gammage
Members Present:	Deborah Wallace
Staff Present:	Tranitra Avery, Markis Lazarre, Cherisse Ross
Guests Present:	Alison Johnson, Rachel Tattrie

I. Call to Order

- The meeting was called to order at 3:31 PM by Chairperson Heredia.

II. Roll Call

- This meeting was held via Zoom virtual platform. Members and guests could be heard clearly. Quorum met.

III. Consent Agenda Items

A. Approval of Agenda

B. Approval of Previous Meeting Minutes

i. August 16th, 2024

ii. January 23rd, 2025

- A motion to approve the consent agenda was made by Chairperson Heredia, and seconded by Member Beverage. All in favor.

IV. Public Comments

- No public comments.

V. Action Item

A. Approval of FY2023–2024 Form 990

- Ms. Johnson led the Committee through a detailed presentation of the Form 990, with support from Ms. Tattrie. Ms. Johnson explained the structure and purpose of the return, emphasizing its significance in representing the organization to the IRS, the public, and potential donors. She reviewed key components including total revenue, program service accomplishments, governance disclosures, and IRS compliance requirements. Particular attention was given to the reporting of board compensation, independence status, and the treatment of research grants as taxable income for professors serving on the board.

- The presentation addressed questions raised by Committee members, including concerns from Brad about the protocol described in Section B, Question 11a of the 990. Alison clarified that while the full board is not required to approve the form, the IRS does require that a complete draft be provided to all board members prior to filing. It was agreed that Mr. Lazarre would distribute the draft to all board members before submission. Ms. Tattrie further elaborated on the public support test and provided detail on the excess contributions reported from Apple Computer, explaining IRS thresholds and donor limitations. Additional discussion followed regarding top compensated individuals, independent contractors, and reconciliation between financial statements and tax returns.

- Following the presentation, Member Beverage made a motion to approve the FY 2023–2024 Form 990 and Form 990-T. The motion was seconded by Chairperson Heredia and passed unanimously.

- Executive Director Avery addressed the Committee with a proposal to align TAP's audit approval timeline with the deadlines established by the CSU Chancellor's Office. To avoid delays and multiple reschedulings, the proposal recommends that the Audit Committee review and approve the audit prior to full board review, ensuring compliance while allowing time for a full board presentation afterward.

VI. Other Items

- In other business, Executive Director Avery confirmed upcoming Committee meetings: an Ad Hoc Finance Committee meeting scheduled for May 15, 2025, and a Budget Review Committee meeting on May 22, 2025.

VII. Adjournment

- The meeting was adjourned following a motion by Member Beverage, seconded by Chairperson Heredia. All in favor. Meeting end time: 4:23pm.