ISSC

Interstate Shellfish Sanitation Conference
209-2 Dawson Road --- Columbia, SC 29223
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M E M O R A N D U M

TO: Audit Committee Members

FROM: Ken B. Moore, Executive Director Ken B. Moore

DATE: February 29, 2016

RE: 2016-2017 Committee Charges

This memorandum is to confirm your appointment by the Conference Executive Board Chairman to the Audit Committee. Patti Fowler will serve as Committee Chairperson.

The Audit Committee is assigned the following tasks for 2016-2017:

- Continue its oversight of ISSC audit activities.
- In consultation with the independent auditor and management, review the results of the annual audit and related comments; and report to the Board of Directors on audit activities.
- Consult with the independent auditor and management with regard to the adequacy of internal controls.
- Provide an open avenue of communications among the independent auditor, office management and the Executive Board.

If you are unable to participate in the activities of this committee, please contact us by phone at 803-788-7559 or by email at issc@issc.org. Thank you for your interest and support of the ISSC and we look forward to working with you. Your Committee Chairperson will be contacting you soon.

/ccm

Audit Committee:			
2016-2017	**Last Name**	**First Name**	**Email Address**
Chair:	Fowler	Patti	patti.fowler2292@gmail.com
Members:			
	Fleetwood	Steve	eastpointoysters@aol.com
	Howell	Lori	lahowell@spinneycreek.com
	Hickey	Mike	michael.hickey@state.ma.us