

Egg Harbor Township Board of Recreation Commissioners Meeting
EHT Community Center
5045 English Creek Avenue
Egg Harbor Township, NJ 08234
SPECIAL MEETING MINUTES

Wednesday, September 27, 2017

6:30 pm

Vice Chairman Warrell called the meeting to order 6:34 pm.

Pledge of Allegiance.

Recreation Director, Richard Audet, read the opening statement pursuant to the Open Public Meeting Act.

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| Roll Call: | Toni-Lynn Rispoli | Excused |
| | William Warrell | Present |
| | Justin Riggs | Excused |
| | Charles Gallagher | Excused |
| | Paul Weldon | Present |
| | Kevin Stetser | Present |
| | Amy Smith | Present |
| | Paul Trinkle | Present |
| | Christine Gras | Present |

Also present Parks and Recreation Director, Richard Audet, and members from the EHT Jr. Wrestling organization. Meeting is to discuss the financials of Jr. Wrestling and the reason no financial reports or documents have been received in over 10 (ten) months as requested.

Kara Driscoll, President of Wrestling, asked if their financials need to go for a calendar year or fiscal year. Richard Audet replied with, "calendar" meaning that there is not set fiscal year for wrestling and they can submit a final report a few weeks after the end of their season. Richard Audet also informed them that they need to send in monthly financial documents along with a full year financial report. Kara mentioned that it was never explained to her that she should be using Excel or a financial software system but that they brought on Damien Correa to help. After some discussion the yearly review should be from June 1st through May 31st.

Kara Driscoll requested if they could bypass an outside auditor as chosen by the Director for one that they know because a board member knows several and it will save Jr. Wrestling money. Richard Audet said Chairwoman Rispoli would approve as long as it comes from a Certified Public Accountant's office with their letterhead. The audit should be from November 2016 through May 2017. Kara Driscoll and the wrestling board members in attendance agreed they will move forward in seeking out a CPA for the audit and begin the process of using a program for monthly financials.

Richard Audet asked Kara Driscoll why the check was very late to the EHT Business Administrator when he was told it was going right out. Kara Driscoll replied that she was checking the invoices for accuracy. Audet explained that it hurts all youth groups and the department in their relationship with the school and future fees we will be charged.

Vice Chairman William Warrell made a motion to adjourn special meeting 6:58 pm, Commissioner Weldon seconded, unanimously approved.

Minutes as heard by Commissioner Christine Gras

Christine Gras for Secretary Justin Riggs

Chairwoman Toni-Lynn Rispoli

**These minutes were approved at the October 11, 2017
Recreation Commission Meeting**
