**TSC Alliance**

**Audit Committee Meeting Minutes**

**Inventa Place, Room 2**

**October 13, 2023, 8:30 – 10:00 AM, EST**

**DRAFT**

In attendance:

Committee Members: Steven Goldstein (Chair), David Coit, Tara Zimmerman

Non-Voting Members: Rich Gollub

Board Nominee: Mark Spotts

Staff: Cynthia Arcuri, Kari Luther Rosbeck, Rachel Wojnilower

**Welcome and Approval of the Minutes from the September 6, 2023 Audit Committee meeting**

Steven Goldstein called the meeting to order at 8:34 a.m. and a quorum of voting members were present.

*Coit* motioned to approve the meeting minutes from September 6, 2023. *Goldstein* seconded the motion. The minutes passed without dissent.

**Review of IT Policies**

***Cynthia Arcuri presented three IT policies that were recommended by the NIST assessment performed in 2021 (2 for approval, 1 for review):***

1. Configuration Management Policy – Steven asked if we had sent these policies to the auditors. Cynthia confirmed that a few weeks ago the auditors said they felt it’s always good to implement best practices. David Coit suggested that these are reviewed annually and that we review all IT policies per the NIST annually. Optimal wanted to make sure policies are utilized and reviewed annually as well.

*Goldstein* motioned to approve the Configuration Management Policy.  *Zimmerman* seconded the motion. The motion passed without dissent.

1. Security Awareness Training Policy – All employees go through annual security training. Cynthia Arcuri said this is something we are already doing. New employees take an online course and this summer current employees took a course. Mark Spotts encouraged ongoing training for the organization – 15 or 20 minutes per month is what his company implemented as ongoing training keeps people up to speed and aware. His company uses KnowB4. Cynthia mentioned we use the same program and it sends fake emails to employees monthly to keep training sharp.

*Goldstein* motioned to approve the Security Awareness Training Policy. *Coit* seconded the motion. The motion passed without dissent.

1. Physical Security Policy – Cynthia wants to ensure that the building security maintains a log which is recommended in the draft policy before finalizing policy. Rich mentioned that the keypad was our responsibility so that we may want to change the wording to reflect that. Steven suggested an email vote once settled. Mark suggested we acquire SOC reports from Microsoft are important to review so that we maintain user controls.

Outstanding NIST policies were reviewed: Access Control, Backup and Recovery and Rick Management, Change Management Policy and Procedure and Establish Log Monitoring.

Steven mentioned he has not seen an engagement letter. Cynthia will be setting the timeline with them this week and we will review that schedule with auditor in January. We should receive engagement letter after they complete their 5500 report this week.

**Future Meetings Schedule**

* Wednesday, January 17, 2024 – 5pm EST
* Monday, April 1, 2024 – 5pm EST
* Wednesday, July 17, 2024 – 5pm EST
* Thursday, October 24, 2024 – 5pm EST – New York, NY

There being no other business, *Goldstein* motioned to adjourn the meeting at 8:50 a.m. ET. *Coit* seconded the motion.