

To: Theresa Brunasso – Region 3 Director 2022

Pat Donohoe – Region 3 Secretary

Subject: Region 3 Operational Audit Committee (OAC) Report to Region 3 ExCom Feb 2022 Meeting

The OAC met on 27 Jan 2022 for an organization and planning session with the following conclusions...

- 1) Reviewed the Conference Committee Report and Comments and reached the following consensus:
 - The Audit Team discovered several additional areas of interest in discussion with current and past Conference Committee Chairs.
 - The work of the Conference Committee Team over the past several years has made remarkable improvements in the Conference Operations Manual.
 - Therefore, the OAC is content with trusting the revised Conference Op Manual and the Committee's operation under it and letting the future results determine an appropriate judgment of the 2021 Audit report (including comments) submitted to Director Gostin 12/2021.
- 2) Discussed the two(2) assignments for the OAC 2022
 - a. Create an OAC Operations Manual that contains standard guidelines, templates, checklists, and outlines for performing and documenting operational audits.
 - b. Audit the Member Communications Committee
- 3) Agreed to develop the OAC Operations Manual in parallel with conducting the Audit of the Member Communications Committee.

An activity-based project plan will be developed to coordinate the work on both.

- 4) Use Collabratec workspace for OAC members to coordinate the effort
- 5) Meet monthly using WebEx and Google Meet

Next meeting -10 Feb 2022 @3:00PM Eastern

Respectfully Submitted;

William Ratcliff, OAC Chair 2022