



MINUTES ICAR BOARD FINANCE SUB COMMITTEE (FSC)

DATE 26TH JUNE 2018 CONFERENCE CALL

TIME 15H00 TO 16H00

Attendees: Neil Petreny (Chair), Niels H. Nielsen, Josef Kučera, Martin Burke (CE) and Elena Couto (Admin. Staff).

Apologies: Laurent Journaux.

1. Welcome and Chairman's remarks

The Chair welcomed all the attendees. There were no comments from participants.

2. Call to Order & Approval of Agenda

Under the chairmanship of Neil Petreny the Agenda was approved and this meeting was convened.

3. MOTION: It was duly moved, seconded and carried that the agenda is approved as presented.

4. Approval of previous minutes

The minutes of the previous meeting of 29th May 2018 was approved as presented.

5. Quickbooks on line - implementation update

Elena Couto informed that part of the training for the use of the software took place at the beginning of June. The process will enter into routine on 1st July 2018, after the second quarter of financial statements and comparison with the old software. For July Board the Secretariat will present the statements using the Quickbooks reports.

The plan is to do the same with SERVICE-ICAR Srl in the next two months with view to start on 1st October.

6. Risk Register development

Martin Burke presented a new version of the risk register document. The FSC found the draft in line with the previous recommendations. The CE will submit the document to the Board end of July. This will be a document for Board debate and take actions when necessary. The Board will also decide the frequency for reviewing the document. The proposal is to review it before the presentation of the next year budget. Neil Petreny recommend reviewing it not too long after the General Assembly of ICAR in case there will be new members.

Financial Inspector – draft Job description

Martin Burke circulated a new draft for the Inspector's job description. The FSC debated on the external audit procedure, specially in the case of SERVICE-ICAR Srl. The meeting asked Martin Burke to clarify those items and to present a new draft at the next conference call in July, before to share it with the Board.

7. Other business

There was no other business.

8. Adjourn

The meeting was closed at 16h00. The next meeting will be on 18th July at 14h00 CET.