SONOMA STATE ENTERPRISES, INC.
AUDIT COMMITTEE
Minutes
December 13, 2013

MEMBERS PRESENT: Mr. Yale Abrams, Ms. Nicole Hendry, Mr. John Urbanski, Mr. Luke Tesluk

MEMBERS ABSENT: None

OTHERS PRESENT: Ms. Joy Sun, Ms. Trudy Powers, Mr. Neil Markley, Ms. Amanda Visser

I. Call to Order
Mr. Abrams called the meeting to order at 12:40 pm.

II. Approval of the September 11, 2013 Minutes
Ms. Hendry moved to approve and Mr. Abrams seconded – minutes were approved.

III. ACTION ITEM: Selection of Independent Auditor
   A. Audit Firm Proposal Introduction
   B. Confidentiality Statements
   C. Proposals
   D. Evaluation Criteria
   E. Scoring Sheet

Ms. Sun and Ms. Powers provided an introduction to the procurement process and requested that all committee members and staff present sign and return confidentiality and conflict of interest statements required as a part of the procurement process.

Ms. Visser provided some opening comments regarding the bid process, the requirements set for in the Request for Proposal that the firms were asked to respond to and the proposals received. In addition, she also reviewed the criteria/scoring sheet that the committee members will be using to evaluate the firms.

The committee went through each proposal in alphabetical order. After considerable review and discussion, the audit committee scored each proposal. The totals were accumulated and the highest score went to AKT LLP. The committee made a unanimous decision to recommend AKT LLP to the SSE Board of Directors to conduct the financial audit and tax return for SSE for the next three years with 2 one year options to renew.

IV. Executive Session
None.

V. Other Non-Action Items
None.

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Neil Markley                  Amanda Visser
Chief Operating Officer      Recording Secretary