

## **Augusta, Georgia Land Bank Authority Finance Committee**

**April 3, 2024**

**Meeting Minutes**

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### **FINANCE COMMITTEE MEMBERS PRESENT**

AGLBA Chairman/Tax Commissioner  
Augusta-Richmond County Board of Assessors  
Planning & Development Director  
WDM Enterprise

Tederell Johnson  
Scott Rountree  
Carla Delaney  
Ryans Downs

### **IN ATTENDANCE**

AGLBA Executive Director  
AGLBA Business Operations Manager  
AGLBA Project Manager  
WRDW

Shawn Edwards  
Lisa Williams  
Kemara Jones  
Liz Owens

### **ITEM 1 OPENING REMARKS**

The AGLBA Co-Chairman, Scott Rountree, called the meeting to order at approximately 1:00 PM. Introduction of all attendees commenced.

### **ITEM 2 REQUESTS FOR APPROVAL**

- 1. OVERVIEW AND REVISION OF FINANCE COMMITTEE BY-LAWS DRAFT.**
- 2. SPECIFIC REQUESTS FROM THE FINANCE COMMITTEE**
  - Upload previous budget request documents
  - Upload Internal Controls Letter
  - Update the committee on specifics of the auditing process

### **ITEM 3 ITEMS FOR DISCUSSION**

- 1. OVERVIEW OF AUGUSTA ECONOMIC DEVELOPMENT AUTHORITY'S (AEDA) TRAVEL/ENTERTAINMENT EXPENSE PROCESS**
  - To be discussed in future meetings due to time constraints
- 2. DISCUSSION WITH INTERNAL AUDITOR**
  - To be discussed in future meetings due to time constraints

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1. **BOARD COMPOSITION - THREE (3) MEMBERS: CARLA DELANEY, RYAN DOWNS, SCOTT ROUNTREE AND AGLBA CHAIRMAN, TEDERELL (CHRIS) JOHNSON WHO WILL BE IN ATTENDANCE FOR ALL AGLBA FINANCE COMMITTEE MEETINGS.**
2. **OBJECTIVES/IMMEDIATE ACTIONS-**
  - Review requested documents.
  - Draft By-Laws for finance committee - Carla Delaney.
  - Discussions with external auditors.
  - Staff source training for current accounting software.
  - Contact DDA-operational and financial policies and/or guidelines.
3. **FOLLOW-UP: MONTHLY MEETINGS PRIOR TO FULL BOARD MEETINGS (QUARTERLY OR AS NEEDED FOLLOWING REVIEWS AND POLICY RECOMMENDATIONS-**
  - Three(3) most recently completed annual audits.
  - Request of other land banks operational and financial policies and/or guidelines.
  - Share land banks associations best practices guide mentioned by AGLBA Chairman, Tederell (Chris) Johnson.
  - Source potential staff training for QuickBooks.
  - Provide available general ledgers, profit & loss statements, reconciliations for various accounts i.e., operations account, reserve account, conference account and ARPA account.

## ITEM 4 ADJOURNMENT

There being no further business, the meeting adjourned at 10:00 a.m.

Respectfully Submitted,

Tederell (Chris) Johnson  
Tederell (Chris) Johnson, AGLBA Chairman

Shawn Edwards  
Shawn Edwards, AGLBA Executive Director

Kemara Jones  
Kemara Jones, AGLBA Project Manager  
Meeting Minutes Preparer