



March 11, 2025 | General Meeting Minutes

Time: 3:00 PM – 7:00 PM

Location: Metropolitan Community College, 5730 N 30th St Bldg. 21, Omaha, NE 68111

Present: Tim Clark | Chair
Terri Crawford | Vice Chair
Quentin Brown
Gwen Easter
Glenn Freeman
Dorothy Johnson
Ted Lampkin
Joanna LeFlore-Ejike
Johnny Nesbit

Absent: Trevon Brooks
Connie Edmond
Clarice Jackson
Laban Njuguna

Agenda Items

1. Roll Call
2. Public Comment
3. Approval of Minutes
4. Executive Director Report
5. Chairman Report
6. Finance Committee Report
7. Legislative Committee Report
8. Policy Committee Report
9. Strategic Planning Committee Report

Key Discussion Points

1. Roll Call: Chairman Tim Clark called the meeting to order at 3:10 PM followed by the roll call.

2. Public Comments:

Speaker 1: Ben Gray from Omaha provided public comment, expressing his appreciation for the Commission's efforts and acknowledging the Commission's proactive stance. Mr. Gray referenced LB556, stating that he plans to attend the

upcoming hearing to voice his opposition to the bill. He urged the Commission to consider taking a formal position on LB556 and to continue advancing the important work underway. Additionally, Mr. Gray offered his support to the Commission, stating he is available to assist in any way needed.

Speaker 2: Pastor Cedrick Perkin of Pilgrim Baptist Church in Omaha addressed the group, emphasizing the critical climate at the federal level. He expressed concern over the ongoing efforts to cut funding, which will significantly impact local communities. Specifically, he highlighted reductions in funding for educational programs. Pastor Perkin stressed that a lack of collaboration within the community hinders progress and growth. He challenged the Commission to work together more effectively and offered his support to assist the Commission in its efforts.

With no further public comments, Chairman Clark thanked the public for their input and informed them that the Commission will not hesitate to reach out to the community to participate on committees and be involved in the process. He emphasized the Commission's desire to continue seeing public engagement as they move forward with their work.

Approval of Minutes:

Executive Director Simone Smith informed the Commission that staff had emailed all commissioners copies of the minutes included in today's meeting packets multiple times in advance of the meeting. Chairman Clark provided the Commission with an opportunity to review the minutes. Chairman Clark then called for a motion to approve the minutes. Commissioner Quentin Brown motioned to approve the minutes, and Commissioner Glenn Freeman seconded the motion.

Chairman Clark opened the floor for additional comments pertaining to the minutes.

Commissioner Gwen Easter raised concerns about the minutes recorded by former Commissioner John Carter, alleging they were altered. She requested that all the original content to the minutes for April 2023, October 2023, and November 2023 be reinstated.

Commissioner Johnson sought to clarify Commissioner Easter's misstatement, correcting the claim that the minutes were approved. Commissioner Johnson stated that she has copies of the original minutes and updated minutes for April 2023, October 2023, and November 2023. Commissioner Johnson also expressed concern with approving minutes recorded by former Commissioner John Carter due to allegations of integrity issues. She added that as the former Vice Chair and Interim Chair of the Commission, the minutes were reviewed with someone that was in the room at the time and that the minutes were not approved. She added that the only people currently serving on the Commission from the previous leadership that were "there in real time" were Commissioners Glenn Freeman and Gwen Easter. Commissioner Johnson stated that she was in favor of Vice Chair Crawford motion to approve the January 29th

meeting minutes separately. She added that she was not in favor of approving minutes submitted to Mr. Mike Foley, state auditor by former Commissioner John Carter due to alleged integrity issues.

Vice Chair Crawford explained that due to the controversy surrounding the minutes in question, she reached out to former Chair LaShawn Young regarding the meeting minutes. She reported that Ms. Young has retained all copies of the minutes recorded during her tenure. Vice Chair Terri Crawford then proposed an amendment to Commissioner Brown's motion to approve the meeting minutes, recommending that the minutes from January 29, 2025, be approved separately from the previously unapproved minutes.

Commissioner Quentin Brown rescinded his original motion to approve the minutes then motioned to approve the January 29, 2025, meeting minutes, separately. Commissioner Terrie Crawford seconded the motion. Chairman Clark proceeded with a roll call vote to approve the January 29th meeting minutes.

YEAs: Commissioners Easter, Clark, Freeman, Brown, LeFlore-Ejike, Crawford, Lampkin, Nesbit. Johnson

The motion carried.

Vice Chair Crawford motioned to approve the original past minutes provided by LaShawn Young, former Chair of the Commission which included the meeting minutes for April 2023, October 2023, November 2023. Commissioner Glenn Freeman and Commissioner Gwen Easter seconded the motion. The motion carried. Chairman Clark proceeded with a roll call vote.

YEAs: Commissioners Easter, Clark, Freeman, Brown, LeFlore-Ejike, Crawford, Lampkin, Nesbit.

Abstained: Commissioner Johnson

The motion carried.

Commissioner Easter clarified the past meeting minutes include April 2023, October 2023, November 2023, April 2024, May 2024, and July 2024. She also requested a private discussion regarding the July 23, 2024, meeting minutes and recommended that approval of the July 2024 minutes be put on hold. Chairman Clark then opened the floor for further discussion.

Commissioner Johnson made a motion to approve minutes from 2021, 2022, and 2023 and 2024, encompassing all past meeting minutes. Vice Chair Crawford seconded the motion. Chairman Clark proceeded with a roll call vote.

YEAs: Commissioners Easter, Clark, Freeman, Brown, Crawford, Lampkin, Nesbit, Johnson.

Abstained: Commissioner LeFlore-Ejike

The motion carried.

Commissioner LeFlore-Ejike suggested that, when a report is being presented or a motion is on the floor, two steps should be followed: 1. Commissioners should aim to keep their responses to two minutes, and 2. Any questions or recommendations should be included within that two-minute timeframe to help manage time effectively.

Vice Chair Crawford supported Commissioner LeFlore-Ejike's remarks, adding that any questions or recommendations should remain relevant to the current discussion.

Commissioner Johnson clarified for the record that the only amendments made to the minutes were for October 2023 and November 2023, with all other minutes remaining in their original form.

With no further comment, Chairman Clark turned the floor over to Simone Smith to provide her report to the Commission.

Executive Director Report: Executive Director Simone Smith reported the following:

- **Operations:** Permanent positions for Candace and Connor have been approved, pending State Personnel review. Budget concerns raised regarding overtime and raises due to limited PSL budget.
- **Legislative Action:** Staff-suggested bills and weekly legislative updates have been shared with the Commission. Written statements of support and opposition are being developed. Meetings with Senators Spivey, McKinney, and Rountree were productive. Chairman Clark testified on LB45, and Commissioners Easter and LeFlore-Ejike testified on LB287 and LB701, respectively.
- **Visibility & Networking:** Attended various meetings, including Independent Agencies and Empowerment Networks. Updates made to the website, including adding Commission member names and creating a Transparency Center.
- **Strategic Planning:** Updated strategic planning documents and assisted in coordinating committee meetings.
- **Finances:** Testified at the Appropriations Committee Hearing. Confirmed payment of all outstanding invoices and coordinated Per Diem payments for Commissioners. Meetings held with the State Auditing office.
- **Commissioner Communication:** Commissioners were sent follow-up emails on committee selection, headshots, bios, and the March 11th meeting. Draft minutes for January were also shared.

- **Focus Areas for Upcoming Weeks:** Continue work on legislative actions, assist with the state audit, finalize permanent position creation, prepare for upcoming hearings, and plan for the April 18th meeting. Additionally, continue brainstorming with the Finance Committee on community support initiatives.

Chairman Clark opened the floor for questions and comments. With no further questions or comments, Chairman Clark thanks the staff for their work to help move the commission forward.

Chairman Report: Chairman Clark reported that he attended two legislative hearings and provided testimony on the Commission's priority bills. He acknowledged the staff for their support in preparing him, including drafting position statements and keeping the Commission informed throughout the legislative session.

He encouraged commissioners to remain actively engaged in the legislative process and urged them to attend upcoming public hearings.

With no further comment, Chairman Clark turned the floor over to Commissioner Johnny Nesbit to provide the finance report.

Finance Report: Commissioner Nesbit noted that the detailed finance report was included in the meeting packets. As of February 28, 2025, the Commission has an unspent balance of \$500,077.55, which includes the PSL allocated for staff salaries, insurance, and benefits. This leaves approximately \$350,000 that must be utilized before June 30, 2025, which is the end of the Commission's fiscal year. Commissioner Nesbit also reported that he has requested the guidelines for the process of spending the \$300,000 before June 30, 2025, which will be shared with the full commission body. Commissioner Nesbit add that the funds do not necessarily need to be spent by that date but can be committed prior to June 30, 2025. Commissioner Nesbit stated that the Finance Committee is currently working with the staff on a "spend down" plan that aligns with the commission's core pillars.

Additionally, Commissioner Nesbit informed the new Commissioners that they should have received onboarding documents and encouraged them to complete them as soon as possible.

Commissioner Nesbit then provided an update on the Commission's audit. The audit timeline report was included in the meeting packets and is attached as a permanent part of these minutes.

Chairman Clark opened the floor for questions and comments.

Vice Chair Crawford commented that she received the onboarding information and was asked to provide an I-9 and Social Security number, similar to the process for state employees. She inquired whether these requests are part of the standard onboarding procedure for new commissioners to receive the \$50 stipend.

Commissioner Johnson added that the commissioners were processed as contractors and that she was asked for an I9.

Vice Chair Crawford added that during a legislative committee meeting, she was informed that the audit was supposed to be a “light audit” and asked Commissioner Nesbit if there has been a distinction made between a light audit and a full audit entail.

Commissioner Nesbit responded that we have not received a distinction between a light audit and a full audit.

Commissioner Johnson reported that Mr. Foley contacted her and Executive Director Simone Smith on March 4, 2025, regarding the meeting minutes. In response to his request, she sent him the executive committee meeting minutes, as well as the 2023 and 2024 Commission meeting minutes, on March 9, 2025. She also clarified that, based on the auditors' line of questioning, she believes the Commission is undergoing a full audit rather than a light audit.

Commissioner Easter requested a copy of the information and minutes that was sent to Mr. Mike Foley. Commissioner Johnson added that she would confer with former executive committee and would get back to the commissioners.

Commissioner Easter stated for the record that all documents pertaining to the Commission should be accessible to all commissioners, emphasizing that no commissioner has the right to withhold any Commission documents. She stressed that all documents must be made available to the entire Commission body.

Commissioner LeFlore-Ejike inquired whether there were any documented policies regarding the release of information. She also asked if the Commission had received any documentation related to the Commission undergoing litigation.

Chairman Clark responded that the commission has not received any documentation that the commission is involved in litigation. He also added that any matters related to the audit should go through the Chair, who will determine the appropriate direction for the request based on its nature.

Vice Chair Crawford commented for the record that, although she holds a legal background, nothing she says in Commission meetings should be interpreted as legal advice. She noted that, as an agency created by law, the Commission operates similarly to other commissions in the state. As a stand-alone body, the Commission is not required to release information without first having a collective conversation with the state auditor, attorney general, or other relevant parties. She emphasized that the NCAA should be treated like any other agency. Vice Chair Crawford also shared that, since stepping into her role, there have been some uncomfortable discussions about whether commissioners need approval before accessing Commission-owned documents. She concurred with Chairman Clark's stance that matters related to finance

or the audit fall under the Chair's purview. Additionally, she requested that the Commission be kept fully informed about all aspects related to the audit.

Commissioner Easter added that she wanted it to be clear and on the records that the Executive Committee and the full commission body are the overseers of the Commission.

Chairman Clark highlighted that the Bylaws Committee is in the process of ratifying the bylaws, which will address any issues related to policies and procedures governing operations.

With no further comment, Chairman Clark turned the floor over to Vice Chair Crawford to provide the Legislative Committee report.

Legislative Committee Report: Vice Chair Crawford reported that the Legislative Committee held its second roundtable meeting with Senators Spivey, Roundtree, and McKinney on February 27, 2025. This roundtable session served as a platform for direct engagement with the legislators. During the meeting, participants discussed the Senators' priority bills and explored opportunities for the Commission to support these legislative efforts. The discussions were productive and focused on strengthening collaboration and advocacy for policies that have a significant impact on the African Americans in Nebraska.

She also reported on additional legislative discussed at the roundtable meeting which included the following:

- [LB150](#): (Sponsor Sen. Bosn) Expands mandatory minimum sentences for individuals classified as habitual criminals. OPPOSE
- [LB318](#): (Sen. Roundtree) Expands healthcare access to incarcerated youth. SUPPORT
- [LB319](#): (Sen Roundtree) Enhances the Supplemental Nutrition Assistance Program (SNAP) and proposes changes to ensure that more low-income residents have access to essential nutrition assistance. SUPPORT
- [LB215](#): (Sen. Holdcroft) The Clean slate act, aims to provide second chances for individuals with nonviolent or less violent criminal convictions by allowing them to clear their records after demonstrating rehabilitation. SUPPORT
- [LB287](#): (Sen Spivey): Provide duties for certain housing agencies relating to bed bugs under the Nebraska Housing Agency Act. SUPPORT
- [LB487](#): (Sen. McKinney) Establishes the Restitution and Redress for Redlining Task Force to examine the long-term effects of redlining and develop solutions to address its ongoing impact. SUPPORT
- [LB541](#): (Sen. Holdcroft) Eliminate online voter registration, restrict voter registration by mail, require grounds for early voting, require hand counts of ballots, and change provisions relating to voter registration and voting. OPPOSE
- [LB45](#): (Sen. McKinney): Provide for grants for job programs for historically underserved youth. SUPPORT

Vice Chair Crawford also reported that several of the Commission's priority bills are scheduled for hearings this week. These hearings present key opportunities for engagement and advocacy on the issues that matter most to our community to include the following:

a). Thursday, March 13: Location: Judiciary: Room 1525, 1:30PM

Docket #1, [LB556](#): (Sponsor: Sen. Merv Riepe) Gives greater discretion to sheriffs to imprison young people who they perceive to be a "danger to the public" and reduces the age at which a child can be jailed from 13 to 11. **Judiciary: Room 1525, 1:30PM**

Docket #1, [LB318](#): (Sponsor: Sen Victor Roundtree) Provides for giving medical assistance to youth under twenty-one eligible for Medicaid, youth under nineteen eligible for Children's Health Insurance Program (CHIP), and former foster care youth who are twenty-six years and under, while they are publicly incarcerated.

b). Friday, March 14: Location - Government, Military, and Veterans Affairs: Room 1507, 1:30PM

Docket #1, [LB69](#): (Sen. Ashley Spivey) Makes changes to the existing statute governing the operations of the Commission on African American Affairs.

Docket #2, [LB703](#): (Sen. Terrell McKinney) Appropriates \$1 million for an exchange program between the Republic of Ghana and the state of Nebraska supervised by the Commission on African American Affairs.

Docket #3, [LB487](#): (Sen. Terrell McKinney) Creates a Restitution and Redress for Redlining Task Force designed to study and promote solutions to the historical material consequences of redlining policies.

Vice Chair Crawford also provided an update on the Commission's new Fiscal Note software, which has been successfully integrated into the Commission's website. This tool is designed to enhance constituent engagement in the legislative process by providing easy access to information on the Commission's actions and its involvement with various policy issues. It aims to improve transparency and foster greater interaction between the Commission and the community.

Chairman Clark opened the floor for questions and comments.

Commissioner Freeman asked about the process the commission follows to determine its legislative positions.

In response, Vice Chair Crawford explained that the commission has a dedicated Legislative Committee, which is responsible for identifying priority bills that align with the Commission's core pillars and establishing its legislative stance.

Commissioner Freeman emphasized that the Legislative Committee should present its positions on legislation to the full commission for further discussion and approval.

Commissioner Easter also noted that this process was consistent with the approach of the previous Legislative Committee. She further clarified that staff provided weekly legislative reports, allowing Commissioners the opportunity to weigh in on the committee's positions and make recommendations to the Legislative Committee. Chairman Clark added that the commission will have the opportunity to refine and improve the process moving forward.

With no further comment, Chairman Clark turned the floor over to Commissioner Quentin Brown to provide a report on the Policy Committee,

Policy Committee Report:

Commissioner Brown reported that the Bylaws Committee has been renamed the Policy Committee. He also provided an update on the status of the bylaws, noting that the committee has completed its first round of edits. The committee is scheduled to meet again on March 12 to finalize the revisions, after which the updated bylaws will be sent to the Executive Committee for final review before advancing to the full commission for review and approval.

Chairman Clark opened the floor for questions and comments.

Vice Chair Crawford inquired whether the commission had previously posted the bylaws on the website or if Commissioners had access to them. She also asked if the new bylaws were an updated version of the original.

Commissioner Brown clarified that the bylaws being revised are the original ones, and they are currently being updated that he did not know if the original bylaws were posted to the website.

Commissioner Easter clarified that while the bylaws had been approved, they were never signed. He also noted that the Commissioners had adhered to the original bylaws, which were not posted on the website.

Commissioner Johnson added that the signed copy of the original bylaws could not be found. Due to the lack of proper documentation, the bylaws needed to be ratified.

Commissioner Easter agreed that the original bylaws were not signed.

Commissioner Brown also added that noted for the record that the bylaws will be inclusive of staff feedback and the executive committee's feedback prior to advancing to the full commission for review and approval.

With no further comment, Chairman Clark turned the floor over to Commissioner LeFlore-Ejike to provide the Strategic Planning Committee report.

Strategic Planning Committee:

Commissioner Flores-Ejike reported that on March 10th, the Strategic Planning Committee met virtually to review 3 proposals submitted for the hiring of a firm to facilitate the Strategic Planning efforts. Several key discussion items were covered during the meeting:

1. **Desired Outcomes for the Strategic Planning Process:** Commissioners shared their perspectives on the significance of having a Strategic Planning Committee and their desired outcomes. Outcomes included:
 - A board retreat to foster better cohesion between staff and commissioners.
 - A unified approach to budgeting in alignment with the commission's mission.
 - Timeline and capacity for NCAAA's participation in the process.
 - A facilitated process that would result in a document outlining the commission's direction to be shared publicly.
2. **Final Recommendation:** The commissioners present recommended selecting *Robnik LLC* as the preferred firm for the strategic planning process:
 - **Cost:** \$25,000
 - **Timeline:** 3 months for internal work, with an additional 4 months of implementation support following the planning process
 - **Location:** Local availability, which is critical for engagement efforts
 - **Key Points:** The proposal emphasized the importance of a retreat, a commitment to knowledge transfer, and the creation of a public roadmap for the commission's future direction.

Commissioner LeFlore-Ejike concluded her report and requested approval to engage Robnik LLC for strategic planning services. Vice Chair Crawford made a motion to approve the Strategic Planning Committee's report and authorize the engagement of Robnik LLC for strategic planning services. Commissioner Easter seconded the motion.

The motion carried.

Chairman Clark opened the floor for questions and comments.

Commissioner Johnson asked who was serving on the Strategic Planning Committee. Commissioner LeFore-Ejike reported that she chairs the strategic planning committee, and that Commissioners Clarice Jackson, Quentin Brown and Glenn Freeman also serves on the committee.

With no further Comment the Chairman Clark dismissed the commission to break for dinner.

New Business

Chairman Clark reconvened the commission meeting at 5:15 PM and proceeded with the meeting agenda.

Commissioner Clark turned the floor over to Commissioner Nesbit to provide a report the proposed sponsorship resolution which was presented to the Commissioners in attendance as follows:

- Juneteenth Parade at \$2500;
- Juneteenth Festival \$5000;
- Native Omaha Days \$10000;
- Empowerment Network African American Leadership Conference \$5,000;
- Malcom X 100 Year Celebration at \$10,000;

Commissioner Nesbit explained that this resolution represents the initial phase of the "spend-down plan" and invited input from the Commission members on additional organizations and initiatives that align with the Commission's core pillars and should be considered for support.

Discussion followed.

Chairman Clark stated that the finance committee will follow up with the organizations to obtain additional documentation related to the sponsorship benefits. He emphasized that financial support will be contingent upon the documentation provided by the organizations. He added that due to time constraints, moving forward the Commission will revise its process to include more engagement from organizations seeking support.

Commissioner Nesbit reported for the record the amended amounts to the sponsorship resolution which were as follows:

- Juneteenth Parade (which includes the Freedom Fund Dinner): at \$7500
- Juneteenth Festival at \$5000
- Native Omaha Days at \$10,000
- Empowerment Network African American Leadership Conference at \$5000
- Malcom X 100 Year Celebration at \$5,000
- MLK Event was added to the resolution at \$5000

Commissioners discussed sponsoring the Voice Advocacy Center as a sponsored event. Some Commissioners strongly opposed this, citing a perceived conflict of interest, additionally noting that the event would occur before any funds could be disbursed. Someone suggested sponsoring a future Voice Advocacy Center event in October, during Disability Awareness Month.

It was ultimately decided to exclude the Voice Advocacy Center sponsorship from the March 11 grant proposals.

Commissioner Brown motioned to approve the Juneteenth Parade at \$7500. The motion was seconded by Commissioner Lampkin. Roll call vote proceeded as follows:

YEAs: Commissioners Brown; LeFlore-Ejike; Lampkin, Nesbit, Easter

NOs: Commissioner Freeman

Abstained: Commissioners Johnson and Vice Chair Crawford

Commissioner Brown motioned to approve the Juneteenth Festival at \$5000. Vice Chair Crawford seconded the motion. Roll Call vote proceeded as follows:

YEAs: Commissioners Easter, Brown; LeFlore-Ejike; Crawford, Lampkin, Nesbit,

NOs: Commissioner Freeman

Abstained: Commissioner Johnson

Commissioner Brown motioned to approve the Native Omaha Days at \$10,000. Vice Chair Crawford seconded the motion. Roll Call vote proceeded as follows:

YEAs: Commissioners Easter, Brown; LeFlore-Ejike; Crawford, Lampkin, Nesbit

NOs: Commissioner Freeman

Abstained: Commissioner Johnson

Commissioner Brown motioned to approve the Empowerment Network African American Leadership Conference at \$5000. Commissioner Lampkin seconded the motion. Roll Call vote proceeded as follows:

YEAs: Commissioners Easter, Brown; LeFlore-Ejike; Lampkin, Nesbit, Clark

NOs: Commissioner Freeman

Abstained: Commissioner Johnson and Vice Chair Crawford

Commissioner Brown motioned to approve the Malcom X 100 Year Celebration at \$5,000. Commissioner Nesbit seconded the motion. Roll Call vote proceeded as follows:

YEAS: Commissioners Easter, Brown; Lampkin, Nesbit, Clark

NOs: Commissioner Freeman

Abstained: Commissioners Johnson and LeFlore-Ejike and Vice Chair Crawford

Commissioner LeFlore-Ejike motioned to approve the MLK event at \$5000. The motion was seconded by Vice Chair Crawford. Roll Call vote proceeded as follows:

YEAs: Commissioners Nesbit, Lampkin, Crawford, LeFlore-Ejike; Brown; Easter

NOs: Commissioner Freeman

Abstained: Commissioners Johnson and Chairman Clark

No further comment was made.

Chairman Clark reported that he attended a recent appropriations committee meeting, where the Latino Affairs Commission presented a report to legislators on the state of Latinos in Nebraska. He expressed interest in having the Commission create a similar report, but one that highlights the Commission's core pillars.

He also shared that it was recommended the Commission host a legislative reception twice a year, providing an opportunity to engage with legislators and discuss the Commission's work. Additionally, it was suggested that the Commission establish a scholarship program to support both high school students and those pursuing higher education.

Chairman Clark then opened the floor for further comments and questions.

Commissioner LeFlore-Ejike asked if the commission would invite the senators to participation in the strategic planning process.

Chairman Clark responded that the Senators should be invited.

Commissioner Johnson inquired whether the responsibility for handling sponsorship support and grant recommendations should remain within the Finance Committee or if it would be better to establish a separate committee to review applications.

Chairman Clark responded that, since it involves financial matters, it would fall under the Finance Committee's purview. However, he added that recommendations from all commissioners would be considered.

With no further comment, the meeting adjourned.

Adjournment – 6:20 PM CST on March 11, 2025

Minutes Prepared by: Candace Reid, NCAAA staff

Attachment for March 11 2025 Meeting Minutes: NCAAA Audit Timeline

Date of Communication	Audit Office Communication Summary
1/30/25	Audit office emailed E.D. and formally requests permission pursuant to § 84-305 to access E.D. and staff emails. E.D. gives permission.
2/19/25	Audit office emailed E.D. to set up an attestation entrance conference.
2/19/25	Audit office emailed E.D. the NCAAA initial sample selection and requested our office to provide information regarding purchases identified since the Commission's inception.
2/26/25	Attestation Entrance Conference with Commissioners Crawford and Nesbit. Audit office requested names and emails of Commissioners who could provide helpful information (Ex: E.D. does not have access to Executive Committee minutes from her time as E.D.)
2/28/25	E.D. emailed audit office responses to the sample selection.
3/3/25	Audit office emailed E.D. and Ron Carlson requesting a meeting to answer an internal control questionnaire (ICQ) on the Commission's expenditures policies/procedures, and related areas.

3/4/25	Audit office emailed E.D. and Commissioner Johnson requesting all Commission minutes available (regular, special, executive committee, etc.) since Commission's inception and list of dates/times of meetings.
3/6/25	E.D. emailed audit office all minutes requested besides Executive Committee meeting minutes from 8/2024 to 12/2024 because she does not have access to them.
3/7/25	NCAAA Expenditures ICQ meeting with audit office, Ron Carlson, and Commission Treasurer Johnny Nesbit. Audit office asked questions regarding Commission's expenditures polices/procedures, and related areas. During meeting, audit office requested any old or new Commission written financial internal policies/procedures and expense tracking excel document. We did not get through all the questions due to time constraints. Commissioner Nesbit and I will arrange another meeting with the audit office to cover the remaining items.
3/10/25	Finalized NCAAA Expenditures ICQ meeting with audit office, Ron Carlson, and Commission Treasurer Johnny Nesbit to answer remaining questions. Following this meeting, a request for details on a list of expenditures was emailed for completion.