



**California Dental Association**  
800.232.7645 cda.org

## **Minutes of the CDA Audit Committee Meeting**

CDA Office, Sacramento

April 26, 2024

### **Welcome and Call to Order**

1. Call to Order: Chair Dr. Gail Duffala called the meeting of the CDA Audit Committee to order at 10:01 a.m.
2. Establishment of Quorum: Chair Dr. Gail Duffala determined that a quorum was present. See attendance sheet (attached).
3. Approval of the Agenda: The agenda was approved as presented.

**Consent Agenda:** The CDA Audit Committee adopted the following item(s) on consent:

1. Minutes – February 2, 2024

### **Regular Business**

1. 2023 Audit Report and Audited Financial Statements: The committee reviewed the audited, consolidated financial statements for CDA and its subsidiaries. Crowe, LLP presented the results of the audit. The committee then met with the auditors in closed session to discuss the audit.
  - Approve, that the CDA Audit Committee be approved as submitted.
  - Motion approved unanimously.
2. IT Update: The committee received an update on various aspects of the IT department within the organization.
3. Compliance and Ethics Update: The committee received an update on various aspects of compliance and ethics within the organization.
4. Financial Statements as of March 31, 2024 – CDA & Subsidiaries: The committee reviewed the CDA consolidated financial statements as of March 31, 2024, in detail.
5. Expense Report Approval: The committee reviewed and approved via DocuSign the submitted expense reports for the CDA President and CDA Executive Director.

### **Pulled From Consent**

### **New Business**

### **Closed Session**

1. Staff Interview: The committee interviewed Leslie O'Neill, CDA VP, Events & Digital Products in closed session.
2. Crowe, LLP: The committee met with Crowe, LLP in closed session.


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**Information Only**

The following informational items were provided:

1. Quarterly Whistleblower Report – Q1: The committee was updated that there are no whistleblower reports via Ethics Point site or otherwise, for the period ending March 31, 2024.

**Adjournment:** The CDA Audit Committee meeting adjourned at 12:00p.m.

DocuSigned by:  
  
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Gail Duffala, DDS

7/31/2024  
Date Signed

07-19-2024  
Date Approved

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**Attendance Sheet – April 26, 2024** (Absences reflected by strikethrough)

<b>Members</b>	
Dr. Gail Duffala, chair	Dr. Kevin Kai
Dr. Naomi Ellison	Dr. Wayne Nakamura
<b>Guests</b>	
Jen Aras, Crowe LLP	Jordan Uyemoto, Crowe, LLP
<b>Presenters</b>	
None	
<b>Staff</b>	
Jan Katerkamp, CDA Manager, Compliance & Ethics (Partial)	Kevin Roach, CDA Chief Financial Officer
Praneeth Narayana, CDA Sr. Director, IT Infrastructure & Enterprise (Partial)	Heidi Stevens, CDA VP of Finance
Alexis Rodier, CDA Executive Assistant	