

**MINUTES OF THE ARCHIVES PARTNERSHIP TRUST BOARD
AUDIT COMMITTEE EMAIL VOTE
Monday, February 25, 2019**

Purpose: Approval of 2018 UHY Management Letter

Audit Committee Members Emailed

Christine W. Ward, Committee Chair; Bronwyn Hannon and Stephen Pagano

Staff Coordinator

Janet Braga, Director

Call to Order

On behalf of Committee Chair, Ms. Ward, Ms. Braga sent an email to Audit Committee members to approve engaging UHY for both audit services and tax return preparation for the Trust for its year ending March 31, 2018, and to authorize the Trust Executive Officer to engage UHY to prepare the Trust's IRS Forms 1099 and 1096 at the close of calendar year 2018.

Ms. Hannon, Mr. Pagano, and Ms. Ward responded to the email vote approving the Trust's engagement with UHY. Ms. Ward will report at the March 14, 2019 Board Meeting

Whereas, the Archives Partnership Trust's Audit Committee Charter gives the Audit Committee the responsibility to pre-approve all audit services and provide for the appointment, compensation, and oversight of the independent auditor; and

Whereas, the Audit Committee Charter also provides that the Audit Committee must also pre-approve non-audit services provided by the Trust's independent auditor;

Resolved, That the Archives Partnership Trust Board's Audit Committee approves engaging the services of UHY LLP to audit the financial statements of the Trust as of and for the year ended March 31, 2018 along with the Trust's federal Return of Organization Exempt from Income Tax (Form 990) and the Annual Filing for Charitable Organization (Form CHAR500), for the estimated fee of \$11,500, as provided in their engagement letter dated January 16, 2019, and authorizes the Trust's Executive Officer to sign the engagement letter; and

Further Resolved, That the Audit Committee authorizes the Trust's Executive Officer to engage the services of UHY Advisors to prepare the Trust's 2018 IRS Form(s) 1099-MISC (Miscellaneous Income) and IRS Form 1096 (Annual Summary and Transmittal of U.S. Information Returns) both related to non-employee/vendor compensation, at a cost to be determined based on the number of 1099-MISC Forms required to be filed at the close of calendar year 2018.