

Stacel, Lori

From: Newport, Jeremy <Jeremy.Newport@rsmus.com>
Sent: Friday, March 5, 2021 3:12 PM
To: Kristi Hale;Jeremy Newport
Cc: Klopsch, Norbert S.;Judy Cook
Subject: RE: OIC Financial policies

Yeah, that could be you as vice chair!

Kind regards,

Jeremy Newport
Assurance Manager

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RSM US LLP

6 S. Patterson Blvd, Dayton, OH 45402

M: 937.408.0007 | E: Jeremy.Newport@rsmus.com | W: www.rsmus.com



THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING



From: Kristi Hale <hale@wrightlibrary.org>
Sent: Friday, March 5, 2021 3:10 PM
To: Newport, Jeremy <Jeremy.Newport@rsmus.com>; Jeremy Newport <newporjd@yahoo.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: EXT: RE: OIC Financial policies

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Stacel, Lori

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Sunday, March 7, 2021 8:41 AM
To: Klopsch, Norbert S.;Judy Cook
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Norb and Judy,

It's with a very heavy heart that I share that my brother passed away very unexpectedly on Saturday – just 6 days after my dad's passing. I honestly can't wrap my head around this.

My brother lived in Mexico, and my youngest son was staying with him. My husband and I need to leave ASAP to help our son with all the paperwork and arrangements and figure out what needs to be done. I will be gone for the week, and I'll be backlogged when I get back. Long story short, I am once again going to have to either delay or defer the OIC Leadership team meeting arrangements unless you two can take over the helm again. I really think we need to move forward with 4/28 meeting planning and the financial policies, even if the communication strategy discussion can get delayed a little.

I'm sorry to leave this to you guys – truly. Let me know what you think you can do. I will try to check in with my e-mail as able this week.

Kristi

From: Klopsch, Norbert S. [mailto:Klopsch@oakwood.oh.us]
Sent: Friday, March 5, 2021 5:24 PM
To: Kristi Hale <hale@wrightlibrary.org>; Newport, Jeremy <Jeremy.Newport@rsmus.com>; Judy Cook <judygcook@woh.rr.com>
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Kristi and Judy, Attached is the edited version, consistent with our discussion. It may need some additional edits, but is hopefully close.

Jeremy, The attached is the result of a discussion this afternoon between Kristi, Judy and me.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

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Sent: Sunday, March 7, 2021 12:13 PM
To: 'Kristi Hale'; Klopsch, Norbert S.
Subject: RE: OIC Financial policies

Kristi,
Our hearts go out to you. It is a heavy burden with a sad journey. We will cover all that is needed here. You will need all your strength for the challenges ahead. Family first. Our thoughts and prayers go with you.
Judy

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Sunday, March 7, 2021 8:41 AM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Financial policies

Norb and Judy,

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Sent: Friday, March 5, 2021 5:24 PM
To: Kristi Hale <hale@wrightlibrary.org>; Newport, Jeremy <Jeremy.Newport@rsmus.com>; Judy Cook <judygcook@woh.rr.com>
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Thanks - just an awful situation.

Sent from my iPhone

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Thanks Judy. I just spoke to Cathy Campbell. She will send a note to our Rotary members.

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RSM US LLP

6 S. Patterson Blvd, Dayton, OH 45402

M: 937.408.0007 | E: Jeremy.Newport@rsmus.com | W: www.rsmus.com

<image001.jpg>

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Subject: Re: Sad note from Kristi

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I'm sorry to leave this to you guys – truly. Let me know what you think you can do. I will try to check in with my e-mail as able this week.

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Subject: RE: Sad note from Kristi

Oh, my goodness! How can tragedy strike twice like that?! Unthinkable... Wow, yes, let's do what we can to keep things going for Kristi, as well as to support her and her family.

—Madeline

Madeline J. Iseli | Senior Vice President | Advancement and Regional Strategy
madeline.iseli@sinclair.edu



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Subject: RE: Sad note from Kristi

Security Checkpoint: External Email

Oh, my goodness! How can tragedy strike twice like that?! Unthinkable... Wow, yes, let's do what we can to keep things going for Kristi, as well as to support her and her family.

—Madeline

Madeline J. Iseli | Senior Vice President | Advancement and Regional Strategy
madeline.iseli@sinclair.edu



From: Roger Crum <rcrum1@udayton.edu>
Sent: Monday, March 8, 2021 2:52 PM
To: Judy Cook <judygcook@woh.rr.com>
Cc: Dan Turben <dturben@parknationalbank.com>; Healy Jackson <healyjackson@gmail.com>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; Leigh Ann Fulford <JOEandLAD@aol.com>; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Mr. Jerome J. Brunswick <jerry.brunswick@nationalcity.com>; Norbert Klopsch <Klopsch@oakwood.oh.us>; Sam Dorf <sdorf1@udayton.edu>
Subject: Re: Sad note from Kristi

dear judy

how very, very sad this is for kristi and her family. let's do whatever we possibly can to help her (your guidance here will be invaluable). yours,
roger

On Mon, Mar 8, 2021 at 2:10 PM Judy Cook <judygcook@woh.rr.com> wrote:

Below is the sad note we received yesterday. Please keep Kristi and her family in your thoughts and prayers. We will be in touch if there is a need for planning or action during Kristi's absence.

Judy

From: Kristi Hale <hale@wrightlibrary.org>

Sent: Sunday, March 7, 2021 8:41 AM

To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>

Subject: RE: OIC Financial policies

Norb and Judy,

It's with a very heavy heart that I share that my brother passed away very unexpectedly on Saturday – just 6 days after my dad's passing. I honestly can't wrap my head around this.

My brother lived in Mexico, and my youngest son was staying with him. My husband and I need to leave ASAP to help our son with all the paperwork and arrangements and figure out what needs to be done. I will be gone for the week, and I'll be backlogged when I get back. Long story short, I am once again going to have to either delay or defer the OIC Leadership team meeting arrangements unless you two can take over the helm again. I really think we need to move forward with 4/28 meeting planning and the financial policies, even if the communication strategy discussion can get delayed a little.

I'm sorry to leave this to you guys – truly. Let me know what you think you can do. I will try to check in with my e-mail as able this week.

Kristi

From: Klopsch, Norbert S. [<mailto:Klopsch@oakwood.oh.us>]

Sent: Friday, March 5, 2021 5:24 PM

To: Kristi Hale <hale@wrightlibrary.org>; Newport, Jeremy <Jeremy.Newport@rsmus.com>; Judy Cook <judygcook@woh.rr.com>

Subject: RE: OIC Financial policies

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Kristi and Judy, Attached is the edited version, consistent with our discussion. It may need some additional edits, but is hopefully close.

Jeremy, The attached is the result of a discussion this afternoon between Kristi, Judy and me.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Friday, March 5, 2021 3:27 PM
To: Newport, Jeremy <Jeremy.Newport@rsmus.com>; Jeremy Newport <newporjd@yahoo.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Financial policies

So here's what we will put before the Leadership Team:

Formal Recommendation

OIC shall maintain an approved vendor listing. New vendors should be approved at OIC leadership meetings. All expenditures should be approved in advance by the leadership team. This expenditure may be approved during formal meetings. Expenditures arising between meetings may be approved by unanimous vote via email communication; the e-mail approval will be noted in the meeting minutes at the next formal meeting. Upon receipt of vendor invoices, the Treasurer or City Liaison may execute a payment to the vendor. Payments in excess of \$1,000 must have 2 signatures. The Chairperson, City Liaison, and Treasurer shall have access to the bank account and related statements. The Chairperson and Vice Chairperson shall have deposit privileges and the City Liaison and Treasurer shall be limited to check writing authority.

Any changes?

Kristi

From: Newport, Jeremy [<mailto:Jeremy.Newport@rsmus.com>]
Sent: Friday, March 5, 2021 3:22 PM
To: Kristi Hale <hale@wrightlibrary.org>; Jeremy Newport <newporjd@yahoo.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Financial policies

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Yeah, I'm a CPA so I love to err on the side of over-cautiousness. I am good with a mirrored type policy with unanimous email, then unapproved get accumulated and added to new business for the meetings.

Kind regards,

Jeremy Newport
Assurance Manager

RSM has created a [COVID-19 resource center](#) on our website to support you, including a weekly webcast series beginning Wednesday, March 18, to address business continuity planning, tax and regulatory guidance, industry impact, the overall economy and other emerging

trends. We are also in touch with officials in Washington, D.C. and the states regarding tax relief. Please [sign up to receive our tax alerts to get updates as they are available.](#)

RSM US LLP

6 S. Patterson Blvd, Dayton, OH 45402

M: 937.408.0007 | E: Jeremy.Newport@rsmus.com | W: www.rsmus.com



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From: Kristi Hale <hale@wrightlibrary.org>
Sent: Friday, March 5, 2021 3:20 PM
To: Newport, Jeremy <Jeremy.Newport@rsmus.com>; Jeremy Newport <newporjd@yahoo.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: EXT: RE: OIC Financial policies

Great (though unfortunately for me, you have it flipped – I'm chair and Judy's vice chair).

Regarding e-mail approvals, does it have to be unanimous, majority of those that vote, majority of full team? My Foundation requires a unanimous vote or it otherwise has to wait until the next meeting. While this can be a bit of a pain, it ensures that all members of the leadership team have the opportunity to discuss and be heard.

Kristi

From: Newport, Jeremy [<mailto:Jeremy.Newport@rsmus.com>]
Sent: Friday, March 5, 2021 3:12 PM
To: Kristi Hale <hale@wrightlibrary.org>; Jeremy Newport <newporjd@yahoo.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Financial policies

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Yeah, that could be you as vice chair!

Kind regards,

Jeremy Newport
Assurance Manager

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From: Kristi Hale <hale@wrightlibrary.org>
Sent: Friday, March 5, 2021 3:10 PM
To: Newport, Jeremy <Jeremy.Newport@rsmus.com>; Jeremy Newport <newporjd@yahoo.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: EXT: RE: OIC Financial policies

Jeremy,

Quick work! Do we need a backup for the deposits, other than the Chairperson?

Thanks,
Kristi

From: Newport, Jeremy [<mailto:Jeremy.Newport@rsmus.com>]
Sent: Friday, March 5, 2021 1:49 PM
To: Kristi Hale <hale@wrightlibrary.org>; Jeremy Newport <newporjd@yahoo.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Financial policies

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Formal Recommendation

OIC shall maintain an approved vendor listing. New vendors should be approved at OIC leadership meetings. All expenditures should be approved in advance by the leadership team. This expenditure may be approved during formal meetings or may be approved via email communication for expenditures arising between meetings. Upon receipt of vendor invoices, the Treasurer or City Liaison may execute a payment to the vendor. Payments in excess of \$1,000 must have 2 signatures. The Chairperson, City Liaison, and Treasurer shall have access to the bank account and related statements. The Chairperson shall have deposit privileges and the City Liaison/Treasurer shall be limited to check writing authority.

I am fine if you want to switch around who has check writing authority between Judy, Norb, and myself but I do think it is imperative that a check signor not have the authority to deposit funds as that would be a very basic segregation of duties.

Kind regards,

Jeremy Newport
Assurance Manager

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From: Kristi Hale <hale@wrightlibrary.org>
Sent: Friday, March 5, 2021 12:29 PM
To: Jeremy Newport <newporjd@yahoo.com>; Newport, Jeremy <Jeremy.Newport@rsmus.com>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: EXT: OIC Financial policies

Hi Jeremy,

Sorry you had to miss Monday's meeting. We want to get moving on the LCNB account setup, because we owe Josh some money. According to LCNB, we must have meeting minutes that name each signer and their power/positions. We also need to establish who has access to the account, and who can write checks. I suggest that the Chairperson, City Liaison, and Treasurer have access to the account, and that the Treasurer and City Liaison have check writing authority. Lastly, we should have a financial policy that describes thresholds and protocols for expenditures. I.E. All expenditures should be approved in advance by the leadership team, whether or not e-mail vote is valid, checks in excess of \$xxxx must have 2 signatures, etc. I don't really know what these protocols should be – just that we should outline and follow them.

Can you please write up some procedures that we can take to the Leadership team for approval? Let me know when you think you can have something together, so I can start looking for a date for the team to meet and approve.

Thanks, Jeremy.
Kristi



Kristi J. Hale *Director*
Wright Memorial Public Library

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