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The meeting was called to order at 5:00 p.m. with Steven Gillies, Faith McMillan, Patsy Shay and Robby Obermeier in attendance.

1. **Monthly Payments:** Payments were reviewed and recommended for Council approval.
2. **External Audit:** A letter was received from a local auditing firm, Turnbull and Kindred, expressing an interest in providing audit services to the Village of Sussex Corner. Buckley Professional Corporation is currently the auditor of record. A letter of response will be sent to Turnbull and Kindred thanking them for the offer and the letter of interest will be placed on file for future reference.
3. **External Audit:** A letter was received from Buckley Professional Corporation outlining the terms of engagement for the audit of the 2013 financial records. It is a requirement of the audit that this letter be presented to the Administration and Finance Committee for review. The Committee reviewed the letter and was satisfied with the terms outlined.
4. **Chamber of Commerce - AGM:** The Annual General Meeting of the Chamber of Commerce is slated for March 27<sup>th</sup>. The AGM dinner cost is \$40 per person. The budget covers our representative (Councillor McMillan and a guest). The cost for additional attendees will require Council approval.

The meeting adjourned at 5:20 p.m. The next meeting is Tuesday, April 8<sup>th</sup> at 5:00 p.m.

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Administrative Clerk

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Chairman