

## **IEEE 802**

Local and Metropolitan Area Network Standards Committee

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**To:** IEEE Board of Directors  
2006<sup>1</sup> and 2007<sup>2</sup> Audit Committees

**CC:** 802 LMSC EC,  
Karen Kenney, Ken Maze

**SUBJECT:** 30 January 2007 best practices letter to IEEE 802 LMSC EC

**DATE:** 09 February 2007

Dear Audit Committee Members,

IEEE 802 LMSC is fully committed to supporting the IEEE Board of Directors Audit Committee objective to ensure financial best practices are followed across the Institute.

The plan to adopt the best practices is as follows:

The next scheduled IEEE 802 LMSC Executive Committee (EC) formal meetings will be held at the upcoming 11-16 March 2007 plenary session. At that time John Hawkins, the LMSC Treasurer, will lead the preparation of a thorough response to the financial best practices letter. The response shall contain details on LMSC's conformance with certain recommendations and a suggested means of achieving conformance to the remainder. I expect a response to be formally endorsed by the EC and communicated to the Audit Committee no later than 31 March 2007. We look forward to a continued productive dialog with the Audit Committee on this matter.

As an aside, one of the recommendations was fulfilled 5 February 2007: the outstanding 2005 audit data was submitted to IEEE Operations Audit.

Regards,

/s/ Paul Nikolich

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<sup>1</sup> Ronald Jensen Chair, Stuart Long, Barry Shoop, Steven Hillenius

<sup>2</sup> Steven Hillenius, Chair, Barry Shoop, Loretta Arellano, Thomas W. Williams