

**Meeting Minutes**  
**Audit Committee of the**  
**South Carolina Education Lottery Board of Commissioners**  
**August 8, 2012**  
**9 A.M.**

A meeting of the Audit Committee of the South Carolina Education Lottery Board of Commissioners was held on Wednesday, August 8, 2012, at 9 a.m. in the Third Floor Conference Room (#352), 1333 Main Street, Columbia, South Carolina.

The following committee members participated:

Peter Bristow, Chair  
Dr. Edward Keith  
Nancy Latham

The Chair called the meeting to order.

**Evaluation of the Internal Auditor**

The Audit Committee reviewed the performance of the Internal Auditor based upon a three-prong analysis: 1) evaluation and discussion of the job performance and the stated criteria of the job position, 2) asked the Internal Auditor to provide a self-analysis as well as provide important matters relating to the upcoming fiscal year, and 3) gathered and discussed the feedback from the Executive Director and the Internal Operations and Human Resources Director of the performance of the Internal Auditor.

**Executive Session**

Commissioner Latham moved to go into executive session as authorized in § 30-4-70(a)(1) for the specific purpose of discussing personnel matters relating to the performance of the Internal Auditor. Commissioner Keith seconded the motion, which was unanimously adopted.

Upon adoption of the motion, as provided in § 30-4-70(a)(1), the Chair announced the specific purpose of the executive session as referenced in the above motion and asked all those in attendance to exit the meeting, except members of the Committee.

During executive session, the Audit Committee also spoke with the Internal Operations and Human Resources Director, Mary Margaret Hopkins.

**Return to Open Session**

Upon conclusion of the executive session, the Chair confirmed no action was taken during the executive session and no business other than that which was authorized by the motion was discussed.

**Motion Adopted**

Commissioner Latham moved to recommend to the Board a very favorable evaluation of the Internal Auditor and a salary adjustment of 8.35%, which represents an increase of 4.19% and a 4% cost of living adjustment (COLA), to bring her to the market range of her salary. Commissioner Keith seconded the motion, which was unanimously adopted.

**Other Business**

There being no further business, the meeting of the Audit Committee was adjourned.

\_\_\_\_\_/s/\_\_\_\_\_  
Peter Bristow, Chair

September 6, 2012  
Date

As required by Section 30-4-80, notification for this meeting was posted at SCEL headquarters, 1333 Main Street in Columbia. As provided in the Board Bylaws, the meeting notice and agenda were also posted on the SCEL website, [sceducationlottery.com](http://sceducationlottery.com), and sent via facsimile transmission pursuant to requests made by media outlets and other organizations. These notifications included the time, date, place and agenda of the meeting.