

## OFFICE OF FINANCIAL REGULATION (OFR) ORGANIZATIONAL MEETING TOPICS

Items to be reviewed and approved at the Organizational Board meeting:

Organizational chart

All committees and members thereof

Elect Chairman of the Board

Elect Officers

Designate Executive Officers

Designate Security Officer, Compliance Officer, BSA Officer, OFAC Officer

Officer salaries

Director's fees (If applicable)

Any dealings with insiders

Legal Counsel

List of CPAs, appraisers, lawyers, environmental reviewers, and others doing work for the bank

All policies including, but not limited to: Loan; Investment; Asset/Liability Management; Audit; Internal Control; EDP; Disaster Recovery; CRA; BSA; Wire Transfer; Records retention and destruction; Wire transfer; privacy, AML, OFAC

Signing authorities (checks, Official Checks)

Wire transfer authorities

Lending limits (Individual and Committee)

Authorization to buy/sell Investments

Bank hours (watch to include Saturday, if applicable)

All correspondent banks

Any approved credit lines with correspondent banks

All insurance coverage

Security system

Resolution adopting accrual accounting

Resolution concerning external audits being done for first five years