

The New York State Society of Certified Public Accountants Operations Policies

OP – 15 – Business Continuity Plan

Implementation of a Business Continuity Plan

October 2, 2003 NYSSCPA Board Meeting

03 – E – 03 Business Continuity Plan

Mr. Hoops asked Mr. Woehlke to provide the background for the proposed policy on a business continuity plan. He noted that the management letter from the Society's auditing firm, Eisner LLP, following the 2002 audit, had contained a recommendation that the Society adopt a disaster recovery plan. Staff sought authority to put such a plan in place, but did not seek leadership approval of any specific plan, due to the belief that such a plan should be subject to frequent updating and improvement, and that such updates and improvements would be thwarted by the need to seek approval for each change.

Mr. Woehlke then referred Board members to the most current draft of a Business Continuity Plan, which was developed in-house by the Society's Chief Information Officer Kevin Lewis, and commented upon by other senior staff. He asked Board members to review the plan and address any comments they might have regarding it to Mr. Grumet or to Mr. Lewis.

After a brief discussion, Mr. Piluso moved the following resolution:

RESOLVED, that the Executive Director is authorized and directed to implement a business continuity plan to be used in the event of interruption of Society operations.

RESOLVED, FURTHER, that such plan is to be reviewed and updated on at least a quarterly basis.

Mr. Barback seconded the motion. The motion passed unanimously.