



**ST. CLAIR CATHOLIC**  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

**AGENDA**  
**AUDIT COMMITTEE MEETING**

**Public Session**

**Wednesday, January 18, 2017**

**St. Clair Room, CEC**

**420 Creek St. Wallaceburg**

**Regular Committee Meeting – 3:00 p.m.**

Audit Committee Members: Carol Bryden  
Linda Ward

Community Members John Beer  
Marlene Kerwin

Administration and Others	Jim McKenzie	Ferruccio Da Sacco
	Dan Parr	Suk Bedi
	Amy Janssens	Anna Sequeira
	Catherine Day	Lisa Burden
	Joanne Cincurak	

Regrets: John Beer

**A. CALL TO ORDER** – C. Bryden called the meeting to order at 3:00 p.m.

**Motion O-001-2017: (Linda Ward and Marlene Kerwin) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday, January 18, 2017. Carried.**

1. Opening Prayer
2. Recording of Attendance – John Beer
3. Confirmation of Agenda

**Motion O-002-2017: (Marlene Kerwin and Linda Ward) That the Agenda for the Regular Committee Meeting of Wednesday, January 18, 2017 be approved as presented. Carried.**

4. Declaration of Conflict of Interest - Nil

Encl. 5. Confirmation of Minutes – Marlene Kerwin noted that no recommendations letter was presented by BDO in the last meeting. Acknowledged by Amy Janssens and accepted by all members.

**Motion O-003-2017: (Linda Ward and Marlene Kerwin) That the Minutes for the Regular Committee Meeting of Tuesday, November 8, 2016 be approved as presented. Carried.**

**B. CLOSED SESSION**

6. Resolve to Move into Closed Session

**Motion O-004-2017: (Linda Ward and Marlene Kerwin) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday, January 18, 2017. Carried.**

Resolved to move into closed session at 3:07 p.m.

13. Return to Regular Session

**Motion O-009-2017: (Marlene Kerwin and Linda Ward) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday, January 18, 2017. Carried.**

The committee returned to the Regular Session at 5:17 p.m.

**C. EDUCATION SESSION - Nil**

**D. REGULAR SESSION**

14. New Business (Regular Session)

**Internal Audit**

- Encl. a. School Boards' Co-operative Inc. (SBCI) Audit Report Executive Summary – Catherine Day  
Catherine Day read the Absence Audit Executive Summary statement to the committee members outlining that SBCI has conducted an audit and has identified opportunities for improvement that could help optimize employee attendance, engagement and productivity. The findings have been reported to management and a plan is being developed to address these opportunities. SBCI will continue to work with the Board in these efforts with a final goal of a healthier, engaged school board workforce.

**External Audit - Nil**

**Other – Nil**

15. Other (Regular Session) - Nil  
16. Information Items (Regular Session) - Nil

**E. FUTURE MEETING DATES**

17. Future Committee Meeting Dates: Amy Janssens made a suggestion to move the next 2 meetings to Wallaceburg.
- Wednesday April 12, 2017, 3:00 p.m. Boardroom Wallaceburg

- Wednesday June 21, 2017, 3:00 p.m. Boardroom Wallaceburg

**F.**

**ADJOURNMENT**

18. Adjournment

**Motion O-010-2017: (Linda Ward and Marlene Kerwin) That the Audit Committee of the Board meeting of Wednesday, January 18, 2017 adjourn at 5:20 p.m. Carried.**

19. Closing Prayer