



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES
AUDIT COMMITTEE MEETING

Public Session

Tuesday, January 29, 2019

St. Clair Room, CEC

420 Creek St. Wallaceburg

Regular Committee Meeting – 3:00 p.m.

Audit Committee Members: Carol Bryden
Linda Ward

Community Members Gord Quinton
Marlene Kerwin

Administration and Others Deb Crawford
Amy Janssens
Catherine Day
Joanne Cincurak

A. CALL TO ORDER – C. Bryden called the meeting to order at 3:01 p.m.

Motion O-001-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Regular Committee Meeting of Tuesday, January 29, 2019. Carried.

1. Opening Prayer
2. Recording of Attendance:

Regrets – Linda Ward
Called In – Marlene Kerwin and Gord Quinton

3. Confirmation of Agenda

Motion O-002-2019: (Marlene Kerwin and Gord Quinton) That the Agenda for the Regular Committee Meeting of Tuesday, January 29, 2019, be approved as presented. Carried.

4. Declaration of Conflict of Interest

Encl. 5. Confirmation of Minutes

Motion O-003-2019: (Gord Quinton and Marlene Kerwin) That the Minutes for the Regular Committee Meeting of Tuesday, November 13, 2018 be approved as presented. Carried.

B. CLOSED SESSION

6. Resolve to Move into Closed Session

Motion O-004-2019: (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board move into the Closed Committee Meeting of Tuesday, January 29, 2019. Carried.

The committee resolved to move into closed session at 3:05 p.m.

13. Return to Regular Session

Motion O-007-2019: (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board return to the Regular Committee Meeting of Tuesday, January 29, 2019. Carried.

The committee returned to regular session at 3:23 p.m.

C. EDUCATION SESSION - Nil

D. REGULAR SESSION

14. New Business (Regular Session)

Internal Audit - Nil

External Audit - Nil

Other

- Encl. a. Draft Policy and Procedure – Reporting of Suspected Wrongdoing - Amy Janssens

Amy Janssens presented and reviewed the Draft Policy and Procedure for Reporting of Suspected Wrongdoing.

Amy thoroughly reviewed the Policy with the group explaining the policy. She also asked the group to take away the procedure for their review to bring back to a future Audit Committee Meeting for discussion. The table below indicates some pros and cons:

Pro's	Con's
Possible earlier detection of wrongdoing	May be used instead of proper procedures already in place (eg. Parent Communication Guidelines)
Public Perception - reducing risks of fraud or other wrongdoing	Public Perception - Is this in response to something we don't know about?
Protection from retaliation increases likelihood that	Timing - collective bargaining around the corner; viewed as a lack

people may disclose concerns	of trust of employees
Supports Catholic values and ethics	Responses when policy used because people can't have full information (eg. Human Resource Issues). Could be another step in processes.

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

E. FUTURE MEETING DATES

- 17. Future Committee Meeting Dates:
 - Tuesday April 23, 2019, CEC Wallaceburg
 - Tuesday June 18, 2019, CEC Wallaceburg

F. ADJOURNMENT

- 18. Adjournment
Motion O-008-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board meeting of Tuesday, January 29, 2019 adjourn at 3:55 p.m. Carried.
- 19. Closing Prayer