



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES
AUDIT COMMITTEE MEETING

Public Session

Tuesday June 11, 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

Regrets: Linda Ward

A. CALL TO ORDER – Carol Bryden

Motion O-009-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Regular Committee Meeting of Tuesday June 11, 2019. Carried

1. Opening Prayer
2. Recording of Attendance

Regrets – Linda Ward
Called In – Marlene Kerwin

2a) Reappointment of External Member – Amy Janssens

Amy stated that Marlene Kerwin has accepted another 3-year term on the committee and that appropriate forms have been signed and filed.

3. Confirmation of Agenda

Motion O-010-2019: (Marlene Kerwin and Gord Quinton) That the Agenda for the Regular Committee Meeting of Tuesday June 11, 2019 be approved as presented. Carried

4. Declaration of Conflict of Interest – None declared.

- Encl. 5. Confirmation of Minutes

Motion O-011-2019: (Gord Quinton and Marlene Kerwin) That the Minutes for the Regular Committee Meeting of Tuesday January 29, 2019 be approved as presented. Carried

B. CLOSED SESSION

6. Resolve to Move into Closed Session

Motion O-012-2019: (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board move into the Closed Committee Meeting of Tuesday June 11, 2019. Carried

Resolved to move into Closed Session at 3:06 p.m.

13. Return to Regular Session

Motion O-015-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board return to the Regular Committee Meeting of Tuesday, June 11, 2019. Carried.

The committee returned to Regular Session at 3:49 p.m.

C. EDUCATION SESSION

D. REGULAR SESSION

14. New Business (Regular Session)

Internal Audit

- Encl. a. 2018-19 Board Internal Review & Audit Progress – Catherine Day

Catherine Day presented the 2018-19 Board Internal Review & Audit Progress report. She outlined the internal school review process, schools chosen and overview of results. She also discussed the enrolment and 2019-20 planning process.

External Audit –

- a) 2019 Audit Service Plan Executive Summary – Catherine Day

Catherine Day confirmed that Ferruccio Da Sacco presented the audit service plan for the 2018-19 school year.

Other -

- a) Presentation – Integrity Counts (3:45 p.m. to 4:30 p.m.) – Deferred due to technical difficulties.

- Encl. b) Proposed 2019-20 Audit Committee Meeting Schedule & Agenda Topics – Amy Janssens

Amy discussed the meeting schedule and agenda topics for next year’s meetings. It was discussed and agreed upon by the committee.

Motion O-016-2019: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board approve: 2019-20 Audit Committee Meeting Schedule & Agenda Topics, for 2019-20. Carried.

- c) Consider and Plan for Succession of Audit Committee Members – Amy Janssens

Amy stated that our trustee members were reappointed for a term of 4 years beginning January 1, 2016. Next term begins January 1, 2020.

External members appointed for 3 years. Marlene Kerwin has signed on to her second term commencing June 11, 2019 to June 10, 2020. Gord Quinton’s term is up on March 31, 2020 and can be reappointed for a second term.

- d) Budget Update – Amy Janssens

Amy stated that the draft budget was presented to the Board of Trustees on June 4, 2019 and is scheduled to be approved on June 18, 2019. No contingency in the budget estimates for 2019-20 which will be reassessed for revised estimates submission.

15. Other (Regular Session) – None
16. Information Items (Regular Session) – None

E. FUTURE MEETING DATES

17. Future Committee Meeting Dates:
 • Wednesday September 25, 2019
 • Tuesday November 12, 2019
 • Wednesday January 29, 2020
 • Wednesday April 15, 2020
 • Wednesday June 24, 2020

F. ADJOURNMENT

18. Adjournment
 Motion O-017-2019: (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board meeting of Tuesday, June 11, 2019 adjourn at 4:17 p.m. Carried.
19. Closing Prayer