



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES
AUDIT COMMITTEE MEETING

Public Session

Wednesday June 20, 2018

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 Ferruccio Da Sacco
Amy Janssens Suk Bedi
Catherine Day Christopher O'Connor
Joanne Cincurak

Regrets:

A. CALL TO ORDER – C. Bryden

Motion: O-018-2018: (Gord Quinton and Linda Ward) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday, June 20, 2018. Carried.

1. Opening Prayer
2. Recording of Attendance
3. Confirmation of Agenda

Motion: O-019-2018: (Marlene Kerwin and Gord Quinton) That the Agenda for the Regular Committee Meeting of Wednesday, June 20, 2018 be approved as presented. Carried.

4. Declaration of Conflict of Interest - None

Encl. 5. Confirmation of Minutes

Motion: O-020-2018: (Linda Ward and Gord Quinton) That the Minutes for the Regular Committee Meeting of Wednesday, April 18, 2018 be approved as presented. Carried.

B. CLOSED SESSION

6. Resolve to Move into Closed Session at 3:06 p.m.

Motion: O-021-2018: (Marlene Kerwin and Gord Quinton) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday, June 20, 2018. Carried.

13. Return to Regular Session at 3:37 p.m.

Motion: O-025-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday, June 20, 2018.

C. EDUCATION SESSION -

D. REGULAR SESSION

14. New Business (Regular Session)

Internal Audit

- Encl. a. 2018-19 Internal Audit Plan - Amy Janssens

Presented and a motion was passed in the closed session.

Motion: O-024-2018: (Gord Quinton and Linda Ward) That the Audit Committee of the Board approve: 2018-19 Internal Audit Plan, for 2018-19. Carried.

- Encl. b. 2017-18 Board Internal Review & Audit Progress – Catherine Day

Catherine presented the 2017-18 Board Internal Review & Audit Progress report outlining the internal school review process and the regional internal audit. She explained the types of internal reviews, the purpose of the reviews and the results. She also touched on the 2018-19 review plan and presented the new risk assessment tool created by the financial services department.

Catherine answered questions from committee members. She explained the process we have in place for training new secretaries at the schools.

External Audit –

Other

- Encl. c. Proposed 2018-19 Audit Committee Meeting Schedule & Agenda Topics – Amy Janssens

Amy presented the proposed Audit Committee meeting schedule and agenda topics for the 2019-19 year.

Motion: O-026-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board approve: 2018-19 Audit Committee Meeting Schedule & Agenda Topics, for 2018-19. Carried.

- d. Consider and Plan for Succession of Audit Committee Members – Amy Janssens

Amy outlined the terms of service for committee members for 2018-19. The external members terms are coming due within the next year. This item will be back on the agenda for the September meeting for discussion with external members. The committee agreed.

- e. Policy and Procedures for Fraud Management/Whistleblower Process – Amy Janssens

Amy is continuing to work on this process and suggested this item should remain as a standing item on the agenda until resolved. The committee agreed.

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

E. FUTURE MEETING DATES

17. Future Committee Meeting Dates:
- Thursday Sept 27, 2018, CEC Wallaceburg
 - Tuesday Nov 13, 2018, CEC Wallaceburg
 - Tuesday Jan 29, 2019, CEC Wallaceburg
 - Tuesday Apr 23, 2019, CEC Wallaceburg
 - Tuesday Jun 18, 2019, CEC Wallaceburg

F. ADJOURNMENT

18. Adjournment

Motion: O-027-2018: (Gord Quinton and Linda Ward) That the Audit Committee of the Board meeting of Wednesday, June 20, 2018 adjourn at 4:00 p.m.

19. Closing Prayer