



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

**MINUTES**  
**AUDIT COMMITTEE MEETING**

**Public Session**

**Wednesday January 31, 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  
Joanne Cincurak

Regrets: Linda Ward

**A. CALL TO ORDER – C. Bryden**

**Motion O-001-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday, January 31, 2018. Carried.**

1. Opening Prayer
2. Recording of Attendance – Regrets: Linda Ward
3. Confirmation of Agenda

**Motion O-002-2018: (Marlene Kerwin and Gord Quinton) That the Agenda for the Regular Committee Meeting of Wednesday, January 31, 2018 be approved as presented. Carried.**

4. Declaration of Conflict of Interest - None

Encl. 5. Confirmation of Minutes

**Motion O-003-2018: (Marlene Kerwin and Gord Quinton) That the Minutes for the Regular Committee Meeting of Tuesday, November 7, 2017 be approved as presented. Carried.**

**B. CLOSED SESSION**

6. Resolve to Move into Closed Session

**Motion O-004-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday, January 31, 2018. Carried.**

Resolved into closed session at 3:14 p.m.

13. Return to Regular Session

**Motion O-007-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday, January 31, 2018. Carried.**

Returned to regular session at 3:33 p.m.

**C. EDUCATION SESSION - None**

**D. REGULAR SESSION**

14. New Business (Regular Session)

**Internal Audit –**

- Encl. a) Revised Internal Audit Plan Summary – Amy Janssens

Amy reviewed the 2017-18 Revised Internal Audit Plan Summary. She outlined the revised project plan, confirming that the Asset Management audit will take place in 2017-18.

She proposed that the Assist-Review of French Immersion Programs be removed from the currently approved plan for another year. After discussion the committee agreed.

Amy answered questions from committee members.

**Motion O-008-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board approve the 2017-18 Revised Internal Audit Plan as presented. Carried.**

**External Audit - None**

**Other**

- a. Whistleblower Process – Amy Janssens

During September's audit committee self-assessment it was noted that one of the functions of the committee is to oversee the school board's whistleblower process and understand the procedures to prohibit retaliation against whistleblowers.

Amy has determined that a few school board's do have a formalized Whistleblower process while some others have chosen to focus on Fraud Prevention and Management. She provided samples of these for review.

After discussion, it was decided by the committee to individually review the samples provided and bring comments to the next meeting.

15. Other (Regular Session) – None

16. Information Items (Regular Session) - None

**E. FUTURE MEETING DATES**

17. Future Committee Meeting Dates:

- Wednesday April 18, 2018, 3:00 p.m. St. Clair Room Wallaceburg
- Wednesday June 20, 2018, 3:00 p.m. St. Clair Room Wallaceburg

**F. ADJOURNMENT**

18. Adjournment

**Motion O-009-2018: (Gord Quinton and Marlene Kerwin) That the Audit Committee of the Board meeting of Wednesday, January 31, 2018 adjourn at 3:58 p.m. Carried.**

19. Closing Prayer