St. Clair Catholic District School Board

AUDIT COMMITTEE MEETING MINUTES

Date: Wednesday June 11, 2025 – 3:00 P.M.
Via: Teams Meeting

Attendance:

Audit Committee Members:	John Van Heck Linda Ward
Community Members:	Charlotte Beer Kelly Hill
Administration & Others:	Lisa Demers Marcie Myers Amy Park Suk Bedi Brad Sisson Katelyn Campbell
Regrets:	John Van Heck

A. Call to Order – L. Ward

Motion: 0-076-2025 (Charlotte Beer and Kelly Hill) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday June 11, 2025, at 3:01pm. *Carried.*

1. Opening Prayer

2. Recording of Attendance

   Regrets: John Van Heck

3. Confirmation of Agenda

Motion: 0-077-2025 (Charlotte Beer and Kelly Hill) That the Agenda for the Regular Committee Meeting of Wednesday June 11, 2025, be approved as presented. *Carried.*

4. Declaration of Conflict of Interest

5. Confirmation of Minutes – (Encl.)

Motion: 0-078-2025 (Kelly Hill and Charlotte Beer) That the Minutes for the Regular Committee Meeting of Wednesday April 16, 2025, be approved as presented. *Carried.*

B. Closed Session

6. Resolve to Move into Closed Session at 3:03pm

Motion: 0-079-2025 (Kelly Hill and Charlotte Beer) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday June 11, 2025. *Carried.*

13. Return to Regular Session at 3:32pm

Motion: 0-084-2025 (Kelly Hill and Charlotte Beer) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday June 11, 2025. *Carried.*

C. Education Session

D. Regular Session

14. New Business (Regular Session)

<u>Internal Audit</u>

a) 2025-26 Audit Planning Final Approval Executive Summary – Marcie Myers
Marcie noted that KPMG presented the plan for 2025-27. The Audit Committee approved Professional Development Plannings & Strategy for the 2025-26 internal audit, and Curriculum Team Structure or Third-Party Security Assessment for the 2026-27 school year.

<u>External Audit</u> - NA

15. Other (Regular Session)

a) Proposed 2025-26 Audit Committee Meeting Schedule & Agenda Topics (Encl.) – Amy Park
Amy presented the Proposed 2025-26 Audit Committee Meeting Schedule & Agenda Topics and offered an opportunity for feedback.

Motion: 0-085-2025 (Kelly Hill and Charlotte Beer) That the Audit Committee of the Board approve: 2024-25 Audit Committee Meeting Schedule & Agenda Topics, for 2025-26 as presented. *Carried.*

b) Consider and Plan for Succession of Audit Committee Members (Encl.) – Amy Park
Amy reviewed our current process for considering and planning for succession of Audit Committee Members. Internal membership could be impacted by coming elections being held on October 26, 2026. External membership appointments are for a 3-year term. Charlotte's term ending May 31, 2025, and Kelly's May 31 of 2026. Kelly to please take the summer to consider interest in continuing on for the remainder of her term.

Linda offered thanks on behalf of the board of trustees to Kelly and Charlotte.

Motion: 0-086-2025 (Charlotte Beer and Kelly Hill) That the Audit Committee of the Board receive the *2024-25 Audit Committee Succession Planning* report for information. *Carried.*

c) Budget Update (Encl.) – Amy Park
Funding announcement came through on May 23, 2025. Currently preparing budget estimates. Plan to present to the board of trustees July 15th, following completion we will send a package to Charlotte and Kelly. Expecting to present a balanced budget.

Linda offered her thanks to the team for their work that will come through the summer.

Motion: 0-087-2025 (Kelly Hill and Charlotte Beer) That the Audit Committee of the Board receive the *2025-26 Budget Estimates Update* report for information. *Carried.*

d) 2024-25 Security Subcommittee Annual Report (Encl.) – Amy Park
Amy presented the 2024-25 Security Subcommittee Annual Report. Amy offered her gratitude to our external members who joined the committee, as well as our internal members. The subcommittee will continue for the 2025-26 school year.

Motion: 0-088-2025 (Killy Hill and Charlotte Beer) That the Audit Committee of the Board receive the *2024-25 Security Subcommittee Annual Report* for information. *Carried.*

16. Information Items (Regular Session) – NA

E. Future Meeting Dates

17. Future Committee Meeting Dates:

- Wednesday September 17, 2025
- Tuesday November 11, 2025
- Wednesday February 11, 2026
- Wednesday April 22, 2026
- Wednesday June 10, 2026

F. Adjournment

18. Adjournment

Motion: 0-089-2025 (Charlotte Beer and Kelly Hill) That the Audit Committee of the Board Meeting of Wednesday June 11, 2025, adjourn at 3:46pm. *Carried.*

19. Closing Prayer