



Date: Wednesday June 12, 2024 – 3:00 P.M.

Via: Teams Meeting

Attendance:

Audit Committee Members: John Van Heck
Linda Ward

Community Members: Kelly Hill
Charlotte Beer

Administration & Others: Scott Johnson
Amy Janssens
Marcie Myers
Katelyn Campbell

Regrets:

A. Call to Order – J. Van Heck

Motion: 0-21-2024 (Charlotte Beer and Kelly Hill) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday June 12, 2024 at 3:02pm. Carried

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

Motion: 0-22-2024 (Linda Ward and Kelly Hill) That the Agenda for the Regular Committee Meeting of Wednesday June 12, 2024, be approved as presented. Carried

4. Declaration of Conflict of Interest - NA



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5. Confirmation of Minutes – Encl.

Motion: 0-23-2024 (Kelly Hill and Charlotte Beer) That the Minutes for the Regular Committee Meeting of Wednesday April 17, 2024, be approved as presented. *Carried.*

B. Closed Session

6. Resolve to Move into Closed Session at 3:04pm

Motion: 0-24-2024 (Linda Ward and Charlotte Beer) That the Audit Committee of the Board move into the Closed Committee Meeting of Wednesday June 12, 2024. *Carried*

13. Return to Regular Session at 3:43pm

Motion: 0-27-2024 (Charlotte Beer and Kelly Hill) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday June 12, 2024. *Carried*

C. Education Session

D. Regular Session

14. New Business (Regular Session)

Internal Audit

- a) 2024-25 Audit Planning Final Approval Executive Summary – Marcie Myers

Suk Bedi of KPMG presented the final 2023-24 Internal Audit Planning document for approval. The report summarizes the process and provides a proposed Internal Audit Plan for St. Clair Catholic based on identified risks.

External Audit - NA

15. Other (Regular Session) – None

- a) Proposed 2024-25 Audit Committee Meeting Schedule & Agenda Topics (Encl.) - Amy Janssens



Committee members were asked to please bring forward any additional items and none were noted at this time.

Motion: 0-28-2024 (Linda Ward and Kelly Hill) That the Audit Committee of the Board approve: 2024-25 Audit Committee Meeting Schedule & Agenda Topics, for 2024-25 as presented. Carried

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

Terms of members were reviewed for planning purposes. It was noted that external member Charlotte Beer is currently confirmed to be on the committee until May 31, 2025.

- c) Budget Update – Amy Janssens

Amy provided an update on the Budget for 2024-25. Budget package will be shared with the committee following Trustee approval.

16. Information Items (Regular Session) - None

E. Future Meeting Dates

17. Future Committee Meeting Dates:

- d) Wednesday September 18th, 2024
- e) Tuesday November 12th, 2024
- f) Wednesday February 12th, 2025
- g) Wednesday April 16th, 2025
- h) Wednesday June 11th, 2025

F. Adjournment

18. Adjournment

Motion: 0-29-2024 (Kelly Hill and Charlotte Beer) That the Audit Committee of the Board Meeting of Wednesday June 12, 2024, adjourn at 3:53pm. Carried

19. Closing Prayer