



## MINUTES OF THE AUDIT COMMITTEE MEETING (PUBLIC SESSION)

**FRIDAY, SEPTEMBER 25, 2020**

Minutes of the Audit Committee Meeting (public session) of the Niagara Catholic District School Board, held on September 25, 2020, in the Father Kenneth Burns CSC at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:09 a.m. by Director Camillo Cipriano in Chair Kathy Burtnik absence.

### **A. ROUTINE MATTERS**

#### **1. Opening Prayer**

Opening Prayer was led by Camillo Cipriano.

#### **2. Roll Call**

Committee Member	Present	Present Electronically	Absent	Excused
Kathy Burtnik			✓	
Dino Sicoli	✓			
Paul Turner	✓			
Mario Falvo	✓			
Louie Finelli		✓		

Resources to the Audit Committee were in attendance:

**Camillo Cipriano**, Director of Education, Secretary/Treasurer  
**Giancarlo Vetrone**, Superintendent of Business and Financial Services  
**Rosa Rocca**, Controller of Business and Finance  
**Jenny Baker**, Regional Internal Audit Manager  
**John Forte**, Regional Internal Audit Team  
**Melanie Dugard**, Grant Thornton LLP  
**Chris Guglielmi**, Grant Thornton LLP

Staff in attendance:

**Shari Bush**, Recording Secretary/Administrative Assistant, Business and Financial Services

**3. Election of Chairperson for the Fiscal Year 2020-2021**

Camillo called for nominations for the position of Chair of the Audit Committee.  
Paul Turner and Dino Sicoli nominated Kathy Burtnik.  
No other nominations were made.

Director Camillo electronically informed Kathy if she wished to accept the position of Chair of the Audit Committee. Kathy Burtnik accepted the election.  
Dino Sicoli will act as interim chair in her absents

**4. Approval of the Public Agenda of September 25,2020**

Moved by Paul Turner

**THAT** the Niagara Catholic Audit Committee approve the Agenda of the Audit Committee Meeting (Public Session) of Friday, September 25, 2020 as amended.

**CARRIED**

**5. Declaration of Conflict of Interest**

**5.1 Declaration of Conflict of Interest Form (2020-2021)**

Declaration of Conflict of Interest Form was filled out by Committee Members in attendance and those not present will email theirs to Shari Bush.

**5.2 Declaration of Conflict of Interest re: Agenda (verbal)**

No Declarations of Conflicts of Interest were declared with any items on the agenda.

**6. Approval of Minutes of the Audit Committee Meeting (Public Session)**

**6.1 June 19, 2020**

Moved by Mario Falvo

**THAT** the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of June 19, 2020.

**CARRIED**

**B. REPORTS**

**1. Regional Internal Audit Status Report**

**1.1 Training Plan and Summary**

Jenny Baker presented the Training Plan and Summary to the committee members..

**1.2 Regional Internal Audit Mandate**

Jenny Baker presented the Regional Internal Audit Mandate to the committee members and this was signed by Jenny Baker, Kathy Burtnik and Camillo Cipriano.

**2. Advertisement of the Non Board Member Positions of the Niagara Catholic Audit Committee**

Giancarlo Vetrone presented the Advertisement of the Non Board Member Positions of the Niagara Catholic Audit Committee.

**C. BUSINESS IN CAMERA**

The meeting was moved to the Business In-Camera Session at 10:22 a.m.

**D. FUTURE MEETINGS**

Next Audit Committee Meeting is November 27, 2020

**E. ADJOURNMENT**

Meeting was adjourned at 10:27 a.m.