

**AUDIT  
COMMITTEE**

**December 2, 2016**

**5:30 PM**

**SUB 6-06**

**AGENDA (AC-2016-12)**

- 2016-12/1      INTRODUCTION**
- 2016-12/1a      Call to Order**
- 2016-12/1b      Approval of Agenda**
- 2016-12/1c      Approval of Minutes**
- 2016-12/1d      Chair's Business**
- 2016-12/2      QUESTION/DISCUSSION PERIOD**
- 2016-12/2a      Winter semester's meeting schedule**
- 2016-12/3      COMMITTEE BUSINESS**
- 2016-12/3a      ECSA Spring/Summer Report**
- 2016-12/3b      Attendance Policy Update**
- 2016-12/4      INFORMATION ITEMS**
- 2016-12/4a      Following this meeting, COUNCILLOR HAMMOND will resign as Chair of the Audit Committee.**
- 2016-12/4b      Context from Katie Allan for charges in question following the review of Visa Statements.**

**The \$167.24 charge at High Level Diner:**

I have \$110 budgeted each month for Manager's Meetings. These meetings are an opportunity for Team Leads (X3) from the Student Services, myself, and the Director of Student Life to meet with managers from Campus Food Bank and The Landing. These meetings are important for us to build

connections with these services and ensure we are collaborating effectively to support students. We find it meaningful to meet off campus where we can socialize outside of the workspace to develop strong working relationships.

The group had not met in a bit so we had a larger meeting that was using two month's worth of budgeted money. We also went for lunch rather than the usual breakfast (which is cheaper) due to a scheduling conflict in the morning. At the end of the year I will not have spent over my monthly Managers meeting allocation as I will spend less on an upcoming month.

**The \$199.00 charge at Native Tongues:**

My team and I planned a road trip down to Calgary to meet with our counterparts at the University of Calgary Students' Union. We had specific interest in learning more about their Student Group process as we are in the process of changing things on our end. Also, as we have recently restructured the entire services department here at UASU, we were interested to learn about their organizational structure to help us assess our own. The trip was incredibly beneficial in sharing resources, best practice and building province wide connections.

To save costs, we made it a quick day trip, rather than spending on accommodations to stay overnight. We budgeted \$250 for meals for 6 staff members. We were gone for 15 hours so that's 3 meals per person. We opted for a cheap lunch and breakfast and used the remaining for dinner to debrief the day's events. We based this amount off of our usual per diem amounts used for conferences. This is also coming out of my internal PR line, and I have already modified the rest of the year spending to make up for the U of C trip.

**2016-12/5**

**ADJOURNMENT**

**2016-12/5a**

**Next Meeting: TBD**

**AUDIT  
COMMITTEE**

**November 18, 2016**

**3:00 PM**

**SUB 6-06**

**ATTENDANCE**

| NAME                   | PROXY | PRESENT |
|------------------------|-------|---------|
| Nicole Hammond (Chair) |       | Y       |
| Anthony Nguyen         |       | N       |
| Brandon Prochnau       |       | N       |
| Reed Larsen            |       | N       |
| Saba Al Hammouri       |       | Y       |
| Sandy Brophy           |       | Y       |
| Umer Farooq            |       | Y       |

**MINUTES (AC-2016-11)**

**2016-11/1      INTRODUCTION**

**2016-11/1a      Call to Order**

***HAMMOND/AL HAMMOURI MOVE to call the meeting to order at 3:12 PM.***

***4/0/0 CARRIED***

**2016-11/1b      Approval of Agenda**

***HAMMOND/AL HAMMOURI/ FAROOQ moved to approve the agenda.***

***4/0/0 CARRIED***

**2016-11/1c      Approval of Minutes**

**2016-11/1c** Approval of 2016-09 Minutes as tabled.

Please see AC 16-11.01

Approval of 2016-11 Minutes as tabled.

***HAMMOND/FAROOQ/AL HAMMOURI move to approve the minutes for November 02, 2016.***

***4/0/0 CARRIED***

***HAMMOND/FAROOQ/BROPHY moves to approve the minutes for October 21, 2016.***

***3/0/1 CARRIED***

***AL HAMMOURI abstained.***

**2016-11/1d** Chair's Business

**2016-11/2** **QUESTION/DISCUSSION PERIOD**

**2016-11/3** **COMMITTEE BUSINESS**

**2016-11/3a** HUB Spring/Summer Report

HAMMOND: They were operational over the summer but there was no fee collection so there were no receipts but it's up to you guys if we should pull receipts. Any concerns?

FAROOQ: The \$5,100 because they pay their people. It would be beneficial to see who gets paid and the receipts for that.

HAMMOND: It says how much each person gets paid. There are 6 execs so the most anyone got paid was a \$1000 in honorarium. Yolanda is VP Finance, she submitted the report and the lowest was \$350.

She will get back to them. The reason she didn't want to is because all the other residence associations, we didn't pull anything from them but since they have honorariums then we should look into that. Table them for now and ask for that.

**2016-11/3b** Visa Statements

Committee reviewed Visa Statements.

**2016-11/4** **INFORMATION ITEMS**

**2016-11/5** **ADJOURNMENT**

***HAMMOND/AL HAMMOURI move to adjourn the meeting.  
4/0/0 CARRIED***

***Meeting adjourned at 3:30 PM.***

**2016-11/5a**      **Next Meeting:** November 25, 2016 in SUB 6-06 at 5:30 pm or sooner if needed.

**SUMMARY OF MOTIONS**

| <b>MOTION</b>  | <b>VOTES</b>   |
|--|--|
| <b><i>HAMMOND/AL HAMMOURI MOVE to call the meeting to order at 3:12 PM.</i></b>            | <b><i>4/0/0 CARRIED</i></b>                                |
| <b><i>HAMMOND/AL HAMMOURI/ FAROOQ moved to approve the agenda.</i></b>                     | <b><i>CARRIED<br/>4/0/0</i></b>                            |
| <b><i>HAMMON/FAROOQ/AL HAMMOURI move to approve the minutes for November 02, 2016.</i></b> | <b><i>CARRIED<br/>4/0/0</i></b>                            |
| <b><i>HAMMOND/FAROOQ/BROPHY moves to approve the minutes for October 21, 2016.</i></b>     | <b><i>3/0/1<br/>AL HAMMOURI abstained.<br/>CARRIED</i></b> |
| <b><i>HAMMOND/AL HAMMOURI move to adjourn the meeting.</i></b>                             | <b><i>CARRIED<br/>4/0/0</i></b>                            |