

**AUDIT  
COMMITTEE**

**Tuesday August 15, 2017  
5:30 pm  
SUB 0-55**

**ATTENDANCE**

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Sandy Brophy (Chair)		Y	
Connor Palindat		Y	
James Thibaudeau		Y	
Darren Choi		Y	
Monica Lillo		Y	
Nick Sorensen		Y	
Will Swain		N	N

**MINUTES (AC 2017-06)**

**2017-06/1            INTRODUCTION**

**2017-06/1a        Call to Order**

Meeting called to order at 5.45 pm

Attendance was taken by Brophy – Will Swain is absent;

**2017-06/1b        Approval of Agenda**

BROPHY

Said that before approval of agenda, he would like a motion to add a left off item, HUB Community Association Audit, into the agenda

BROPHY/PALINDAT move to add a left over item into the agenda  
CARRIED 6/0/0

CHOI/THIBAUDEU move to approve the agenda  
CARRIED 6/0/0

**2017-06/1c**

**Approval of Minutes**

THIBAUDEU/PALINDAT move to approve the minutes  
CARRIED 5/0/1 (LILLO abstained)

**2017-06/1c**

**Chair's Business**

none

**2017-06/2**

**QUESTION/DISCUSSION PERIOD**

**2017-06/2a**

**HUB Community Association Audit**

BROPHY

Said he audited their budget; he had trouble figuring out where the receipts are and if everything is accurate; he is noting in minutes that he wants to audit and check out there stuff together even it is a small amount like \$1.25 because the numbers at the end should match; Also he wants to make sure that there is one budget line for one event and different budget line for different events; If everything is okay with that he wants to motion it;

**Motion**

BROPHY/PALINDAT move to motion conduct HUB Community Association Audit  
CARRIED 6/0/0

BROPHY

Budget and receipts are awaited from ISSS as well two other association are awaited he will send them to the committee as soon as he gets them, hopefully by next meeting

**2017-06/2b**

**Sr. Managers Expenses - Review**  
**See 2017-06/4a to 2017-04/4o.**

BROPHY

Last time the committee looked at the statements; this time there are the receipts; one of the funny things is that you get to see what they eat when they are in their business dinners; it is a lot easier to have a physical copy; Often taxi receipts get lost;

(the committee reviewed the receipts and discussed about possible mismatches)

BROPHY

"Partially missing" may imply that there is no receipt for transit tickets; There are only credit receipts but actually itemized receipts are not available for some expenses; "missing at the gym" may be an odd one, something that I can ask - probably he was working out; Home Depot receipt missing is not justified; for anything a little unusual, needs a little more explanation; it is hard to justify giving stuff like parking passes to executives because a lot of people don't understand how much work they really do; will talk to Robyn and summon him for the next meeting, and we have power to do that - in fact he was the chair of this committee before and that's the bigger thing; next meeting, also, we will hopefully have expense report of the senior managers because we didn't have them ready for this meeting; will make sure to have actual physical copies; it is much easier to read a paper page line by line; historically, we have printed one copy and circulate that and that way all the members of committee look at the document;

2017-06/3

### **COMMITTEE BUSINESS**

None

2017-06/4

### **INFORMATION ITEMS**

BROPHY

On meeting

We will meet only once per month unless we have a big work load; we don't need long meetings, and more frequent meeting (more than once per month) unless something urgent comes up; If you go to class or lab. let us meet at 5.30 pm instead of 5 pm; Let us meet at 5.30 pm on September 12, October 10, October 24, and November 28.

#### Motion

BROPHY/CHOI move to meet at 5.30 pm on September 12, October 10, October 24, and November 28.

CARRIED 6/0/0

2017-06/5

### **ADJOURNMENT**

**2017-06/5a**      **Next Meeting:**

Tuesday, September 12, 2017, at 5.30 pm

**2017-06/5b**      Meeting was adjourned at 6.05 pm

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
BROPHY/PALINDAT move to add a left over item (HUB Community Audit) into the agenda	6/0/0, CARRIED
CHOI/THIBAUEU move to approve the agenda	6/0/0, CARRIED
THIBAUEU/PALINDAT move to approve the minutes	5/0/1, CARRIED (LILLO abstained)
BROPHY/PALINDAT move to motion conduct HUB Community Association Audit	6/0/0, CARRIED
BROPHY/CHOI move to meet at 5.30 pm on September 12, October 10, October 24, and November 28.	6/0/0, CARRIED