Tuesday, March 22, 2016
3.30pm
SUB 6-06

AGENDA (AC 2015-12)

2015-12/1 INTRODUCTION

2015-12/1a Call to Order

2015-12/1b Approval of Agenda

2015-12/1c Approval of Minutes

2015-12/1d Chair's Business

2015-11/2 QUESTION/DISCUSSION PERIOD

2015-12/3 COMMITTEE BUSINESS

2015-12/3a FAMF Statements.

2015-12/4 INFORMATION ITEMS

2015-12/5 ADJOURNMENT

2015-12/5a Next Meeting: Tuesday, April 5, 2016 @ 3.30pm in SUB 6-06.
ATENDANCE

<table>
<thead>
<tr>
<th>NAME</th>
<th>PROXY</th>
<th>PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robyn Paches (Chair)</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>Donald Ademaj</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Thomas Patrick</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>Ahona Mostafiz</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Sam Cheng</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Leri Koornhof</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Brett Stephen</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Azhar Khan</td>
<td></td>
<td>Y</td>
</tr>
</tbody>
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MINUTES (AC 2015-11)

2015-11/1 INTRODUCTION

2015-11/1a Call to Order

Meeting called to order at 3.52PM.

2015-11/1b Approval of Agenda

MOSTAFIZ/KHAN motioned to approve the agenda. 6/0/0 CARRIED

2015-11/1c Approval of Minutes

MOSTAFIZ/CHENG motion to approve minutes. 4/0/2 – Abstentions from Khan and Koornhof. CARRIED

2015-11/1d Chair’s Business
Appointment of Interim Chair

Koornhof nominates herself.
Accepted. Seconded by Khan.

No other nominations.
Koorhof will be the Interim Chair of the Audit Committee.

2015-11/2 QUESTION/DISCUSSION PERIOD

2015-11/2a CHENG raises an issue: When he is away on practicum he can still do work but is unable to attend meetings however he cannot find a proxy. Can Audit do:
February 13 to April on practicum
Proposal – 5pm Tuesdays before Council meetings – so that Cheng can Skype in from Red Deer.

2015-11/3 COMMITTEE BUSINESS

2015-11/3a VISA Statement Review
Do these periodically at leisure.

CHENG
Are there guidelines?

No guidelines.

ADEMAJ
Look for sketchy issues.
Missing receipts; large amount for an event without an explanation, etc.

Should there be guidelines? Expense guidelines?
Ask Peter about policies.

CHENG
Even on the SU website there are no real guidelines.

Own discretion – no training/policies imposed on people with charge cards.

CHENG
Will send email from Rebecca Taylor with web site “policies” but no express reasons.
VPs need leeway and power to make decisions on charging.
Would be helpful for Audit to know how they make those decisions so that Audit can determine charges within the framework that VPs exercise their discretion.

KOORNHOF
Will ask VP/P for guidelines on how they exercise their discretion.

**2015-11/3b**

Winter Term FAMF Statements

KHAN
Google Drive – SU – Audit.
Financial Statements
FAMF Statements

ADEMAJ
Three remaining.

STEPHEN
ESA just got access.

ADEMAJ
PERCS – couple of days

MOSTAFIZ
NSSA – need 2014-2015

KOORNHOF
Showed KHAN FAUNA’s statements.

CHENG
MSA – last Audit Committee before us didn’t approve 2013/14
Now we have 2014/15 unavailable.
Not out of the ordinary; but huge expense for FUME space; was small amount then $9k,
Asked for receipts; but wasn’t given for 2013/14. Mostly for 2014/15; $80.
Replaced sink? Need receipt... currently receipts for 13-14 $80; actual is around $9000
Ratified amount for $2000 – 2014-15
Even amount unusual.
Code as FUME – drum set -- $537
Rebecca sent exchanges w MSA – Cheng with more Qs than before
Hard to know what expenses are for.
What else can be done?
Why not approved in past? ESS also didn’t have 2013-14 approved
Maybe not approved; maybe not submitted; maybe not submitted/approved in time.

KOORNHOF
Maybe we need to explore further.
Talk to Rebecca.

CHENG
Can still keep looking at Google Drive
Sent another email to R Taylor
Brings more Qs than As for Cheng as auditor
Strongly against approving 13/14/15
Unless further evidence reconciles properly
Going forward: future audit committees will not know the questionable line that was highlighted and problematic

Visa – wait for guidelines

Koornhof – Khan ➔ Google Drive.

2015-11/4 INFORMATION ITEMS

2015-11/5 ADJOURNMENT

2015-11/5a Next Meeting: Tuesday, February 23, 2016 @ 3.30pm in SUB 0-55.

ADEMAJ/MOSTAFIZ motion to adjourn.
6/0/0
CARRIED

Meeting Adjourned at 4:20PM.

SUMMARY OF MOTIONS

<table>
<thead>
<tr>
<th>MOTION</th>
<th>VOTES</th>
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</thead>
<tbody>
<tr>
<td>MOSTAFIZz/KHAN motioned to approve the agenda.</td>
<td>6/0/0 CARRIED</td>
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<td>MOSTAFIZ/CHENG motion to approve minutes.</td>
<td>4/0/2 Abstentions from Khan and Koornhof.</td>
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