

# **Audit Committee Meeting Minutes**

**Tuesday October 16, 2018**

**5:30 p.m. – 7:00 p.m.**

**National Office - Boardroom 1967**

**100 Queen Street, 4th floor, Ottawa, Ontario**

**Present:** S. Rehman (Chair), P. Warner, E. Robard, D. Therien, E. Morin,  
A. Butler (teleconference), D. Therien (CAPE Finance Manager)  
P. O'Reilly (secretary)

**Apologies:** K. Holmes

## **1. Welcome**

Meeting began at 5:40 p.m.

## **2. Approval of Audited Financial Statements**

The Audited Financial Statements were reviewed and approved by the Audit Committee members. K. Holmes approved Financial Statements (FS) via e-mail confirmation prior to scheduled committee meeting. E. Morin noted that 2 minor edits needed attention in French version of Financial Statements. E. Robard mentioned that he needed more time to review the FS and will confirm his approval by email to the Chair at a later date.

The Chair mentioned that, as the next step, the audited FS would be tabled at the National Executive Committee (NEC) and the Annual General Meeting (AGM) for approval.

## **3. Audit Committee Training**

A proposed letter stipulating that training would be provided so long as members remain part of committee for at least for a full financial year cycle (with the exception of any member who becomes part of the NEC or any other conflict of interest) was approved by the Committee members.

## **4. Roundtable**

The committee members had nothing of urgent importance to discuss.

## **5. Adjournment**

The committee adjourned at 6:55 PM