



Special Board Meeting  
Skype Call

**MINUTES**

<b>Present</b>	<b>Allison Pike</b> , President <b>Dawn Miller</b> , Vice President <b>Brandi Rai</b> , Director <b>Rick Sakundiak</b> , Director <b>Jacque Surgenor</b> , Director	<b>Lorna Spargo</b> , Director <b>Shelley Odishaw</b> , Director <b>Alana Sala</b> , Director <b>Hollie Tarasewich</b> , Director <b>Laura Andreas</b> , Director
<b>Regrets</b>	<b>Judy Ducharme</b> , Director	<b>Lisa Arlint</b> , Director
<b>Staff</b>	<b>Jacque Hansen</b> , Executive Director <b>Tracy Kaley</b> , Senior Policy Advisor	<b>Kathy MacRae</b> , Executive Ass't/Bookkeeper
<b>Auditors</b>	<b>Phil Dirks</b>	<b>Jeff Alliston</b>

SEPTEMBER 28, 2017

**1.0 CALL TO ORDER AND WELCOME**

Allison called the meeting to order at 8:01 p.m. and welcomed everyone. Introductions were done. Jacque turned the meeting over to Jacque S.

**2.0 APPROVAL OF THE AUDITED FINANCIAL STATEMENTS ENDING JUNE 30, 2017**

Jacque S, lead for the Internal Financial Audit Committee (IFAC), mentioned that the IFAC had met with the auditors about a week ahead of this meeting. All documents were reviewed and discussed at that time. She turned the meeting over to Phil to review the financial documents with the board.

Phil reviewed the audited financials with the board, noting on page three that there is a deficit of \$54,448. He mentioned that the association has good equity and is in a good financial position. Phil noted that the reporting should have been done in a different manner (on the budget) in order to show that unreserved funds were to be used to cover the overage of the budget.

Then Phil reviewed the Audit Findings letter with the board. He highlighted the sections of the letter talking about auditor responsibilities, management responsibilities, their approach, misstatements and significant findings. It was noted that accrued vacation entitlement and lieu time are now included on the financial statements, as per Canadian Accounting Standards.

**MOTION:** Jacque S/Hollie

That the ASCA Board of Directors approve the agenda as amended.

CARRIED

### **3.0 ADJOURNMENT**

The meeting was adjourned at 9:36 pm.

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President  
Allison Pike

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Executive Director  
Jacquie Hansen