



## MEMORANDUM

**Date:** 08 November 2011

**To:** Board of Trustees

**From:** Trustee Kilduff – Chair, Audit Committee

**Subject:** **Audit Committee Meeting Minutes of 11 October 2011**

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### **Recommendation**

That the Board of Trustees receives as information the Minutes of the 11 October 2011 Audit Committee Meeting as presented at the Regular Board Meeting of 08 November 2011.

DK:jlf



**MINUTES OF THE AUDIT COMMITTEE MEETING HELD AT THE  
PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN  
STONY PLAIN, ALBERTA ON 11 OCTOBER 2011**

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**ATTENDANCE:**

Dorcas Kilduff, Trustee  
Ron Heinrichs, Trustee  
Eric Cameron, Trustee

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**CALL TO ORDER**

The meeting was called to order at 1:00 p.m.

**ACTION ITEMS**

**2.1 SELECTION OF MEMBER AT LARGE**

The committee reviewed the resumes and selected Louise Frostad as the Member at Large for the Audit Committee.

There was discussion by the committee about the duties, general knowledge required and the purpose of the audit committee. A review of topics that the audit committee would like to address was also discussed.

**ITEMS FOR FUTURE AGENDA**

- Audit Financial Statements
- School Surplus and Operating Reserves

**ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.

*The next Audit Committee Meeting will be 29 November 2011.*