

## Minutes of the Audit and Finance Committee

April 11<sup>th</sup> 2017, 14:00 Eastern Time  
Teleconference

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### Committee member attendance

Brian Tucker, Chair  
Emilio Rigato, Secretary  
Thérèse Bergeron-Hopson, Member  
George Macey, Member

### Committee member regrets

Martin Bayer, Member

### Staff and guests in attendance

Charles Cirtwill, President & CEO  
Samantha Angell, Senior Advisor to the President & CEO  
Jamie Lee Yawney, Operations Coordinator

#### 1. Call to order

Brian called the meeting to order at 14:01 Eastern Time.

#### 2. Approve agenda

**AFC2017-007** *The Audit and Finance Committee hereby approves the agenda.*

*Moved by: Thérèse Bergeron-Hopson.*

*Seconded by: George Macey.*

*Carried.*

#### 3. Review minutes of the January 10<sup>th</sup> 2017 meeting

**AFC2017-008** *The Audit and Finance Committee hereby approves the minutes from the January 10<sup>th</sup> 2017 committee meeting.*

*Moved by: Thérèse Bergeron-Hopson.*

*Seconded by: Emilio Rigato.*

*Carried.*

#### 4. Fiscal performance/position – to January 2017

Charles walked the committee through the forecast variance, balance sheet and cash flow. No issues.

Thérèse questioned why the author costs were down. Charles explained how more research has been written in house. No issues.

## **Minutes of the Audit and Finance Committee**

April 11<sup>th</sup> 2017, 14:00 Eastern Time

**AFC2017-009** *The Audit and Finance Committee hereby accepts the quarterly financial report and present it to the Board.*

*Moved by: George Macey.*

*Seconded by: Thérèse Bergeron-Hopson.*

*Carried.*

### **5. Discussion of committee report to the full board and any needed supporting material that should be attached to or prepared for it**

No issues.

### **6. Reminder of upcoming meeting dates**

Charles reminded the committee that at their next meeting the BDO will be present to discuss the 2016-2017 audited financials. No issues.

### **7. Other business**

Charles reviewed the quarterly development report with the committee. The committee congratulated Charles on the success on moving away from NOHFC funding.

### **8. Adjourn meeting**

**AFC2017-010** *The Audit and Finance Committee hereby adjourns the meeting.*

*Moved by: Thérèse Bergeron-Hopson.*

*Seconded by: Emilio Rigato.*

*Carried.*

*Meeting adjourned at 14:30 Eastern Time.*