



Annual General Meeting

MINUTES

OCTOBER 16, 2019

1:00 P.M.

CONFERENCE CALL

MEMBER DISTRICT	ATTENDEE'S NAME	ALTERNATE ATTENDEE'S NAME
SD 10	Lora Lee Brekke	
SD 19	Alan Chell	Bruce Tisdale
SD 22	Gen Acton	
SD 51		Miranda Burdock
SD 53	Rob Zandee, Chair	Subra Paliappa
SD 58	Gordon Comeau, Vice-Chair	Barbara Ross
SD 74		Lynda Minnabarriet, S/T
OLRC	Tammy Sowinski, Executive Director	Nikki Cescon, Executive Assistant HR
REGRETS:	Terry Taylor, Nancy Rempel, Linda Mindnich, Bronwen Bird	

CHAIR ZANDEE CALLED THE MEETING TO ORDER AT: 1:00 P.M.

Agenda topics

1. APPROVAL OF AGENDA

AGM 19-01	That the Agenda be Approved.	
Moved:	Gordon Comeau	
Sec:	Gen Acton	CARRIED

2. APPROVAL OF MINUTES

AGM 19-02	That the amended Minutes of the October 2, 2018 meeting be approved.	
Moved:	Gen Acton	
Sec:	Gordon Comeau	CARRIED

3. EXECUTIVE DIRECTOR'S REPORT TO THE OLRC BOARD

AGM 19-03	That the Management Committee's recommendation as set out in the Agenda be accepted.	
Moved:	Lora Lee Brekke	
Sec:	Gordon Comeau	CARRIED

The Executive Director's Report to the Board was circulated in advance of the meeting. T. Sowinski commented that it was a generally busy and successful year with 10 sets of CUPE and Teacher negotiations. It was interesting meeting with staff, trustees and the unions to work within the mandate and come up with positive changes that will benefit the districts. T. Sowinski also commented that the final two CUPE agreements are scheduled to be ratified by BCPSEA at the October 21 board meeting. T. Sowinski noted that it was also helpful being a member of the provincial CUPE bargaining team as the unions often misunderstood aspects of the Provincial Framework Agreement during local bargaining and she was able to

clear up confusion and better explain the Agreement. T. Sowinski reviewed that Teacher bargaining at the provincial level is still in Mediation. In addition to bargaining, there was no shortage of the other regular issues that continued to occur over the past year.

4. INTERIM FINANCIAL STATEMENTS

AGM 19-04	That the Management Committee's recommendation as set out in the Agenda be accepted.	
Moved:	Alan Chell	
Sec:	Gordon Comeau	CARRIED

T. Sowinski explained that the 2018-2019 financial statements were interim due to a recent staff change in SD 58's Accounting department as well as the selection of a new auditing firm.

The Executive Assistant reviewed the financials and outlined that the \$16,000 surplus was a result of a 3% increase in budgeted revenue from contract work and a decrease in expenses. There were no other areas of concern.

5. INTERNAL REVIEW OF OLRC FINANCIAL STATEMENTS

AGM 19-05	That the OLRC proceed with an internal review of the 2018-2019 year-end financial statements to be performed by the Secretary-Treasurer of SD 19.	
Moved:	Miranda Burdock	
Sec:	Gordon Comeau	CARRIED

T. Sowinski provided background on why the OLRC started having the financial review completed. The requirement for the annual financial review of the year end statements came about when SD 58 took over responsibility for the ORLC payroll and accounting and the OLRC Board made an amendment to the OLRC rules to require a financial review to provide some third-party assurance of the accuracy of the financial statements. There are three levels of third-party reviews that an auditor can perform: Audit, Financial Review and a Notice to Reader. The Board elected last year to proceed with the Financial Review which was quoted at \$1500 by the external auditor used by SD 58.

A recent quote was provided by SD 58's new auditing firm BDO and the Financial Review was estimated at \$4500 and the Notice to Reader at \$1700. Based on the increased cost and the level of work involved with a Financial Review, there was a discussion item on the Agenda to consider going with a Notice to Reader level of review for the 2018-19 year.

B. Tisdale provided background information from when SD 67 managed the OLRC's Accounting and confirmed that the OLRC's books used to be reviewed annually as part of SD 67's books. B. Tisdale commented that the OLRC has never had a formal audit performed. The OLRC is a partnership between the districts and is not a separate entity. Most of the revenue comes from district member fees or invoices issued and received by e-transfer or cheque. The majority of expenses are related to salary and benefits which is very transparent.

B. Tisdale also indicated that if the Board wants a more in-depth review, they could have himself or L. Minnabarriet come in and review the financials and processes which would provide another level of assurance while keeping costs down.

M. Burdock commented that the Notice to Reader would not provide the OLRC with any assurance. She worked for an auditing firm and the Notice to Reader is merely the generation of the financial statements with no level of review. M. Burdock agreed to B. Tisdale's recommendation of having a Secretary-Treasurer

do the internal review on a rotating basis.

R. Zandee asked if M. Burdock wanted to draft a motion regarding having the review performed internally. The motion put forward was that we don't engage BDO to do the Notice to Reader. L. Minnabarriet recommended amending the motion to read more positive than negative.

M. Burdock amended the motion to proceeding with an internal review of the 2018-2019 OLRC year-end financial statements to be performed by the school districts. This motion was seconded by L. Brekke; however, G. Comeau expressed concerns about the proposed motion and clarified that he was not against the concept but that he didn't want to put this responsibility on the districts' backs. G. Comeau also mentioned that we need to be aware of the legal implications of this decision and the impact to the staff of SD 58.

B. Tisdale replied that he recently did a similar review for a partner group of the district which included a process review and Notice to Reader. In his view there is more value if the OLRC does it internally.

T. Sowinski commented that from a legal perspective – there is no legal obligation to do a review, it is the Board's decision. R. Zandee reminded the Board that the decision being made on this motion is for the 2018-2019 year and that there will be future discussions regarding the process going forward.

T. Sowinski agreed with R. Zandee and asked if the presented motion should be further amended for this school year.

M. Burdock commented that she felt this task would be part of her regular job duties and would not incur additional costs to the district. G. Acton questioned how much working time would be taken away from district staff and that she felt it wouldn't be supported in her district.

M. Burdock clarified that if BDO proceeded with performing the Notice to Reader that they would not be verifying anything but rather only be formatting of the statements. She also stated that if the board is looking for verification of the statements that they should look at having the Review of Engagement completed or do nothing at all.

B. Tisdale volunteered to do the internal review of SD 58 and the financial statements as it relates to the OLRC. L. Minnabarriet and M. Burdock also volunteered to help.

A. Chell agreed with B. Tisdale doing the review. G. Comeau reminded the Board that B. Tisdale suggested he could do the review because he lives in Merritt. He agreed to support the motion if B. Tisdale can do it this year.

M. Burdock proposed a final motion to proceed with an internal review of the 2018-2019 OLRC year-end financial statements to be performed by the Secretary-Treasurer of SD 19.

6. ADJOURMENT

AGM 19-06	That the meeting be adjourned.	
Moved:	Gen Acton	CARRIED

THE MEETING WAS ADJOURNED AT: 1:41 P.M.



Date Approved: _____

Signature: _____
Chair, Rob Zandee

Date Approved: _____

Signature: _____
Executive Director, Tammy Sowinski