

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Audit & Risk Management Meeting #2018/01 – January 29, 2018

Teleconference Call, 3:30pm

[1-877-385-4099, passcode: 3990546#]

- ATTENDANCE:** Paul Donald [A/RM Chair]
Nicasio Campos
Sashia Leung
Yvonne Mensies
- STAFF:** Ken Tourand [President]
Diane Black [Director of Finance]
Marlie Worrin, [Manager, Budgets & Financial Reporting] [via teleconference]
Pat Brown [Recorder]
- REGRETS:** Crystal Howard
- GUESTS:** Brent Ashby, Lead Audit Engagement Partner, KPMG
Laurie Selwood, Director, Office of the Auditor General of BC

1. Call to Order

1.1 Call to Order

Board ARM Chair Paul Donald called the meeting to order at 3:35pm.

1.2 Adoption of Agenda

It was moved and seconded that

the A/RM Committee meeting agenda be adopted. *Motion Carried.*

1.3 Review and Adoption of Minutes

It was moved and seconded that

the December 4, 2017 minutes be approved as presented. *Motion Carried.*

2. Financial Reporting and Statutory Items

2.1 2018 KPMG Audit Plan

Brent Ashby reviewed the Audit Plan.

Discussion:

- Brent expressed appreciation to Management and the ARM Committee for the reappointment of KPMG as NVIT's auditor.
- Ms. Laurie Selwood, Director, Office of the Auditor General of BC, attended the meeting as an observer. In her oversight role, she reviews the planning & completion of the audit with KPMG.
- An in-depth process review will be conducted after year-end.
- IT Penetration Testing will be done in 2019.
- The Auditors will be on campus in April to conduct the year-end audit work.
- Question: Was there a change in approach to revenue recognition?
Answer: Yes, to improve the statements use for management/decision making by preventing overstatement of surplus. [Revenue is now deferred and recognized with training delivery].

2.2 2018/19 Annual Budget

It was moved and seconded that

the 2018/19 Annual Budget be accepted and recommended to the Board for approval. ***Motion Carried.***

Discussion:

- Budget is similar to the previous year and includes a 2% tuition increase.
- Question: Is the increase in the deferred capital contributions due to the new building?
Answer: Yes, the funding received for the COES project is a deferred capital contribution which is amortized into revenue to offset the amortization expense.
- The flow thru to En'owkin Centre has been removed to achieve a balanced budget.

2.3 Financial & FTE Report [MD&A]

It was moved and seconded that

the Financial & FTE Report [MD&A] be accepted and recommended to the Board for approval. ***Motion Carried.***

Discussion:

- Question: What does CDP stand for?
Answer: Central Deposit Program is an investment option that offers a rate of prime less 1.5%.
- FTE is 11% higher than the prior year.
- Management expects to end the year in a surplus position.

2.4 Annual Investment Report

It was moved and seconded that

the Annual Investment Report be accepted and recommended to the Board for approval. ***Motion Carried.***

2.5 Tuition Memo

It was moved and seconded that

the proposed revised tuition rates be accepted and recommended to the Board for approval. ***Motion Carried.***

Discussion:

The Board student reps & NVIT Student Society were given opportunity to share this information with students and submit feedback to the President's office. No responses were received.

3. *Other Reports*

3.1 Capital Project Update

Discussion:

COES project is on scope, budget and schedule.

4. *Board Governance*

4.1 Enterprise Risk Management – Risk Register

It was moved and seconded that

the Risk Register be accepted and recommended to the Board for approval. ***Motion Carried.***

The Risk Register 2017/2018 was reviewed.

5. *Other*

5.1 No additional items to discuss.

6. *In-Camera Meeting*

6.1 No in-camera meeting was necessary.

7. *Adjournment*

7.1 It was moved and seconded that

the ARM Committee meeting adjourn at 4:22pm. ***Motion Carried.***

**NEXT ARM MEETING: ARM/Board Teleconference Meeting
Monday May 14, 2018**