

Agenda Item Summary

Date of Meeting:	April 10, 2018
Presenter:	Julia McNally
Agenda Item:	Internal Audit
Purpose of item:¹	Update on Chair Expenses
Executive Summary²:	Internal Audit regularly reviews the Chair's expenses. Our review did not identify any significant exceptions.
Significant Issues, Risks and Opportunities:³	None
Materials⁴:	B - Memo Chair of the Board expenses

¹ State the purpose of the agenda item: a) Education for a strategic issue, b) soliciting Feedback, or c) a Decision/Recommendation item.

² Provide concise summary of issue, identifying why the item is important to the Board, with distilled analysis, and Management's recommendation.

³ Provide concise description of significant issues, risks and opportunities.

⁴ Materials (memo, slides, and reports) are to be concise, providing brief analysis of salient points, risks/opportunities, and Management's recommendations. If detailed report/ background information is necessary, it should be provided in an appendix with specific direction to key sections.