

<b>Seattle Port Commission: Audit Committee Meeting</b>		Tuesday, January 10, 2012 9:00 a.m. – 11:00 a.m. Port of Seattle Headquarters, Pier 69, Commission Chambers	
<b>Attendees:</b> Commissioner Rob Holland Commissioner Tom Albro Commissioner Gael Tarleton (alternate member) Committee Public Member Christina Gehrke CEO Tay Yoshitani <b>Staff:</b> Tom Barnard, Policy Analyst, Port of Seattle Commission Katie Blair, Commission Records Specialist		<b>Presenters:</b> (in order of appearance) Joyce Kirangi, Director, Internal Audit Department Jack Hutchinson, Internal Audit Manager Bill Fovargue, Internal Audit Department staff Dan Thomas, Chief Financial Officer	
<b>Agenda</b>			
<b>Category</b>	<b>Item</b>	<b>Presenter</b>	
<b>Minutes</b>	Approval of Audit Committee minutes for December 6, 2011	Audit Committee	
<b>Special Order of Business</b>			
<a href="#"><u>Lease and Concession Audits</u></a> *	<a href="#"><u>Cruise Terminal of America</u></a>	Joyce Kirangi, Director, Internal Audit Department	
	<a href="#"><u>Simply Wheelz</u></a> (dba Advantage Rent-A-Car)	Jack Hutchinson, Internal Audit Manager	
	<a href="#"><u>Emerald Catering</u></a>		
<b>Operational Audits</b>	Central Processing System	None	
	Comprehensive Operational Audit	None	
	Limited Operational Audit	<a href="#"><u>ABM Janitorial Contract</u></a>	Jack Hutchinson, Internal Audit Manager Bill Fovargue, Internal Audit Department staff
	3 <sup>rd</sup> Party Audit	None	
<b>Follow up Items</b>	None		
<b>Internal Audit Committee Items</b>	Approval of <a href="#"><u>Peer Review</u></a> for Internal Audit Department	Joyce Kirangi, Director, Internal Audit Department	
<b>Audit Work Plan</b>	Approval of 2012 Proposed <a href="#"><u>Internal Audit Work Plan</u></a>	Joyce Kirangi, Director, Internal Audit Department Jack Hutchinson, Internal Audit Manager	
<b>External Audits</b>	None		
<b>New Business</b>	<a href="#"><u>Preliminary Scope</u></a> Discussion for IT Risk Assessment and Performance Audit	Dan Thomas, Chief Financial Officer Joyce Kirangi, Director, Internal Audit Department	

\* Lease and Concession items will be reviewed only at Audit Committee request.