

<b>Seattle Port Commission: Audit Committee Meeting</b>	Tuesday, October 2, 2012 9:00 a.m. – 11:00 a.m. Port of Seattle Headquarters, Pier 69, Commission Chambers
<b>Attendees:</b> Commissioner Tom Albro Commissioner Bill Bryant 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) Ryan Donnell, WA State Auditor’s Office Jack Hutchinson, Internal Audit Manager Tyler Winchell, Internal Audit Staff Joyce Kirangi, Director, Internal Audit Department Tom Barnard, Policy Analyst, Port of Seattle Commission

### Agenda

Category	Item	Presenter
<b>Minutes</b>	Minutes will be available at the November meeting for September and October	Audit Committee
<b>External Audits</b>	<a href="#">SAO Accountability Audit</a>	Ryan Donnell, WA State Auditor’s Office
<b><a href="#">Lease and Concession Audits</a> *</b>	<a href="#">Doug Fox Parking</a>	Jack Hutchinson, Internal Audit Manager
<b>Operational Audits</b>	Central Processing System	None
	Comprehensive Operational Audit	<a href="#">Airport Customer Service Department</a>
	Limited Operational Audit	None
	3 <sup>rd</sup> Party Audit	None
<b>Follow up Items</b>	None	
<b>Internal Audit Committee Items</b>	Proposed Internal Audit Department Charter	Joyce Kirangi, Director, Internal Audit
	Preliminary Discussion of the 2013 Internal Audit Budget	Joyce Kirangi, Director, Internal Audit
	Discussion of Audit Committee Charter	Tom Barnard, Policy Analyst, Port of Seattle Commission
<b>Audit Work Plan</b>	None	
<b>New Business</b>	November date change reminder and look-ahead calendar	Tom Barnard, Policy Analyst, Port of Seattle Commission

\* Lease and Concession items will be reviewed as there are findings.