

<b>Seattle Port Commission: Audit Committee Meeting</b>	Tuesday, November 13, 2012 9:00 a.m. – 11:00 a.m. Port of Seattle Headquarters, Pier 69, Commission Chambers
<p><b>Attendees:</b> Commissioner Tom Albro Commissioner Bill Bryant Committee Public Member Christina Gehrke CEO Tay Yoshitani</p> <p><b>Staff:</b> Tom Barnard, Policy Analyst, Port of Seattle Commission Katie Blair, Commission Records Specialist</p>	<p><b>Presenters:</b> (in order of appearance) Jack Hutchinson, Internal Audit Manager Joyce Kirangi, Director, Internal Audit Department Tom Barnard, Policy Analyst, Port of Seattle Commission</p>

### Agenda

Category	Item	Presenter
Minutes	Approval of minutes for September and October, 2012	Audit Committee
External Audits	None	
<a href="#">Lease and Concession Audits</a> *	<a href="#">Avis Rent-a-Car</a>	Jack Hutchinson, Internal Audit Manager
	<a href="#">Budget Rent-a-Car</a>	
Operational Audits	Central Processing System	None
	Comprehensive Operational Audit	<a href="#">Real Estate Portfolio Management Department</a>
	Limited Operational Audit	None
	3 <sup>rd</sup> Party Audit	None
Follow up Items	None	
Internal Audit Committee Items	<a href="#">Proposed Internal Audit Department Charter</a>	Joyce Kirangi, Director, Internal Audit
	<a href="#">Preliminary 2013 Internal Audit Budget</a>	Joyce Kirangi, Director, Internal Audit
	<a href="#">Proposed Audit Committee Charter</a>	Tom Barnard, Policy Analyst, Port of Seattle Commission
Audit Work Plan	Preliminary Discussion of the <a href="#">2013 Internal Audit Work Plan</a>	Joyce Kirangi, Director, Internal Audit
New Business	None	

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