

**Carlton Trail College  
Board of Directors' Annual General Meeting  
Held at the Bella Vista Inn, Humboldt, SK  
June 22, 2021**

**PARTICIPATING:** Board Chairperson Adrienne Jackson, Vice Chairperson Sommer MacLeod, Directors, Evan Doecker, Shaun Haskey and Sandy Flory, President and CEO Shelley Romanyszyn-Cross and Recorder Sheri Ulrich

**To Order:** The Chairperson called the meeting to order at 11:48 a.m.

**Agenda** - The agenda was reviewed.

Motion: 06-21-69: Haskey, that the agenda be adopted as presented.  
Carried.

**Minutes**

The June 23, 2020 AGM minutes were reviewed for information purposes.

**Vice-Chairperson**

The Chairperson called for nominations for Vice-Chairperson.

Trustee Haskey nominated Trustee Flory for Vice-Chairperson. Trustee Flory accepted the nomination.

The Chairperson called for nominations two more times then declared nominations for Vice-Chairperson cease.

Trustee Flory was declared Vice-Chairperson by acclamation.

**Committees**

The composition of the Governance & HR Committee was discussed, and it was decided that committee membership would be status quo and reviewed again upon the appointment of new Board members. The Chairperson of the committee will be determined by the committee at it's first meeting of the fiscal year.

The revised Governance and HR Committee Terms of Reference was reviewed.

Motion: 06-21-70: Doecker, that the Board approves the changes to the Governance and HR Committee Terms of Reference, as presented.  
Carried.

The composition of the Finance, Audit and Risk (FAR) Committee was discussed, and it was decided that committee membership would be status quo and reviewed again upon the appointment of new Board members. The Chairperson of the committee will be determined by the committee at it's first meeting of the fiscal year.

The revised FAR Committee Terms of Reference was reviewed.

Motion: 06-21-71: MacLeod, that the Board approves the changes to the Finance, Audit and Risk Committee Terms of Reference as presented.  
Carried.

### **Banking Services/Line of Credit**

As per motion 09-16-08, made at the September 27, 2016 Board meeting, the banking tender contract was awarded to the Royal Bank of Canada commencing January 1, 2017 and ending December 31, 2020.

At the May 26, 2020 Regular Board meeting, the Board approved a one-year extension for the banking services contract with RBC. The banking services contract will expire December 31, 2021

As per motion 05-21-61, made at the May 25, 2021 Board meeting, the Board approved going to tender for a four-year banking services contract.

Tendering for banking services will be done fall of 2021.

### **Tendering of Auditing Services**

As per motion 01-18-44, made at the January 30, 2018 Board meeting, the Board awarded the tender for audit services to Cogent Chartered Professional Accountants LLP for the four fiscal years ending June 30, 2018 through to June 30, 2021. It was noted that Cogent Chartered Professional Accountants has merged and is now a part of Grant Thornton LLP.

Tendering for audit services will be done fall of 2021.

### **Conflict of Interest Disclosure Forms**

The Conflict of Interest Policy and Procedure were reviewed, and the Board members were asked to complete the Conflict of Interest Disclosure form. The Directors were reminded that if a conflict of interest arises during a Board meeting, the Director with the conflict will remove him/herself from the discussion and/or voting.

### **Confirmation of 2021/22 Meeting Dates**

The list of 2021/22 meeting dates were confirmed. Meetings, when possible, will be held at the Bella Vista in Humboldt.

### **Adjournment**

Motion: 06-21-72: MacLeod, that the meeting adjourn at 11:58 a.m.  
Carried.

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Chairperson

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Recorder