

**Minutes of the Regular Meeting of
The Board of Trustees of
Carlton Trail Regional College
Held at the Horizon School Division Office, Humboldt, SK
September 17, 2013 at 10:00 a.m.**

Participating: Board Chairperson Glenn Hepp, Vice Chairperson Luz Marina Dominguez, Trustees Leon Winkel, Denis Bergerman, CEO Ivan Yackel, Director of Finance Andy Burgess, Director of Programs Shelley Romanyszyn-Cross, Director of Administration Amy Yeager and Recorder Sheri Ulrich

REGRETS: Trustee, Martin Chicilo

TO ORDER: The Chairperson called the meeting to order at 10:05 a.m.

AGENDA: The agenda was reviewed and approved as amended:
5.8 Electronic Sign

Motion 09-13-01: Bergerman, that the agenda be approved as amended.
Carried.

MINUTES

The minutes from the June 17, 2013 regular meeting and annual meeting were reviewed.

Motion 09-13-02: Dominguez, that the June 17, 2013 regular and annual meeting minutes be approved as presented.
Carried.

BOARD MEMBER REPORTS

Board Chairperson Report

The Chairperson is attending a meeting with the Deputy Ministers of Advanced Education and the Economy to discuss increasing the capacity of the regional colleges in Saskatchewan.

The Chairperson also attended a meeting in July regarding CEO compensation. Details of the meeting will be discussed further in-camera.

CEO REPORT

Chamber of Commerce Luncheon

The CEO noted that he will be presenting at the Humboldt District Chamber of Commerce luncheon on September 24th. This event will increase the visibility of CTRC.

Board Meeting Self-Assessment

The CEO advised that this instrument has been revised based on Board member feedback. Board members will complete a self-assessment at the conclusion of every Board meeting and the CEO will prepare a summary for the Board Chair who will discuss concerns or issues with the Board.

Governance Training Opportunity

We have been able to register Leon Winkel for the Governor Development and Certification program as part of the Saskatchewan School Boards Association process.

Saskatchewan Apprenticeship Awards – October 4, 2013

Carlton Trail College is a Silver Sponsor (\$500) which entitles us to four dinner tickets. Attendees need to be confirmed. Please contact the Administrative Assistant if you would like to attend.

Laura Soparlo Proposal

In response to the Board motion of June 17, 2013, Ms. Soparlo has put together a proposal for the Board's consideration. The end result of this process will provide accountability and transparency for the College.

Motion 09-13-03: Winkel, that the Board accept the proposal from Laura Soparlo Consulting for CEO Evaluation, Board Evaluation and Enterprise Risk Planning Consultation Services.
Carried.

Proposed Logo and Tagline

The CEO reviewed the logo and tagline renewal process to date. The CEO suggested that the College use the new College position, Graphic Design and Marketing Associate, to refine the logo options. The new choices will be taken to the students and staff for input and brought to the Board for endorsement.

Motion 09-13-04: Dominguez, that the Board endorse "Discover Your Future" as the major tagline for Carlton Trail College.
Carried.

CITY TV Filming at Humboldt

A CITY TV film crew will be in Humboldt and area on September 18th as part of a project on Saskatchewan Regional Colleges.

Electronic Sign

The CEO provided an update on the joint purchase of an electronic sign and noted that the part owners will receive free time as well as future revenue that could assist with the sustainability and replacement of the sign.

Motion 09-13-05: Winkel, that the Board authorize up to \$75,000 for the joint purchase of an electronic sign by the College, the City of Humboldt, and potentially, Horizon School Division.
Carried.

GUESTS

Facilities and Occupational Health and Safety Report

Mr. Richard Renneberg, Facilities Technician, joined the meeting at 10:45 a.m. and presented the Facilities and OH&S report.

The Director of Finance, Director of Programs and the Director of Administration joined the meeting and the Facilities Technician departed the meeting at 11:00 a.m.

2012-2013 Financial Statements

Mr. Bob Frape, CTRC local auditor, as well as Mr. Jason Wandy, Provincial Auditor representative (via teleconference) joined the meeting at 11:05 a.m. to present the 2012-2013 Financial Statements.

Mr. Frape and Mr. Wandy reported that Carlton Trail Regional College will have a clean, unqualified report for the year ended June 30, 2013. Mr. Frape will continue to work with the Provincial Auditor on presentation prior to the submission to the Provincial Comptroller.

It was noted that the conversion to the PSAB accounting method was a very time-consuming and detailed exercise.

Mr. Frape and Mr. Wandy departed the meeting at 11:15 a.m.

2012-2013 Financial Statements

The Director of Finance reviewed the June 30, 2013 Financial Statements and noted there were good revenue generating opportunities in 2012-2013 which resulted in an unrestricted operating surplus of \$550,351.

Motion 09-13-05: Bergerman, that the Board approve the Audited Financial Statements for the year ended June 30, 2013 as presented, pending significant changes from the Provincial Comptroller's office.
Carried.

DIRECTOR OF FINANCE REPORT

The Director of Finance's report was reviewed and additional comments made on the following:

- SaskTel: met to discuss future plans for our communication systems. Two locations require hardware upgrades as the current system is not supported by SaskTel.

Year-End Variance Analysis

The Director of Finance reviewed the fourth quarter variance analysis for the year ending June 30, 2013. The surplus is due, in most part, to the rental decrease of the Humboldt Education Centre, the Fishing Lake payment received and the decrease in vacation accrual.

Motion 09-13-06: Dominguez, that the Board accepts the Director of Finance's financial reports as presented.
Carried.

Audit Request for Proposals

The Director of Finance reviewed the RFP for audit services and reported two proposals were received for consideration.

Motion 09-13-07: Winkel, that the tender for audit services be awarded to E.J.C. Dudley & Co. for the four fiscal years ending June 30, 2014 through to June 30, 2017.
Carried.

DIRECTOR OF PROGRAMS REPORT

The Director of Program's report was reviewed and it was noted that programming is growing, especially in ABE.

The Director of Administration's report was reviewed.

OTHER

The following correspondence was received for information:

- AE, Mike Pestill re: Funding June 27, 2013
- AE, Terry Paton re: Summary Financial Statements, June 28, 2013
- AE, Minister Morgan re: Business Plan Approval, July 11, 2013
- Provincial Auditor's Office, Kelly Deis re: Year-End Audit, July 31, 2013
- AE, Minister Morgan re: Governance, August 27, 2013

Next Meeting Date

October 15, 2013 in Punnichy at 10 a.m. Location TBD. Trustee Winkel is unable to attend due to a prior commitment.

Information Items

Payments

The reconciled May and June payments were received for information.

BHP Billiton newspaper articles were received for information.

Board Meeting Self-Assessment

The Board members completed a self-assessment of today's meeting and provided their responses to the CEO for compilation.

In-Camera Session with CEO

Motion 09-13-08: Bergerman, that the meeting moves to an in-camera session at 1:40 p.m.
Carried.

Motion 09-13-09: Winkel, that the meeting moves back into regular session at 2:40 p.m.
Carried.

Adjournment

Motion 09-13-10: Bergerman, that the meeting adjourn at 2:42 p.m.
Carried.

Chairperson

Recorder