

**Minutes of the Special Meeting of
The Board of Directors of Carlton Trail College
Held at the Bella Vista Inn
Humboldt, SK
January 16, 2018 at 10:00 a.m.**

PARTICIPATING: Board Chairperson Glenn Hepp, Vice Chair Sommer MacLeod, Directors, Denis Bergerman, Leon Winkel, Luz Marina Dominguez, President and CEO Shelley Romanyszyn-Cross, VP Finance Andy Burgess, and Recorder Sheri Ulrich

REGRETS: VP Administration Amy Yeager

TO ORDER: The Chairperson called the meeting to order at 10:00 a.m.

AGENDA: The agenda was reviewed.

Motion 1-18-35: MacLeod, that the agenda be approved as presented.
Carried.

Committee of the Whole Discussions

Business Arising from C.O.W.

Auditor and Risk

The VP Finance reported that the Audit RFP was placed on SaskTenders, the College website and in local newspapers. The RFP closed January 5th and six RFPs were received. The Chairperson, CEO and VP Finance opened the RFPs on Tuesday, January 9th and short-listed four accounting firms. The four RFPs were scanned and shared with the remaining Board who reviewed them in preparation for today's meeting.

After review and discussion, it was decided to invite MNP and Virtus Group to the January 30th regular meeting for an interview at 9:30 and 10 a.m. respectively. The interview will consist of a 10-minute presentation and a 20-minute question period.

The questions will be compiled and circulated to the Board prior to the meeting. Each question will be assigned a Board member who will direct the question during the interview.

In-Camera Session with the President and CEO

Motion 1-18-36: Winkel, that the meeting moves into an in-camera session at 11:35 a.m.
Carried.

Motion 1-18-37: Dominguez, that the meeting moves back into regular session at 11:50 a.m.
Carried.

Adjournment

Motion 1-18-38: Bergerman, that the meeting adjourn at 11:51 a.m.
Carried.

Chairperson

Recorder