

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held via Videoconference
May 25, 2021**

PARTICIPATING: Board Chairperson Adrienne Jackson, Vice Chair Sommer MacLeod, Directors, Evan Doecker, Sandy Flory, Shaun Haskey, President and CEO Shelley Romanyszyn-Cross, VP Finance Andy Burgess, VP Administration Amy Yeager, and Recorder Sheri Ulrich

TO ORDER: The Chairperson called the meeting to order at 10:21 a.m.

“Is anyone aware of any claims or potential claims against the College that would result in financial loss or wrongful dismissal claim?” None cited

AGENDA: The agenda was reviewed.

Motion 05-21-59: Flory, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the April 27th regular meeting and the May 11th special meeting were reviewed.

Motion 05-21-60: Haskey, that the minutes from the April 27, 2021 regular meeting and the May 11th special meeting be approved as presented.
Carried.

BOARD ITEMS

Board Chairperson Report

- ASRC leadership change will be discussed in-camera
- Attended the CCA virtual grad on May 17th
- Minister letter indicating the consideration of the reappointment of Directors Jackson and Doecker was received for information
- APAG – Board Fiduciary Self-Assessment and Reporting Model – Directors will be asked to review the updated document for discussion in June.

COMMITTEE REPORTS

Governance and Human Resources Committee

- April 27 and May 3 minutes were reviewed
 - Board evaluation results – delayed review until all members are available
 - Reviewed CEO evaluation with Laura Soparlo and will be discussed as a Board and delivered to the CEO in June
 - Board Recruitment - Additional interviews were held on May 3rd
- Skills Matrix – updated in March 2021
- The committee terms of reference will be updated to include the statement surrounding the ability to move agenda items to the Board table similar to the FAR committee terms of reference update
- **Next meeting** – October 26, 2021

Finance/Audit/Risk (FAR) Committee – morning meeting update

- Pre-Audit meeting
 - Jesse Boughen will be assisting Michael Marchand this year
 - Audit will be on-site mid-August
 - Discussed how to handle the ERP funding
- Knight Archer Insurance agent is new – may consider tendering next year
- 2021 will be the last year with this auditor; will be tendering for audit services Fall of 2021
- Banking services contract expires December 31, 2021

Motion 05-21-61: Doekper, that the Board approves going to tender for a 4-year banking services contract.
Carried.

Correspondence from the Provincial Auditor re: June 30, 2021 Audit

- Noted that Cumberland, Great Plains and Parkland have been chosen to be audited by the Provincial Auditor.

Next Meeting – September 21, 2021

PRESIDENT AND CEO REPORT

President and CEO Update

The President and CEO presented her written report, and the following was noted:

- Reviewed changes to staffing and title changes
- RFP for ERP is in progress
- Working with HZSD to recognize National Indigenous Peoples Day in June; may also include the Chamber and the City of Humboldt

2021-2024 Business Plan Discussion

- The President and CEO reviewed the multi-year business plan noting the following:
 - reduction of FLEs and office hours and decreased travel time due to virtual meetings
 - the Directors emphasized the importance of face-to-face interactions/meetings and building relationships as well as being cognizant of the risk of “centralization” and the shrinking need of being out in rural areas. It was stated that Carlton Trail should promote the importance of face-to-face meetings.
 - The President will change the reference of reducing travel due to virtual meetings where noted throughout the narrative and share the changes with the Board for review
- Will be discussed further in-camera

Balanced Scorecard Report #3

The President and CEO presented the BSC report #3 and noted the following:

- Reduction of revenue for the ABE credit and non-credit is directly impacted by COVID related lockdowns on the First Nation communities the College partners with.

Enterprise Risk Management Report #3

The President and CEO presented the ERM report #3 and noted that there were no changes from report #2. The ERM will be updated to align with the new strategic plan.

Action Plan on Accountability and Governance (APAG) 2021 Theme: Board Fiduciary Responsibilities

- The template was received from the Ministry and it will be brought to the June Board meeting for completion; submission deadline is September 31st.
- The Executive Secretary will email the Board members the updated document for completion and compile the responses for a robust discussion at the June meeting

Managers' Report

The CEO reviewed the Managers' report, and it was received for information purposes.

VP FINANCE REPORT

The VP Finance presented his report and noted the following:

- Wakaw facility update
 - Shingles need replacing as well as the furnace for a cost of approximately \$17,500
 - Our understanding is that the property assessment value is \$86,000
 - Noted the importance of lease holder improvements, partnership with One Arrow First Nation and the value it brings to the First Nation community
 - Funds could be drawn from reserves that were allocated to the purchase of vehicles and then replaced over 4 years or the College could look in to borrowing the funds
 - Will also seek out availability of funding from the Ministry to support the purchase of this building
 - Final approval of purchase comes from the Ministry
 - A consensus was reached among Board members that they would support the offer to purchase. A letter will be submitted for consideration at the RM's June Board meeting

Revenue and Expense Report

The VP Finance presented the revenue and expense report, and it was received for information.

Balance Sheet and Income Statement

The balance sheet and income statement were received for information.

VP ADMINISTRATION REPORT

The VP Administration presented her report, and it was received for information.

OTHER

Correspondence - none

Next Board Meeting

- June 22, 2021, Regular Meeting and AGM

Information Items - none

Roundtable - Community Issues – none

In-Camera Session with the President and CEO

Motion 05-21-62: Flory, that the meeting moves into an in-camera session at 11:35 a.m.
Carried.

The President and CEO departed the meeting at 12:09 p.m.

Motion 05-21-63: Haskey, that the meeting moves back into regular session at 2:22 p.m.
Carried.

Upon further review, the Multi-Year Business Plan, including the narrative update surrounding travel and virtual engagement, consensus was reached.

Motion 05-21-64: Flory, that the Board approves the 2021-2024 Multi-Year Business Plan with changes as discussed.
Carried.

It was noted that the following was discussed in-camera:

- Board evaluation was reviewed by the Board and received for information
- President and CEO's evaluation summary was reviewed by the Board and will be presented to the President by the Chair and Governance Committee Chair in June.

Adjournment

Motion 05-21-65: Doecker, that the meeting adjourn at 2:22 p.m.
Carried.

Chairperson

Recorder