

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held in Carlton Trail College Classroom 154, Humboldt, SK
September 19, 2023**

PARTICIPATING: Chairperson, Sandy Flory; Directors, Shawna Miller, Darrell Paproski, Evan Doecker, Elan Buan; Amy Yeager, President and CEO; Andy Burgess, VP Finance; Amanda Kosokowsky, Recorder

Guests: *Diana Leray and Alex Yevlanov, KPMG Partners; Jennifer Robertson, Provincial Auditor of Saskatchewan*

REGRETS: None

TO ORDER: The Chairperson called the meeting to order at 9:04 AM

“As we strive for reconciliation and meaningful relationships, Carlton Trail College respectfully acknowledges that we are situated on Treaty 4 and 6 Territories and the traditional homeland of the Metis.”

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

“Under the duty of loyalty, is anyone aware and needs to disclose a perceived or apparent conflict of interest personally or of another Board member, that would affect the individual’s judgement or ability to act in the best interests of the College?” None cited.

AGENDA

The agenda was reviewed.

Motion 09-23-01: Doecker, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the June 20, 2023, Regular Meeting and Annual General Meeting were reviewed.

Motion 09-23-02: Miller, that the minutes from the June 20, 2023, Regular Meeting be approved as presented.
Carried.

Motion 09-23-03: Paproski, that the minutes from the June 20, 2023, Annual General Meeting be approved as presented.
Carried.

BOARD

Board Chairperson Report

Board Chair attended the Humboldt 50th Anniversary Community BBQ in Humboldt on August 23, 2023.

Correspondence received from Minister Gordon Wyant regarding the appointment of Elan Buan and the reappointment of Sandy Flory, both effective September 6, 2023. The length and ending dates were not indicated.

Continuous Agenda Review

President & CEO requested to move the Annual Report approval date from October to November. The Board discussed and agreed to move to November.

COMMITTEE REPORTS

Governance and Human Resources Committee

Board Workplan 23-24 Discussion

Reviewed and received for information.

The January PD Event was discussed, and the Board is interested in bringing in a presenter involved in governance with the healthcare sector and/or international student designation.

Board members can notify the Executive Assistant if they would like to register for PD opportunities throughout the year.

Orientation with Director Buan will take place November 23, 2023, at 9 AM, with the Governance & HR Committee members in attendance.

Motion 09-23-04: Miller, that the meeting moves into the FAR Committee Meeting at 9:31 AM.
Carried.

Finance/Audit/Risk (FAR) Committee

June 30, 2023, Audited Financial Statements

Guests Diana Leray, Alex Yevlanov (KPMG), and Jennifer Robertson (Provincial Auditor) joined the meeting at 9:31 AM.

Ms. Leray noted that the financial statements are awaiting approval from the Provincial Comptroller. She gave a summary of the audit findings report. It was noted that the audit went well and that no issues were identified.

In-Camera Session with the Auditors – September 19, 2023

Motion 09-23-05: Paproski, that the meeting moves into an in-camera session at 10:40 AM
Carried.

Motion 09-23-06: Flory, that the meeting moves back into regular session at 10:45 AM
Carried.

Guests Diana Leray, Alex Yevlanov, and Jennifer Robertson departed the meeting at 10:45 AM.

Annual Audit Assessment

The Board, President and CEO, and VP Finance were asked to complete the audit assessment. The FAR Committee will summarize the results and present them to the Board at the November Board meeting.

Next FAR Meeting – Tuesday, November 28, 2023

Motion 09-23-07: Flory, that the meeting moves back into regular session at 11:02 AM.
Carried.

Motion 09-23-08: Flory, that the Board approves the audited financial statements for the fiscal year ended June 30, 2023, as presented pending significant changes from the Provincial Comptroller's office.
Carried.

Motion 09-23-09: Miller, that there have been no subsequent events that have arisen since July 1, 2023, that would have a significant impact on operations going forward and that no contingencies have been identified that would affect these financial statements as prepared.
Carried.

Continuing with Governance & Human Resources Committee

President & CEO Workplan

Received for information.

President & CEO Workplan 23-24 Discussion

To be reviewed at the next Governance Committee meeting in October

PD Opportunities

Course information for Enhancing Workplace Resiliency and course listing for Institute of Corporate Directors (ICD) was received for information.

Next Gov/HR Meeting – October 24, 2023

PRESIDENT AND CEO REPORT

President & CEO Report

Presented by the President & CEO and received for information.

Strategic Planning

The current Strategic Plan will be ending June 30, 2024, and the College will be embarking on a new strategic planning process.

The President & CEO will provide the Board with more information including options for facilitators, and a draft timeline, by the next Board meeting in October.

Board and President & CEO Evaluations

Board agreed to employ Laura Soparlo in the Board and President & CEO evaluation process moving forward.

The College was contacted by the Mayor of Semans to inquire about the College's interest in leasing or purchasing the old Affinity Credit Union building in Semans. The College currently has no use for the facility but will reach out if there is a need to utilize the space.

The Canadian GED® test is being discontinued and no longer supported effective May 3, 2024. A new assessment, the Canadian Adult Education Credential is in the final stages of development.

The Ministry of AE will be purchasing three sets of equipment kits for regional colleges to offer Primary Care Paramedic (PCP) programs. The equipment will be procured through SaskPoly.

Information Items

Director's Report

Reviewed and received for information.

Higher Education ERP – SIS Project – Monthly Status Report and Finance Tracker

Received for information.

Correspondence from Minister Wyant re: 23-24 Business Plan & Budget Approval

Received for information.

The meeting recessed at 12:07 PM for lunch and resumed at 12:40 PM.

VP FINANCE REPORT

Revenue and Expense Report

Received for information.

Income Statement/Balance Sheet

Information not available.

OTHER

Correspondence

Received for information.

Next Board Meeting – October 24, 2023, Regular Meeting and Governance/HR, Wynyard

Information Items

Received for information.

Roundtable

The Board agreed that it was beneficial to continue having Board meetings within various communities and facilities of the College region for the 2023-2024 year, as well as locations of business stakeholders within the region.

In-Camera Session with the President and CEO

Motion 09-23-10: Buan, that the meeting moves into an in-camera session at 12:52 PM.
Carried.

Director Paproski left the meeting at 1:19 PM.

CEO left the meeting at 1:31 PM.

Motion 09-23-11: Doecker, that the meeting moves back into regular session at 1:42 PM.
Carried.

Adjournment

Motion 09-23-12: Buan, that the meeting adjourn at 1:42 PM.
Carried.

Chairperson

Recorder