

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held in Carlton Trail College East Classroom, Wynyard, SK  
October 24, 2023**

**PARTICIPATING:** Chairperson, Sandy Flory; Vice Chair, Shawna Miller; Directors, Darrell Paproski, Evan Doepker, Elan Buan; President & CEO, Amy Yeager; VP Finance, Andy Burgess; Recorder, Amanda Kosokowsky

**GUESTS:** Business & Skills Training Director, Deanna Gaetz; ABE & Student Services Director, Rachel Trann; Advancement & External Affairs Director, Jennifer Brooks; HR Director, Bailey Williams; Wynyard Councillor, Fern Swinburnson

**REGRETS:** None

**TO ORDER:** The Chairperson called the meeting to order at 9:46 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 09-23-13: Paproski, that the agenda be approved as presented.  
Carried.

**MINUTES**

The minutes from the September 19, 2023, Regular Meeting was reviewed.

Motion 09-23-14: Doepker, that the minutes from the September 19, 2023, Regular Meeting be approved as presented.  
Carried.

**BUSINESS ARISING**

The President & CEO responded to the Mayor of Semans who reached out to see if the College was interested in leasing a rental property in the Village of Semans. It was communicated that the College does not currently have a need for the space but would reach out if there was opportunity in the future.

## **BOARD**

### **Board Chairperson Report**

Correspondence received from Mark Wyatt inviting Carlton Trail College to a Sector Engagement Meeting that will be taking place on November 17, 2023. President & CEO, Chair Flory, and Director Paproski plan to attend. The Executive Assistant will respond on behalf of the attendees.

### **Board Items**

Correspondence regarding Order in Council from the Ministry was received for information. When appropriate, the Executive Assistant will check for any Order in Council updates online that are applicable to the College.

Correspondence from Minister Gordon Wyant regarding the Saskatchewan Polytechnic Campus was received for information.

### **Strategic Planning**

Laura Soparlo provided an outline of deliverables and timelines for strategic planning. The Board agreed to collaborate with Soparlo for the strategic planning process. A terms of service agreement between Soparlo and the College will be created.

## **COMMITTEE REPORTS**

### **Governance and Human Resources Committee**

#### **Committee Chair Selection**

Motion 09-23-15: Doepker, that the Board nominates Director Paproski as the Chair for the Governance and Human Resources Committee.  
Carried.

#### **PD Opportunities**

President & CEO will look to confirm a speaker(s) for the January PD Event.

#### **Board Orientation Review**

Taking place in Humboldt on November 23, 2023, from 9 AM to 12 PM.

**Next Gov/HR Meeting** – April 23, 2023

### **Finance/Audit/Risk (FAR) Committee**

#### **September 19, 2023, Meeting Minutes**

Received for information.

**Next FAR Meeting** – Tuesday, November 28, 2023

## **PRESIDENT AND CEO REPORT**

### **Information Items**

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

Received for information.

Currently, the system is not as streamlined as expected. Troubleshooting is needed for certain tasks, such as running reports, which is causing additional work. Training for all participating institutions is scheduled for November 8, 9 & 10 in Saskatoon.

#### **Program Update**

Received for information.

#### **Remembrance Day Attendance**

The Board agreed to donate \$100 to each of the Humboldt, Wynyard, and Nokomis Legions for Remembrance Day.

The Executive Assistant will update the Board on upcoming service dates for members to determine if they are able to attend and lay a wreath on behalf of the College.

#### **Christmas Discussion**

The Board agreed that in lieu of a Board Christmas lunch and gift, they will donate these funds to the student breakfast program.

The Board agreed to donate \$100 to each of the Humboldt, Wynyard, Watrous, Wadena, and Lanigan food banks that are in our region.

#### **Director's Report**

*Guests Deanna Gaetz, Rachel Trann, Jennifer Brooks, and Bailey Williams joined the meeting via Zoom at 11:29 AM.*

Received for information. The Directors gave a presentation to highlight the final numbers in the 22-23 Balanced Score Card.

#### **Balanced Scorecard 22-23 Final and 23-24 Report #1**

Received for information.

#### **ERM 22-23 Final and 23-24 Report #1**

Received for information.

*The College Directors departed the meeting at 12:20 PM. The meeting recessed at 12:23 PM for lunch. The Board welcomed Fern Swinburnson, Town of Wynyard Councillor, for lunch. The meeting resumed at 1:30 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** – November 28, 2023, Regular Meeting and FAR, Location TBD

Alternative locations for the November Board meeting were discussed. The Executive Assistant will look at options outside of Humboldt. The Board agreed to have the FAR meeting prior to the Regular meeting on this date.

**Information Items**

Student Awards Celebration/50<sup>th</sup> Celebration event to take place in Humboldt on Thursday, December 7, 2023.

**Roundtable**

**In-Camera Session with the President and CEO**

Motion 09-23-16: Paproski, that the meeting moves into an in-camera session at 2:05 PM.  
Carried.

*CEO left the meeting at 2:31 PM.*

Motion 09-23-17: Miller, that the meeting moves back into regular session at 2:46 PM.  
Carried.

**Adjournment**

Motion 09-23-18: Buan, that the meeting adjourn at 2:47 PM.  
Carried.

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Chairperson

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Recorder