

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held in Carlton Trail College, Classroom 154, Humboldt, SK
November 28, 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

REGRETS: None

TO ORDER: The Chairperson called the meeting to order at 9:22 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 11-23-21: Doepker, that the agenda be approved as presented.
Carried.

MINUTES

The minutes from the October 24, 2023, Regular Meeting was reviewed.

Motion 11-23-22: Paproski, that the minutes from the October 24, 2023, Regular Meeting be approved as presented.
Carried.

The minutes from the November 9, 2023, Special Meeting was reviewed.

Motion 11-23-23: Buan, that the minutes from the November 9, 2023, Special Meeting be approved as presented.
Carried.

BOARD

Board Chairperson Report

Chair Flory attended the Sector Engagement Meeting on November 17, 2023, along with Director Paproski and the President & CEO.

Board Items

Strategic Planning Project

Laura Soparlo Consulting completed a tentative schedule for conducting the strategic planning process, including fees, deliverables, budget and timelines.

Strategic Planning Terms of Engagement Letter

Letters of engagement were provided by Laura Soparlo Consulting for the Strategic Planning Project.

Motion 11-23-24: Miller, that the College engage with Laura Soparlo Consulting to facilitate the strategic planning process and that the presented schedule and engagement letter be approved as presented.
Carried.

COMMITTEE REPORTS

Governance and Human Resources Committee

October 24, 2023, Meeting Minutes

Received for information.

Board Recruitment Update

The Board interview, which took place on November 9, 2023, went well, and the applicant's name was submitted to the Ministry for approval.

PD Opportunities

Presenter Jill Zimmer, Executive Director, International Education and Jurisdictional Initiatives, is scheduled for the January Board PD event.

In addition, Andy Burgess, VP Finance, will provide a refresher on financial reporting.

Board & CEO Evaluation Planning

A letter of engagement was provided by Laura Soparlo Consulting for the Board & CEO Planning process.

Board Work Plan Report #1

Reviewed and received for information.

Next Gov/HR Meeting – April 23, 2023

Finance/Audit/Risk (FAR) Committee

2023 Audit Assessment Results

The assessment results were reviewed in the FAR Committee Meeting.

Next FAR Meeting – Early March 2024 (specific date not yet selected)

PRESIDENT AND CEO REPORT

Information Items

Director's Report

Received for information.

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

Received for information. It has been identified that the project necessitates additional staffing assistance. All Colleges and GDI express their endorsement for this initiative.

2022-2023 Annual Report Approval

Motion 11-23-25: Paposki, that the Board approves the 2022-2023 Annual Report as presented.
Carried.

VP FINANCE REPORT

Revenue and Expense Report

Received for information.

Income Statement/Balance Sheet

Presented by VP Finance.

OTHER

Correspondence

Received for information.

Next Board Meeting – January 23, 2024, Regular Meeting and PD Event, Humboldt

Information Items

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

Roundtable

Discussion regarding potential natural gas plant that was announced to be built within the Humboldt area.

In-Camera Session with the President and CEO

Motion 11-23-26: Paproski, that the meeting moves into an in-camera session at 11:35 PM.
Carried.

CEO left the meeting at 12:00 PM.

Motion 11-23-27: Buan, that the meeting moves back into regular session at 12:14 PM.
Carried.

Adjournment

Motion 11-23-28: Miller, that the meeting adjourn at 12:17 PM.
Carried.

Chairperson

Recorder