

**Minutes of the Annual General Meeting
The Board of Directors of Carlton Trail College
Held in Carlton Trail College Classroom 152, Humboldt, SK
June 18, 2024**

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

REGRETS: None

TO ORDER: The Chairperson called the meeting to order at 2:31 PM

AGENDA

The agenda was reviewed.

Motion 06-24-65: Paproski, that the agenda be approved as presented.
Carried.

MINUTES

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

NOMINATIONS

Vice Chairperson

The Chairperson called for nominations for Vice Chairperson.

Trustee Paproski nominated Trustee Miller for Vice Chairperson. Trustee Miller accepted the nomination.

The Chairperson called for nominations two more times, then declared nominations for Vice Chairperson cease.

Trustee Miller was declared Vice Chairperson by acclamation.

COMMITTEES

Governance and Human Resources Committee

Composition Review

The Board agreed to continue including all Board members at the Governance and Human Resources Committee meetings.

The Chairperson of the committee will be determined by the committee as its first meeting of the fiscal year.

Terms of Reference

Governance & Human Resources Committee Terms of Reference was reviewed.

The following changes were noted under the “Composition” section:

- “The Committee shall be composed of a minimum of six persons”
- “Three (3) to five (5) Board members”

Motion 06-24-66: Paproski, that the Board approves the changes to the Governance and HR Committee Terms of Reference as amended.

Carried.

Finance, Audit & Risk (FAR) Committee

Composition Review

The Board agreed to continue including all Board members at the Finance, Audit & Risk Committee meetings.

The Chairperson of the committee will be determined by the committee as its first meeting of the fiscal year.

Terms of Reference

Finance, Audit & Risk Committee Terms of Reference was reviewed.

The following changes were noted under the “Composition” section:

- “The Committee shall be composed of a minimum of six persons”
- “Three (3) to five (5) Board members”

Motion 06-24-67: Gregg, that the Board approves the changes to the Finance, Audit and Risk Committee Terms of Reference as amended.

BANKING SERVICES/LINE OF CREDIT

As per motion 10-21-95, made at the October 26, 2021, Board meeting, that the Board awards the Royal Bank of Canada the banking services contract commencing January 1, 2022, and ending December 31, 2025.

TENDER OF AUDITING SERVICES

As per motion 12-21-105, made at the December 14, 2021, Board meeting, the Board awarded the tender for audit services to KPMG for the four fiscal years ending June 30, 2022, through to June 30, 2025.

ANNUAL DISCLOSURE FORMS

Annual Declaration of Potentially Conflicting Interests

Board members completed and submitted the Annual Declaration of Potentially Conflicting Interests form to the Executive Assistant.

Policy 1.13 – Conflict of Interest

Received for information.

Policy 1.18 – Code of Conduct

Received for information.

OTHER BUSINESS

Continuous Agenda 2024-2025

The list of 2024-2025 meeting dates were confirmed.

ADJOURNMENT

Motion 06-24-68: Doepker, that the meeting adjourn at 2:46 PM.
Carried.

Chairperson

Recorder