

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held in Carlton Trail College, Classroom 152, Humboldt, SK  
September 17, 2024**

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

**REGRETS:** Vice Chair, Shawna Miller

**TO ORDER:** The Chairperson called the meeting to order at 10:25 AM

*“Carlton Trail College serves the communities of east-central Saskatchewan. We respectfully acknowledge that we do so within Treaty 4 and 6 territories, traditional lands of the Cree, Salteaux, Dene, Dakota, Lakota, Nakota and Metis nations. We honour and respect these Treaties and are committed to working in partnership with all Nations in the spirit of reconciliation and collaboration.”*

*“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 09-24-01:      Paproski, that the agenda be approved as presented.  
Carried.

**MINUTES**

The minutes from the June 18, 2024, Regular Meeting and Annual General Meeting were reviewed.

It was noted to correct the typo that read “last summer” to “late summer”.

Motion 09-24-02:      Buan, that the minutes from the June 18, 2024, Regular Meeting be approved as presented.  
Carried.

Motion 09-24-03:      Paproski, that the minutes from the June 18, 2024, Annual General Meeting be approved as presented  
Carried.

## **BOARD**

### **Board Chairperson Report**

The Board Chair attended event with Director Miller for the Premier and Minister visit at the College. The Board Chair also attended a meeting on August 8, with Regional College Board Chairs and Presidents & CEOs, to discuss the out-of-scope management compensation survey.

### **Continuous Agenda Review**

Reviewed and received for information. Adjustment noted to correct tender dates to read “Award Bank Tender – Fall 2025” and “Award Audit Tender – Early 2026”.

## **COMMITTEE REPORTS**

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

#### Recruitment Update

Correspondence was received from the Ministry of AE to notify the College that current reappointments and potential appointments will not move forward until after the upcoming election.

#### Board Workplan 24-25 Approval

Reviewed and received for information. President and CEO Yeager invited Minister Young to join us for an upcoming meeting and will be looking at confirming a date after the upcoming election.

#### President & CEO Workplan 24-25 Approval

Reviewed and received for information.

#### PD Opportunities

Received for information. Director Paproski noted that Director Gregg has yet to complete the Johnson Shoyama training program. The January PD Event was discussed, and the Board would like to bring in a healthcare presenter for approximately 2-3 hours. It was noted by Director Paproski to make note of any Indigenous presentation opportunities that may arise for the Board to participate in.

**Next Gov/HR Meeting** – October 22, 2024

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

#### Committee Chair Selection

It was determined in the FAR Committee meeting that Director Miller is the new FAR Committee Chair.

Guests Diana Leray and Alex Yevlanov of KPMG joined the FAR Committee meeting at 9:12 AM.

June 30, 2024, Audited Financial Statements

**In-Camera Session with the Auditors**

Motion 09-24-04: Flory, that the meeting moves into an in-camera session at 10:09 AM.  
Carried.

Motion 09-24-05: Buan, that the meeting moves back into regular session at 10:15 AM.  
Carried.

Guests Diana Leray and Alex Yevlanov of KPMG departed the FAR Committee meeting at 10:15 AM.

Annual Audit Assessment

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

Motion 09-24-06: Gregg, that the Board approves the audited financial statements for the fiscal year ended June 30, 2024, as presented pending significant changes from the Provincial Comptroller's office.  
Carried.

Motion 09-24-07: Buan, that there have been no subsequent events that have arisen since July 1, 2024, 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.

**Next FAR Meeting** – November 26, 2024

**PRESIDENT AND CEO REPORT**

CEO Report

Presented by the President & CEO and received for information.

Trades Facility drawing printouts will be provided to Directors Gregg, Paproski and Miller at the next Board meeting.

Amy will compile information regarding the fundraising options for the Trades Facility Expansion Project to be presented at the next Board meeting.

## **Information Items**

### Director's Report

Reviewed and received for information.

### Correspondence from Minister Young re: International Student Program

Received for information.

### Correspondence from Minister Young re: 24-25 Business Plan & Budget Approval

Received for information.

### Sask Regional College and SGEU Local 4039 MOU Ratification

Received for information.

### Correspondence from Minister Young re: South Humboldt Office Lease Agreement

Received for information.

### Visit from Premier Scott Moe and Deputy Minister Donna Harpauer

Received for information.

## **VP FINANCE REPORT**

### Revenue and Expense Report

Presented by the VP Finance and received for information.

### Income Statement/Balance Sheet

Presented by the VP Finance and received for information.

## **OTHER**

### **Correspondence**

Received for information.

**Next Board Meeting** – October 22, 2024

### **Information Items**

Received for information.

### **Roundtable**

Director Buan attended the Innovation Conference for Economic Development in Rural Areas held at Southeast College's Estavan Campus earlier this month.

The College will be looking at added safety measures for access between the high school and Carlton Trail College's locations at both Humboldt and Punnichy.

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

Motion 09-24-08: Paproski, that the meeting moves into an in-camera session at 12:29 PM.  
Carried.

*CEO left the meeting at 1:07 AM, in which the in-camera session also took a recess.*

*Guests Barry Morishita, Executive Director, MSMA, and Paul Zacharias, President, Dream Concepts joined the meeting at 1:12 PM for a presentation on affordable student housing options.*

*Guests Barry Morishita and Paul Zacharias departed the meeting at 2:15 PM.*

Motion 09-24-09: Buan, that the meeting moves back into regular session at 3:00 PM.  
Carried.

**Adjournment**

Motion 09-24-09: Gregg, that the meeting adjourn at 3:02 PM.  
Carried.

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Chairperson

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Recorder