

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at BHP Discovery Lodge, LeRoy, SK  
March 25, 2025**

**PARTICIPATING:** Chairperson, Sandy Flory; Vice-Chairperson, Shawna Miller; Directors, Darrell Paproski, Elan Buan, Nathan Gregg, Melissa Dieno; President & CEO, Amy Yeager; VP Finance, Andy Burgess; Recorder, Amanda Kosokowsky

**REGRETS:** None

Prior to the meeting, the attendees were taken on a tour of BHP Discovery Lodge.

**1. Laura Soparlo, Soparlo Consulting**

*Laura Soparlo joined the meeting at 10:25 AM*

**1.1 President and CEO Evaluation Review**

Ms. Soparlo reviewed the CEO Evaluation survey questions with the Board.

**1.2 Board Evaluation Review**

Ms. Soparlo reviewed the Board Effectiveness survey questions with the Board. It was decided that questions 16 and 17 are similar and will be combined into one question.

Ms. Soparlo indicated the following timelines:

- Evaluation surveys will be sent to the Executive Assistant before end of week to be forwarded onto the Board members. (The CEO Evaluation will have separate links for the Board and CEO to complete).
- Evaluations are to be completed by Monday, April 14.
- Ms. Soparlo will complete the raw summaries and send to the Executive Assistant.
- At the April 29, Governance/HR Board meeting, Ms. Soparlo will meet with the Board to discuss the raw survey ratings and comments before finalizing.
- The final evaluations will be presented to the Board and CEO at the May Board meeting.
- Once finalized, the final summary will be sent to the Board and the CEO for review.

Board members can print off or save their form to reference their responses or indicate their initials on their submitted evaluation to help for Ms. Soparlo clarify any responses with the corresponding Board member.

*Laura Soparlo left the meeting at 11:07 AM.*

**TO ORDER:** The Chairperson called the meeting to order at 11:08 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.*

## **2. AGENDA**

The agenda was reviewed. It was noted to add section 7.3.6 Trades Facility Expansion.

Motion 03-25-31: Dieno, that the agenda be approved as amended.  
Carried.

## **3. MINUTES**

The minutes from the January 21, 2025, Regular Meeting were reviewed.

Motion 03-25-32: Miller, that the minutes from the January 21, 2025, Regular Meeting be approved as presented.  
Carried.

## **4. BUSINESS ARISING**

None.

## **5. BOARD**

### **5.1 Board Chairperson Report**

Chair Flory confirmed that Director Paproski's application for the Sask Polytechnic Board was received.

The Board Chair of Southeast College reached out to Chair Flory for information on Carlton Trail's CEO contract as part of their current President & CEO recruitment process. The Board agreed to create a CEO Contract template that can be shared for their use. Chair Flory to suggest a meeting for the Regional College Chairs to meet and discuss further.

Chair Flory attended the S4-6 Inaugural Annual General Meeting on March 19, 2025.

### **5.2 Board Items**

Correspondence received from Minister Cheveldayoff regarding the reappointments of Darrell Paproski, Shawna Miller, and the appointment of Melissa Dieno. Correspondence was also received acknowledging the role of former Board Member, Evan Doecker.

The budget letter was received on March 19, 2025, and shared for information.

## **6. COMMITTEE REPORTS**

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

#### **6.1.1 PD Opportunities**

##### **6.1.1.1 Melissa Dieno – Schedule Orientation**

Director Dieno and CEO Yeager to coordinate an orientation date in May.

#### **6.1.2 Board Work Plan Update #2**

Reviewed and received for information. There is interest in taking the DiSC Personality Styles Assessment as a Professional Development opportunity.

#### **6.1.3 Skills Matrix March 2025 Update**

Reviewed and received for information. Directors were requested to submit any changes or updates with the Executive Assistant. One change was noted to update the number of "Female" in the Diversity section from 3 to 4, as it was previously miscalculated.

It was previously determined that competency is met based on the combined rating average alone. The Board agreed to update this, stating that a competency is considered met if either one Director receives a rating of "3" or if the combined rating average for all Board members exceeds "2." The Executive Assistant will review the authority matrix to determine whether additional competency areas have been met.

#### **6.1.4 Board Recruitment Update – Interview**

The Board determined to move forward with an interview for the most recent Board Member applicant. Director Paproski will confirm potential interview dates with the Executive Assistant to be shared with the rest of the Board for scheduling purposes.

**Next Gov/HR Meeting – April 29, 2025**

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

#### **6.2.1 March 4, 2025, Meeting Minutes**

Received for information. Noted to revise "Next Meeting" to "Next FAR Meeting" in minutes for clarification.

**Next FAR Meeting – May 27, 2025**

## **7. PRESIDENT AND CEO**

### **7.1 Draft Multi-Year Business Plan 2025-2026**

The President & CEO and VP Finance presented the draft MYBP and highlighted the following:

- International Students
- Staffing
- Sustainability

The final MYBP will be presented to the Board for approval at the April 29, 2025, Regular Board meeting. CEO Yeager may look at changing the MYBP review next year to take place after the budget is received for a more completed version.

Business Plan is due April 28, but CEO Yeager will request to the Ministry we submit on April 29, due to the change in our April Board meeting date being pushed back.

*The meeting took a recess to move meeting rooms at 11:52 AM.*

### **7.2 CEO Report**

Presented by CEO Yeager and received for information.

### **7.3 Information Items**

Reviewed and received for information.

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

Reviewed and received for information.

#### **7.3.2 Saskatchewan Chamber of Commerce Political Forum – May 1, 2025, Regina**

Received for information. Directors that would like to attend were asked to notify the Executive Assistant for registration.

#### **7.3.3 Academic Calendar 2025-2026**

Received for information.

##### **7.3.3.1 Board & Staff Appreciation Event**

The Board was reminded that the Board and Staff Appreciation Event would be taking place at the Wynyard Golf Course on Friday, June 6, 2025. Invitations with details will be sent out closer to the date.

#### **7.3.4 CICan's Leader Summit: A Futures Forum Event**

The CICan Conference will be taking place in the form of a Leader Summit this year from April 22-24, 2025. CEO Yeager is considering attending the event.

**7.3.5 Graduation Update**

The Punnichy Graduation will be taking place on Wednesday, May 28, 2025, and the Humboldt Graduation will be taking place on Thursday, May 29, 2025. Invitation will be sent out closer to the date.

7.3.6. CEO Yeager to meet with BHP regarding funding for the Trades Facility Expansion. CEO Yeager will compile funding scenarios to help the Board decide how to move forward with the Fundraising Campaign.

**8. VP FINANCE REPORT**

**8.1 Revenue and Expense Report**

Presented by the VP Finance and received for information.

**8.2 Income Statement/Balance Sheet**

Presented by the VP Finance and received for information.

**9. OTHER**

**9.1 Correspondence**

Letter from Ministry of AE re: Student Loan Repayment Rate was received for information.

Letter from Ministry of AE re: Public Sector Governance Program was received for information.

**9.2 Next Board Meeting – April 29, 2025 (Humboldt)**

The City of Humboldt Mayor and Councilors have been invited for a Meet and Greet Lunch.

**9.3 Information Items**

Letter from SGI re: Business Recognition Assessment was received for information.

*The Board agreed that there would be no Roundtable or In-Camera Session at this meeting.*

**9.6 Adjournment**

Motion 03-25-33: Gregg, that the meeting adjourn at 12:52 PM.  
Carried.

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Chairperson

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Recorder