

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at Carlton Trail College, Classroom 152, Humboldt, SK
May 27, 2025**

PARTICIPATING: Chairperson, Sandy Flory; Vice-Chairperson, Shawna Miller; Directors, Darrell Paproski, Elan Buan; President & CEO, Amy Yeager; VP Finance, Andy Burgess; Executive Assistant, Amanda Kosokowsky (Recorder)

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

REGRETS: Directors Melissa Dieno and Nathan Gregg

TO ORDER: The Chairperson called the meeting to order at 9:05 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.

1. AGENDA

The agenda was reviewed.

Motion 05-25-42: Paproski, that the agenda be approved as amended.
(8.3.1. Board Package Submission to be removed as item is a duplicate).
Carried.

2. MINUTES

The minutes from the April 29, 2025, Regular Meeting were reviewed.

Motion 05-25-43: Paproski, that the minutes from the April 29, 2025, Regular Meeting be approved as presented.
Carried.

3. BUSINESS ARISING

Chair Flory received a year-end report via email from Cindy Lowe, Saskatchewan Polytechnic Board Member. Lowe also requested Regional College Chairs to provide items, such as updates and highlights from Regional Colleges, to be reported on in June.

4. BOARD

4.1 Board Chairperson Report

4.1.1. Board Package Submission

The Board has agreed to continue the current process of distributing the Board Package to the Senior Leadership Team at the same time it is shared with Board members.

4.2 Board Items

Directors Paproski and Buan attended the Chamber of Commerce Political Forum in Regina on May 1, 2025.

5. COMMITTEE REPORTS

5.1 Governance and Human Resources Committee

5.1.1 April 29, 2025, Committee Meeting Minutes

Received for information. Edits were noted to remove Darrell Paproski's duplicate name in the "Participating" section and edit the second bullet point in Item 3.6 to read "We are looking to fill the gap in our composition for an Indigenous Board member".

5.1.2 PD Opportunities

5.1.2.1 Melissa Dieno Orientation - Reschedule

Executive Assistant will coordinate a date for orientation prior to the upcoming June meeting.

5.1.2.2 January 2026 PD Session Update

CEO Yeager reached out to Pam Schwann, President of the Saskatchewan Mining Association, who confirmed her availability to present. Details are to be finalized mid-December.

5.1.3 Board Skills Matrix

Clarification by the Board confirmed that if one individual assigns a rating of a "3", the competency for that factor will be deemed as 'met'. Executive Assistant will update as noted.

5.1.4 25-26 Continuous Agenda Final

Reviewed and received for information. Executive Assistant will update to include a separate "February" section.

Next Gov/HR Meeting – October 21, 2025

5.2 Finance/Audit/Risk (FAR) Committee

5.2.1 Pre-Audit Meeting – Planning and Questions

Diana Leray and Alex Yevlanov of KPMG will meet with the FAR Committee later today during the FAR Committee Meeting to review the Audit Planning Report for the Year-Ending June 30, 2025.

Next FAR Meeting – September 23, 2025 (Post-Audit Meeting with Auditors)

6. PRESIDENT AND CEO

6.1 CEO Report

Presented by CEO Yeager and received for information.

6.2 Information Items

6.2.1 Director's Reports – *Director's scheduled to join the meeting at 11 AM.*

6.2.2 Technical & Trades Facility Expansion Fundraising Campaign Update

Rempel Engineering is scheduled to meet with CEO Yeager on May 28, to discuss moving forward on the project, including updated drawings. CEO Yeager had reached out to the Ministry to inquire whether additional information is required from Carlton Trail regarding the capital funding request.

MLAs will be in attendance and bringing remarks to the End of Program Celebrations for Humboldt (Racquel Hilbert) and Punnichy (Chris Beaudry) this year.

The Business Plan Presentation for the Ministry of Advanced Education is scheduled for June 2, in Regina.

6.2.3 Balanced Scorecard 24-25 Report #3

Received for information.

6.2.4 ERM 24-25 Report #3

Received for information.

6.2.5 Board & Staff Appreciation Event – June 6, 2025

Director Buan noted her attendance.

6.2.6 ELT Celebration – May 25, 2025

Director Buan attended the event.

7. VP FINANCE REPORT

7.1 Revenue and Expense Report

Presented by the VP Finance and received for information. VP Finance was requested to separate the ERP information to a separate report for clarity.

7.2 Income Statement/Balance Sheet

Presented by the VP Finance and received for information.

7.3 Capital Plan, Strategic Preventative Maintenance & Renewal (SPMR), and Regional College Preventative Maintenance & Repair (RCPMR)

The VP Finance presented the Draft 2026-2027 Capital Plan and Preventative Maintenance and Renewal Funding letter. Along with the request for the Technical and Trades Facility Expansion, two new items were noted this year: ventilation system maintenance at the Trades Building in Humboldt, and roof remediation at the Four Winds Training Centre in Punnichy.

Motion 05-25-44: Miller, that the Board approves the Capital Plan, Strategic Preventative Maintenance & Renewal (SPMR), and Regional College Preventative Maintenance and Repair (RCPMR) as presented and discussed.
Carried.

8. OTHER

8.1 Correspondence

None

8.2 Next Board Meeting – June 17, 2025 – Carlton Trail College, Four Winds Learning Centre, Punnichy, SK Executive Assistant will confirm appropriate start time with Board Members, as well as invite the local First Nation Chiefs and Mayor of Punnichy to attend for a Lunch Meet & Greet.

8.3 Information Items

8.3.2 Recent Event Attendance

Received for information.

8.3.3 Upcoming Event Attendance

Received for information. Chair Flory unable to attend Punnichy End of Program Celebration.

8.3.4 Sagehill Community Futures Celebration – June 25, 2025

CEO Yeager and Jennifer Brooks to attend. Director Buan noted her attendance. Executive Assistant will email reminder prior to deadline to confirm if additional Board attendance.

2025 Deputy Minister Breakfast

Received for information.

National Indigenous Peoples Day

Carlton Trail's Indigenous Initiatives Coordinator will share information about events taking place in the region, along with ways for staff and Board members to participate.

Board Appointments

The Ministry emailed clarification that board reappointments are based on the date of the Order in Council, not the initial appointment date. The board appointment chart was updated to include Date of Order in Council reappointment dates and corrected term extension end dates.

8.4 Roundtable Discussion

CEO Yeager will be attending the Saskatchewan Chamber of Commerce's 2025 Saskatchewan Mining Week Luncheon on June 3, 2025, in Regina.

The Directors joined the meeting at 10:57 AM.

6.2.1 Director's Report

The Directors presented their reports, and they were received for information.

The meeting recessed at 12:12 PM for lunch.

The Directors departed at 12:38 PM.

The Board moved to the FAR Committee Meeting to meet with the Auditors virtually for the Pre-Audit Meeting.

The Regular meeting resumed at 2:40 PM.

8.5 In-Camera Session

8.5.1 In-Camera Session with the President and CEO

Motion 05-25-45: Buan, that the meeting moves to an in-camera session at 2:40 PM.
Carried.

CEO left the meeting at 3:17 PM.

Motion 05-25-46: Paproski, that the meeting moves back into regular session at 3:31 PM.
Carried.

8.6 Adjournment

Motion 05-25-47: Buan, that the meeting adjourn at 3:32 PM.
Carried.

Chairperson

Recorder