

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at Carlton Trail College, Four Winds Learning Centre, Eagle Classroom, Punnichy, SK  
June 17, 2025**

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

**GUESTS (Meet & Greet Lunch at Noon):** Councillor Delmont-Asapace (on behalf of Chief Lee-Ann Kehler [Kawacatoose First Nation]), Punnichy Mayor, Deana Littlelent, Harold Littlelent

**REGRETS:** None

**TO ORDER:** The Chairperson called the meeting to order at 10:02 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 06-25-48: Miller, that the agenda be approved as presented.  
Carried.

**2. MINUTES**

The minutes from the May 27, 2025, Regular Meeting were reviewed.

Motion 06-25-49: Paproski, that the minutes from the May 27, 2025, Regular Meeting be approved as presented.  
Carried.

**3. BUSINESS ARISING**

**4. BOARD**

**4.1 Board Chairperson Report**

Chair Flory emailed Bond Ferguson at the Ministry of Advanced Education regarding Director Paproski's submission to the SaskPoly Board. Ferguson responded stating that the process is currently on hold.

Chair Flory suggested the College host an event in Humboldt in October 2025 to provide an opportunity for all Regional College Board Members to meet and collaborate. The Executive Assistant will work with Chair Flory and CEO Yeager to determine the date and details.

#### **4.2 Board Items**

No additional items noted.

### **5. COMMITTEE REPORTS**

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

##### **5.1.1 PD Opportunities**

###### **5.1.1.1 Melissa Dieno Orientation – June 26, 2025, 2-4 PM (via Zoom)**

Vice-Chair Miller, Governance & HR Committee Chair Paproski, and CEO Yeager are scheduled for a virtual orientation with Director Dieno. The meeting has been updated to start at 3:00 PM.

###### **5.1.1.2 Professional Development Activity Update**

Received for information.

Saskatchewan Mining Association presentation scheduled for January 20, 2026. Potential to also include a *DiSC* Assessment as part of the day. Participants would complete the assessment in advance, with time set aside during the session to discuss the results.

##### **5.1.2 Board Evaluation Results**

To be discussed in-camera at the end of meeting.

##### **5.1.3 Board Workplan 24-25 Final**

Received for information.

##### **5.1.4 Board Workplan 25-26 Discussion**

A draft of the Board Workplan 25-26 will be reviewed and approved in September.

##### **5.1.5 President & CEO Evaluation Summary**

Chair Flory and Governance & HR Committee Chair Paproski will be presenting the evaluation to CEO Yeager in-camera immediately following the AGM.

CEO Yeager will be presenting her 25-26 Work Plan to the Board at the September Board meeting for approval.

##### **5.1.6 Board Attendance Summary 24-25**

Received for information. The Executive Assistant will update with the June 17, 2025, meeting attendance.

**Next Gov/HR Meeting – October 21, 2025**

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

### **5.2.1 May 27, 2025, Committee Meeting Minutes**

Received for information.

### **5.2.2 Pre-Audit Meeting Update**

KPMG confirmed that they will be attending the September 23, 2025, Board Meeting and will confirm closer to the date if they will be attending in-person or virtually.

**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.

The Executive Assistant will email the Board members to RSVP for attending lunch for Deputy Minister Michaud's visit to the College on July 9.

### **6.2 Information Items**

#### **6.2.2 Director's Reports**

Reviewed and received for information.

##### **6.2.2.1 Sponsorship Report**

Received for information.

#### **6.2.3 Technical & Trades Facility Expansion Fundraising Campaign Update**

There is a vacant building available within Humboldt that may suit our needs for a Trades facility. For comparison, our current Admin facility in Humboldt is approximately 13,000 square feet, with the Trades facility expansion providing a total of 17,000 square feet. CEO Yeager to reach out to the Ministry of AE to inquire about potential funding support for this alternate location.

#### **6.2.4 Website Biography Review**

Board biographies will be renewed over the summer months and uploaded to the website. The Board requested review of biographies before uploading.

##### **6.2.4.1 Updated Photos 2025**

Updated Board and SLT photos to be completed late summer/early fall for individuals with option for a group photo. Executive Assistant to look at adding to schedule for October meeting.

**7. VP FINANCE REPORT**

**7.1 Revenue and Expense Report**

Presented by the VP Finance and received for information. VP Finance will remove the ERP dollars from the Surplus chart in future reports to improve clarity for the Board.

**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) Submission**

Received for information.

**8. OTHER**

**8.1 Correspondence**

None

**8.2 Next Board Meeting**

September 23, 2025, Regular and FAR Committee Meeting – Location TBD

**8.3 Information Items**

**8.3.1 Correspondence fr. Deputy Minister Michaud re: Accountability Reporting Timelines – June 2, 2025**

Received for information.

**8.3.2 Correspondence fr. Provincial Auditor re: Reliance Letter and Audit Involvement Memo – June 3, 2025**

Received for information.

**8.3.3 Upcoming Attendance**

CEO Yeager, Jennifer Brooks, and Director Buan will be attending the Sagehill Community Futures 40<sup>th</sup> Anniversary Celebration on June 25, 2025.

**Correspondence fr. Deputy Minister Michaud re: Government Procurement Update – Handout**

Received for information.

**8.4 Roundtable Discussion**

Director Buan attended the Sylvite Four-Six Housing Gathering on June 19, in which BHP announced a housing stimulation program. The Iron Triangle Manufacturing Alliance/North East Housing Co-Operative also made a presentation at this event. Director Buan also connected with Julie Ann Wriston, Nutrien's Director of Indigenous Relations – Sustainability and Stakeholder Relations, agreeing to reach out to the College regarding future programming opportunities.

Director Paproski mentioned recent media coverage on the Watrous hospital closures and the potential impact on the College's Continuing Care Assistant (CCA) programming.

*The Meeting recessed for a break at 11:32 AM.*

## **8.5 In-Camera Session**

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

Motion 06-25-50: Buan, that the meeting moves to an in-camera session at 11:40 AM.  
Carried.

*CEO left the meeting at 11:55 AM.*

Motion 06-25-51: Dieno, that the meeting moves back into regular session at 12:07 PM.  
Carried.

## **8.6 Adjournment**

Motion 06-25-52: Miller, that the meeting adjourn at 12:08 PM.  
Carried.

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Chairperson

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Recorder