

**Minutes of the Special Meeting of
The Carlton Trail College Board of Directors
Held at Carlton Trail College, Classroom 152, Humboldt, SK
December 16, 2025**

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

REGRETS: None

TO ORDER: The Chairperson called the meeting to order at 9:58 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. REVIEW AGENDA

The agenda was reviewed.

Motion 12-25-47: McNabb, that the agenda be approved as presented.

Carried.

2. AUDITOR SELECTION

2.1 Auditor RFP Selection

The VP Finance reviewed the audit tender rankings with the Board of Directors with opportunity for the Board to ask questions.

Motion 12-25-48: Paproski, that the Board awards the tender for audit services to Virtus Group for a 4-year term beginning July 1, 2025, and ending June 30, 2029.

Carried.

The Board recommended that the following requirements/preferences be noted for the next round of audit selection to ensure the process is consistent with adaptations made if necessary:

- Begin the process in May/earlier to provide additional time (current process started in June 2025).
- VP Finance to provide chart with breakdown of cost estimate for travel, mileage, meals, etc.
- Reference check and interview questions to be reviewed by the Board in advance (include details pertaining to College Strategic Plan, etc.)
- Board to determine if interviews to be conducted by the Board or the VP Finance

3. PEAVEY MART ACQUISITION – LATEST UPDATE

CEO Yeager provided the Board with an update on the Peavey Mart acquisition, including the key activities currently underway to prepare the facility for use (e.g., security system, temporary signage, insurance, etc.). College staff have been notified of the purchase with a formal announcement to follow in the new year. The VP Finance will be reviewing the budget to determine remaining funds with additional fundraising options to be explored.

IN-CAMERA SESSION

In-Camera Session with the President and CEO

Motion 12-25-49: Gregg, that the meeting moves to an in-camera session at 11:03 AM.
Carried.

Motion 12-25-50: Miller, that the meeting moves back into regular session at 11:19 AM.
Carried.

4. BOARD CHAIR UPDATE

Chair Flory updated the Board with discussion regarding the upcoming Regional College Board Chair meeting to discuss Out-of-Scope Renumeration, which will take place virtually on December 18, 2025. Chair Flory and Director Paproski will attend.

5. ADDITIONAL DISCUSSION

The Executive Assistant noted the following information/reminders:

- All Board Members are to complete the DiSC Personality Assessment that Brett Elmgren emailed on December 15, 2025, by January 9, 2026. Brett Elmgren can be contacted for support if needed. The results will be reviewed at the January 20, 2026, PD Event.
- The Johnson Shoyama Public Sector Governance Program has released its Winter 2026 online offering (March 13, 27, and April 17, 2026). Director Dieno has confirmed her attendance with Director McNabb to notify the Executive Assistant.
- Board Members can notify the Executive Assistant if they would like to order Business Cards (minimum order of 250).
- At the January 20, 2026, Board Meeting, it is requested that Board Members confirm their attendance for the CICan Conference so the Executive Assistant can begin hotel and flight bookings.

6. ADJOURNMENT

Motion 12-25-51: Paproski, that the meeting adjourn at 12:00 PM.
Carried.

Chairperson

Recorder