

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at Carlton Trail College, Classroom 152, Humboldt, SK
November 25, 2025**

PARTICIPATING: Chairperson, Sandy Flory; Vice-Chairperson, Shawna Miller; Directors, Darrell Paproski, Elan Buan (Virtual), Nathan Gregg, Melissa Dieno, 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 10:07 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 11-25-36: Paproski, that the agenda be approved as presented.
Carried.

2. MINUTES

The minutes from the October 21, 2025, Regular Meeting were reviewed. It was noted to correct Item 8.1 Correspondence from "Carlton Trail College received 4 tickets to their upcoming Celebration..." to "Carlton Trail College received 4 tickets to the upcoming SATCC Apprenticeship Celebration..." to clarify the event.

Motion 11-25-37: Miller, that the minutes from the October 21, 2025, Regular Meeting be approved as amended.
Carried.

The minutes from the November 10, 2025, Special Meeting were reviewed.

Motion 11-25-38: McNab, that the minutes from the November 10, 2025, Special Meeting be approved as presented.
Carried.

The minutes from the November 13, 2025, Special Meeting were reviewed.

Motion 11-25-39: Dieno, that the minutes from the November 13, 2025, Special Meeting be approved as presented.
Carried.

The minutes from the November 19, 2025, Special Meeting were reviewed. It was noted to correct Item 2. Peavey Mart to include “The Board directs CEO Yeager to instruct legal to inform the seller of our current funding challenges”, to properly capture the discussion.

Motion 11-25-40: Miller, that the minutes from the November 19, 2025, Special Meeting be approved as amended.

Carried.

3. BUSINESS ARISING

None.

4. BOARD

4.1 Board Chairperson Report

Chair Flory and CEO Yeager attended the First Session of the Thirtieth Legislative Assembly of Saskatchewan Throne Speech on October 22, 2025, and were invited to the Minister’s Office.

Chair Flory, along with CEO Yeager, and Directors Paproski and Gregg, attended the Ministry of Advanced Education’s post-secondary engagement reception on November 3, and sector meeting on November 4, 2025, in Regina. On the evening of November 3, the Regional College Board members joined for a supper to connect for discussion. The attendees agreed that the opportunity was beneficial and will look for additional opportunities in the future.

4.2 Board Items

Bryan McNabb attended the SATCC Apprenticeship Celebration Dinner on November 7, 2025.

5. COMMITTEE REPORTS

5.1 Governance and Human Resources Committee

5.1.1 October 21, 2025, Governance & HR Meeting Minutes

Received for information.

5.1.2 PD Opportunities

The PD Event is scheduled for January 20, with presentations by Brett Elmgren of Axom Leadership and Pam Schwann of the Saskatchewan Mining Association. CEO Yeager and the Executive Assistant are in the process of confirming the details. Elmgren plans to send the DiSC Assessment to the Board for completion in December with the results to be reviewed during the January PD session.

5.1.2.1 Regional College Board Orientation Session

The Ministry of AE has noted our interest in having them present to us.

5.1.3 Board & CEO Evaluation Planning

Laura Soparlo is booked to assist in March 2026.

5.1.3.1 Terms of Engagement Letters

Received for information.

Motion 11-25-41: Gregg, that the Laura Soparlo Consulting engagement letters be approved as presented.
Carried.

5.1.4 Board Work Plan Report #1

Reviewed and received for information.

Next Gov/HR Meeting – April 28, 2026

5.2 Finance/Audit/Risk (FAR) Committee

5.2.1 2025 Audit Assessment Results

The assessment results were reviewed in the FAR Committee Meeting.

Next FAR Meeting – March 24, 2026

6. PRESIDENT AND CEO

6.1 CEO Report

Presented by CEO Yeager and received for information. The new out-of-scope Controller position was recently posted.

6.2 Information Items

6.2.1 Director's Report

Reviewed and received for information.

6.2.2 SK Post-Secondary Education Multi-Year Operating Funding MOU 2026-27 to 2029-30

Reviewed and received for information.

6.2.3 CICan's Connections Conference 2026 Attendance

April 21-23, 2026, date is confirmed with details regarding breakout sessions and speakers to be announced closer to the date. Board members who expressed interest in attending include Miller, Paproski, and Flory, with Gregg interested in a virtual option.

6.2.4 2024-2025 Annual Report Approval

Reviewed and received for information. The content is complete, with the final version to be cleaned up to confirm page numbers, formatting, etc. Pages 67 and 68 are duplicates and have been fixed.

Motion 11-25-42: Paproski, that the Board approves the 2024-2025 Annual Report as presented.
Carried.

6.2.5 Accountability Reporting Plan

Reviewed and received for information. The template was provided by the Ministry of Advanced Education and will be reported on each year moving forward as part of the Multi-Year Funding Agreement; funds are not released until the reporting is complete.

The meeting took a recess at 11:22 AM.

The meeting resumed at 11:25 AM

6.2.6 Trades Facility Update

6.2.6.1 Correspondence fr. Minister of AE Cheveldayoff re: Peavey Mart Purchase

Received for information.

6.2.7 Christmas Poinsettia Order

The Board agreed to the Executive Assistant purchasing poinsettias for each office.

7. VP FINANCE REPORT

7.1 Revenue and Expense Report

Presented by the VP Finance and received for information.

7.2 Income Statement/Balance Sheet

Presented by the VP Finance and received for information.

The College recently purchased two additional vehicles and are looking to purchase a third for the current fleet, while removing up to two older vehicles. The College has budgeted for two vehicles and has reserve funds available to support the purchase of a total of three vehicles.

7.3 Audit Tender Update

The audit tender recommendations were reviewed in the FAR Committee Meeting. The VP Finance will follow up with FAR Committee Chair Miller and CEO Yeager on the audit tender process.

8. OTHER

8.1 Correspondence

None.

8.2 Next Board Meeting

January 20, 2026 – Regular & PD Event (9 AM; Humboldt)

Chair Flory will be attending virtually; therefore, Director Miller will be prepared to Chair the meeting.

8.3 Information Items

8.3.1 Media Release: Carlton Trail College Honours Tradition and Learning Through Bison Harvest
Received for information.

8.3.2 Media Release: Tuition-Free Carpentry Training Starts This January at Carlton Trail College
Received for information.

8.4 Roundtable Discussion

Carlton Trail plans to close the office beginning on December 24, 2025, and re-opening January 5, 2026.

CEO Yeager was invited to attend Agribition with BHP on November 26, 2025.

Members of the Iron Triangle Manufacturing Alliance including Bourgeault, Bourgault Tillage Tools, Doepker Industries, and Michels Industries, will be welcoming Grade 11 and 12 students from the region into their facilities for a tour, as part of Manufacturing Week. Carlton Trail provided programming information to the students.

Director Buan attended a presentation at the SEDA conference on the new Virtual Health Hub facility currently being built at Whitecap Dakota Nation, which is intended to provide services to northern, remote areas of the province.

8.4.1 Community Issues
None.

8.5 In-Camera Session

8.5.1 In-Camera Session with the President and CEO

Motion 11-25-43: Paproski, that the meeting moves to an in-camera session at 11:55 AM.
Carried.

Director Buan left the meeting at 12:22 PM.

Motion 11-25-44: Dieno, that the meeting rise from the in-camera session at 12:24 PM.
Carried.

The meeting recessed for lunch at 12:24 PM.

In-Camera Session without the President and CEO

Motion 11-25-45: Gregg, that the meeting moves back into regular session at 12:58 PM.
Carried.

In-Camera Session with the President and CEO & VP Finance

Motion 11-25-45: Gregg, that the meeting moves to an in-camera session at 1:15 PM.
Carried.

CEO & VP Finance left the meeting at 1:35 PM.

8.5.2 In-Camera Session without the President and CEO

Motion 11-25-45: Paproski, that the meeting moves back into regular session at 1:58 PM.
Carried.

8.6 Adjournment

Motion 11-25-46: Dieno, that the meeting adjourn at 1:58 PM.
Carried.

Chairperson

Recorder