

**Minutes of the Regular Meeting of
The Board of Directors of Carlton Trail College
Held at Carlton Trail College, Classroom 152, Humboldt, SK
May 19, 2026**

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

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

REGRETS: None

TO ORDER: The Chairperson called the meeting to order at 11:20 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 05-26-73: Paproski, that the agenda be approved as presented.
Carried.

2. MINUTES

The minutes from the April 28, 2026, Regular Meeting were reviewed.

Motion 05-26-74: Dieno, that the minutes from the April 28, 2026, Regular Meeting be approved as presented.
Carried.

3. BUSINESS ARISING

None.

4. BOARD

4.1 Board Chairperson Report

Chair Flory noted that The Evan Bray Show interviewed the CEO of Red Seal Rescue Coaching and mentioned Carlton Trail's new BHP Technical Training Centre facility.

The next Regional College Committee meeting will be scheduled to take place in May or June.

4.2 Board Items

None.

5. COMMITTEE REPORTS

5.1 Governance and Human Resources Committee

5.1.1 April 28, 2026, Governance & HR Committee Meeting Minutes

Received for information.

5.1.2 PD Opportunities

The Board discussed options for the PD Event for the upcoming year and agreed to prioritize financial literacy and the Saskatchewan Apprenticeship and Trade Certification Commission as focus areas. CEO Yeager will explore these options further.

5.1.3 President & CEO and Board Evaluation Summaries

The completed responses from both the President & CEO and Board Evaluations were reviewed during the Governance & HR Committee meeting.

5.1.4 Board Skills Matrix

Received for information.

Next Gov/HR Meeting – October 20, 2026

5.2 Finance/Audit/Risk (FAR) Committee

5.2.1 Pre-Audit Meeting in May – Planning and Questions

Virtus Group will be meeting with the FAR Committee later today for a pre-audit meeting.

Next FAR Meeting – September 22, 2026 (Post-Audit Meeting with Auditors)

6. PRESIDENT AND CEO

6.1 CEO Report

Presented by CEO Yeager and received for information.

CEO Yeager met with *Careers The Next Generation's* CEO to to gain a high-level understanding of the organization's programming, including its approach to connecting youth with employers and supporting work-integrated learning opportunities in the skilled trades and other sectors.

A financial system upgrade is scheduled for Q2 of the next fiscal year, as the current system is no longer supported and must be compatible with the new SIS.

SIS Project Manager was hired to support implementation of the Student Information System. Carlton Trail's current anticipated go-live date is June 2027.

6.2 Information Items

6.2.1 Director's Report

Moved to take place after lunch.

6.2.2 Balanced Scorecard 25-26 Report #3

Received for information.

6.2.3 ERM 25-26 Report #3

Received for information.

6.2.4 SK Lieutenant Governor's Post-Secondary Teaching Award 2026

Received for information.

6.2.5 Board & Staff Recognition Event – June 4, 2026

Received for information. The following Board members noted their attendance:

- Shawna Miller – Golf Only
- Bryan McNabb – Golf and Supper
- Darrell Paproski – Golf and Supper
- Elan Buan – Golf and Supper

6.2.6 ELT Drop-In Celebration – May 28, 2026; 6-8 PM at South Humboldt Office

Director Buan noted that she will attend.

The meeting recessed for lunch at 12:04 PM and resumed at 12:36 PM joined by the College Directors.

Director Gregg joined the meeting at 12:39 PM.

6.2.1 Director's Report

The Director's Reports were received for information and presented by the Director's.

The meeting recessed and the Director's departed at 1:36 PM.

The meeting resumed at 1:43 PM.

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.

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

The VP Finance presented the Draft 2026-2027 Capital Plan and PMR Funding letter.

Motion 05-26-75: Dieno, 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.

The meeting moved into the FAR Committee Meeting at 2:04 PM to meet with Virtus Group.

The Regular Meeting resumed at 3:05 PM

8. OTHER

8.1 Correspondence

8.1.1 From Ministry of AE re: Virtus Group Approval (July 1/25 – June 30/29)
Received for information.

8.2 Next Board Meeting

June 23, 2026 – Regular Meeting & AGM (Technical Training Centre)

8.3 Information Items

8.3.1 Upcoming Event Attendance:

- Punnichy End of Program Celebration: Chair Flory (Remarks), Director McNabb
- Humboldt Graduation Celebration: Chair Flory (Remarks); Director Buan

8.4 Roundtable Discussion

8.4.1 Community Issues

BHP has shared that they will be hosting an informal drop-in session in Humboldt on May 27, along with sessions on other dates in various local communities.

HZSD partnered with Agriculture in the Classroom to provide a day of learning with an Indigenous perspective.

8.5 In-Camera Session

8.5.1 In-Camera Session with the President and CEO

Motion 05-26-76: Buan, that the meeting moves to an in-camera session at 3:17 PM.
Carried.

CEO left the meeting at 3:39 PM.

8.5.2 In-Camera Session without the President and CEO

Motion 05-26-77: Dieno, that the meeting moves back into regular session at 3:47 PM.
Carried.

8.6 Adjournment

Motion 05-26-78: Paproski, that the meeting adjourn at 3:48 PM.
Carried.

Chairperson

Recorder