

Skills Canada BC Governance Committee

Report to the Board – February 5, 2019

The Governance Committee met on January 15, 2019 and discussed the following:

1. Budget Reporting

Discussion focused on procedures to ensure that budget reporting to Directors is done in a manner that facilitates the fiduciary and oversight responsibility of Directors.

The Committee recommends the following:

As the current fiscal year is January 1 – December 31, the Board be presented with a draft budget two months prior to the fiscal year end. The draft should include clarification and relevant notes to guide Directors review. Directors vote on approval of the budget at the last meeting of the fiscal year.

This is a clarification of existing policy.

2. Committee Structure

The Governance Committee recommends the following Board Committee structure:

- Executive Committee
- Governance/HR Committee
- Finance Committee
- Task Groups (implemented as needed)

3. Executive Director Review

A Task Group to be formed at the end of the Board meeting on February 5.

4. Other

a. Meeting Minutes

A discussion of the current format of meeting minutes took place with the goal of ensuring clarity and consistency.

By consensus the Governance Committee recommends the following Motion:

That meeting minutes be recorded in a short form that:

- **Include first and last names of attendees and those submitting regrets**
- **do not include names of Directors' vote on resolutions, and on request**
- **Identify by name individual Directors who recuse themselves from voting on a motion.**

Next Meeting: TBD