

Skills Canada, British Columbia Chapter

Board of Directors Meeting Minutes

Tuesday November 21, 2017 3:30PM – 4:15PM

Vancouver Convention Centre (1055 Canada Place)



VISION: Today's youth become tomorrow's skilled trades and technology leaders.

MISSION: Be the catalyst that creates and fosters connections within communities facilitating exposure to trades, technology, and career opportunities for youth.

Directors Attending: John Haller, Kelly Betts, David Kalaski, Abigail Fulton, Cory Williams, Allan Bruce, Glynis Steen, Larry Richardson, Dr. Mark Salopek, Adrien Livingston.

Others in Attendance: Elaine Allan – Executive Director, Kim Steckler - Accountant
Regrets: Dawn Minty, Shawn Boyd, Doug MacLaren, Sabine Just, Sandra Bitz, Jason Jung.

Meeting commenced at 3:38pm.

1. Approval of Agenda

- Additional items to approve: Treasurer's Report and Financial Statements.

Motion: David Kalaski / Seconded: Abigail Fulton / Approved

2. Approval of Minutes (September 12, 2017)

- Minutes to include full names, approved decisions, action items.
- Action items to be part of the Agenda going forward.
- Executive Director's Report does not need details of day-to-day meetings.

Motion: Allan Bruce / Seconded: Larry Richardson / Approved

3. President's Report (John Haller)

The National Board meeting was held in Newfoundland. Notable items are:

- National policies and bylaws were approved are now current
- A template for allowable travel and expenses is being developed
- The structure of the Executive Board is unclear with respect to voting / non-voting members. Currently every province/territory has a voting Board member. The Executive Board does not vote so that one province does not have more votes than another. A committee will compile ideas for a prospective Executive Board structure and report at the next meeting.
- It was officially announced that BC will host the National Competition in 2020.
- Newfoundland/Labrador Gala was held at the same time as the Executive Board meeting. It is a good learning experience to have Board members attend other Galas.

Action Item: Develop a business plan and budget for attending other Galas.

4. Treasurer's Report (Cory Williams)

- Three motions to put forward to the AGM: to appoint a new auditor, Rolfe Benson, for the 2017 year-end work; to set a special meeting in May to approve the Auditors' Report for the 2017 audited financials; to accept the 2018 budget.
- Travel budget for 2018 to include Board members attending Nationals & Galas. Extraordinary travel expenses need Board approval.
- The Board previously approved, 60% of the bank balance to be carried-forward from 2016 to be used in the 2017 year. For 2018, 60% of the estimated 2017 year-end bank balance was included in the budget. Slippage is not an appropriate term for this balance. A new term is to be used.
- The current auditor has been in place for fifteen years. Best practices for ensuring audit objectivity and independence suggest an auditor should be changed after several years. The quote for fees is reasonable, thus, it is recommended that Rolfe Benson be appointed as the 2017 auditors.

2018 Budget – Motion: Kelly Betts / Seconded: David Kalaski / Approved

New Auditor appointment – Motion: Kelly Betts / Seconded: Allan Bruce / Approved

Action items: Change the term "Slippage" in the 2018 budget. Provide details of 2018 travel budget. Provide monthly financial statements at every Board meeting.

5. Executive Director Report (Elaine Allan)

- 2018 Sponsorships are on-track.
- Four Board members attended WorldSkills in Abu Dhabi. See the debrief paper for what was important to each attendee. Shaun Thorson from the National Office was also in attendance. It was good to speak informally and in person.
- New financial system is in place. A solid reporting structure has been implemented including detailed budgets for Regionals, Provincials, and Inspire.
- Committees are active: HR, Finance, Programs, and Governance. Governance committee to discuss if there are too many committees and if the members are matched to the right committee for effectiveness.
- 2018 Board meeting dates to be similar to last year

Action Item: Set a list of proposed 2018 Board meeting dates. Governance Committee to review number of committees and suitable members.

6. Old Business

- Action items from previous meetings to be reviewed at the next Board meeting.
- Extremely important that financial items are presented at each Board meeting.

7. New Business

- Set up meeting calendar including the extraordinary meeting in May.
- WorldSkills presentation at the next Board meeting by Board attendees (requested by Kelly Betts)

8. **Adjournment** The meeting was adjourned at 4:27pm.