

# Skills Canada, British Columbia Chapter

## Board of Directors Meeting Minutes

Thursday, January 18, 2018 10:00AM to 3:00PM

BCIT Downtown Campus (555 Seymour Street) BCCAT



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**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.

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Directors Attending: Abigail Fulton, Kelly Betts, David Kalaski, Adrien Livingston, Jason Jung, Amber Roberts

Teleconference: Dawn Minty, Glynis Steen

Others in Attendance: Elaine Allan – Executive Director, Kim Steckler - Accountant

Regrets: John Haller, Cory Williams, Allan Bruce, Doug MacLaren, Sabine Just, Larry Richardson, Dr. Mark Salopek.

Meeting commenced at 10:02AM, Chaired by Abigail Fulton

### 1. Approval of Agenda

- No changes.

**Motion: Adrien Livingston / Seconded: Kelly Betts / Approved**

### 2. Approval of Minutes (November 21, 2017)

- No changes.

**Motion: David Kalaski / Seconded: Jason Jung / Approved**

### 3. President's Report

- **Conference Call with Ministry of Education and ITA**

The purpose was to connect with the new government and to introduce ourselves. We previously sent letters thanking them for their support. Prior to the meeting we provided a copy of our strategic plan for their review. The ITA asked us for a request for funding letter. Accordingly, the Ministry of Education also asked for a letter. Two letters were prepared and submitted after the meeting. Additional discussion was about legacy development and support leading up to the 2020 Nationals.

- **Initiative to Host the 2019 Fall National Meeting**

Skills Canada representatives from across the country attend the meeting. There will be work and costs involved for hosting. A venue is needed and the host city puts on a social event. The event is good for team building but no funding is available from the National Office.

**Motion to approve requesting to host the National Board Meeting in Fall 2019: David Kalaski / Seconded: Kelly Betts / Approved**

**Action Item: Long term planning is needed including a budget, and a proposal for the type of social events to be hosted.**

#### 4. Treasurer's Report

- Additional funding was received from the National office for our external audit, two entries were made to reclassify items to better reflect the nature of the costs, one entry was made to correct a cost that was double-counted. Year-to-date costs are within budgeted amounts.
- Elaine Allan met with our new representative at Telus. Telus provides Skills Canada BC with complimentary office space. He is part of the HR team at Telus and he expressed interest in hiring students who participate in Skills challenges. There may be an opportunity to have a closer partnership between Telus and Skills Canada BC.
- **Executive Director's Report**
- The year-end audit is scheduled for the end of April and beginning of May with the new auditors.
- New Society Act updates are required to be done online by November 2018.
- First Regional Competitions were in Prince George yesterday (January 17). More than double the attendance of last year.
- We have new office space at Telus on the fourth floor.
- Inspire program is in demand. Content should be updated. Michelle is in charge of the program (duties were previously split). New this year: trainers have signage showing Skills Canada BC; they are talking to teachers and students about Skills before Inspire presentations. A coding challenge is being worked on.
- Should we consider hosting the WorldSkills Competition? Elaine spoke with Shaun Thorson from the National Office about the process. John Haller would need to put in a request at the next National Board meeting on February 9<sup>th</sup>. Afterwards, a timeline and framework need to be developed. Support is needed from the provincial government and the national office. Benefits are raising the profile of Skills Canada, an increase in longer term employees, increased size of the Skills BC provincial organization, and the legacy left behind.

**Motion to have John Haller discuss with the National Board the possibility of hosting the WorldSkills Competition: David Kalaski / Seconded : Adrien Livingston / Approved**

#### 5. Committee Chair Reports

##### a. Governance Committee

##### **Code of Conduct and Confidentiality Policy**

[National Board Code of Conduct and Confidentiality Policy presented. The Governance Committee will determine if National Board legal counsel reviewed these policies. If so, it will be recommended that the Board adopt the policies. Discussion to take place at the March 14 Board meeting.](#)

## **Governance Committee continued**

### **Committee Structure**

Comments to be collected at today's meeting and brought forward to the next meeting on March 14. Executive, Finance, plus combined Human Resources and Governance? Task groups as needed? Generally there are three to five members per committee. Standard committees are Governance, Finance and HR.

**Action Item: Ask the Governance committee for recommendations on the structure of all committees going forward**

### **Composition of Board of Directors**

Need for greater employer participation on the Board. Currently there are 15 Board Members. This number should be maintained but not expanded. The number should be discussed annually.

#### **b. Other Committees**

Finance, HR, Programs, Strategic Initiatives

Nothing to report

Chaired by Kelly Betts

#### **6. Gala Debrief**

Pros – Good to have a focused room with seats; the presentation and emcee were well received; Inspire, fashion, and coding exhibits were appreciated; networking opportunities were valued.

Cons – Too many events on one night; not enough details on the medalists (name, category, school, where from), emcee not informed about Skills BC, no BC government representation at the event.

Do we break Gala into separate functions: AGM, competitor recognition, volunteer recognition, sponsor recognition? What should be the focus of the Gala? Should we tie into the CES Conference? Should competitor recognition events be held in various regions across BC rather than holding an event in Vancouver?

**Action Item: A task group was put together for Events. They will discuss the items above and put together a budget.**

## 7. Events 2018

Discussed the following:

- We could hold AGM during September in the Telus Building auditorium after hours. Stream it live. Bring in caterers. Networking opportunity.
- Alternately hold a closed door AGM after the September Board of Directors' meeting. Members could participate via teleconference. Date and call-in instructions given 30 days in advance to members who have paid their dues.
- During the Partners' Luncheon we could show a short 3-minute video to highlight sponsors. Afterwards the video can be used on our website, signature blocks, send to sponsors, etc.
- We could hold a competitor recognition and family event during June after the Nationals. Siblings can attend and a small meal would be provided.
- Volunteer recognition to be tied into the CES Conference. Sponsor a cocktail networking event. Coordinate the timing with the ITA Youth Day.
- Help to develop a province-wide engagement strategy to address regional and special requirements by hosting teleconference groups with alumni and sponsors. Survey ahead of time for what would like to be discussed.

**Action Item: Board members to consider the above and discuss options at the next Board meeting.**

## 8. Next Meeting – March 14, 2018

## 9. Adjournment The meeting was adjourned at 1:25pm.