

Board Meeting Minutes

Tuesday February 5, 2019 | 9:00 to 3:00 pm
BCCAT Boardroom
#709, 555 Seymour Street, Vancouver

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: Kelly Betts, Abigail Fulton, John Haller, Sean Horton, Dennis Innes, Jason Jung, David Kalaski, Adrien Livingston, Dawn Minty (via phone), Larry Richardson, Cory Williams

Regrets: Allan Bruce, Buddy Cardinal

Skills BC Staff in Attendance: Elaine Allan; Susan Powelson, Michelle Skelly and Mona Solemeni

Skills Canada National Office Guests: Shaun Thorsen, CEO and Gail Vent, Business Development.

9:00 am Presentation by Skills Canada National office.
Overview of what to expect with the National Competition in 2020. Prep work ahead of time and how partnership between national and the provincial organizations works to ensure a successful event.

10:29 am Formal part of the board meeting commenced chaired by John Haller, President.

1. Approval of the Agenda

Addition of two items: a report from the governance committee and discussion of committee structure

Moved / Seconded / APPROVED

2. Welcome to New Board Members

3. Approval of Minutes (November 20, 2018)

Moved / Seconded / APPROVED

4. Approval of the President's Report (J. Haller)

The President provided an update of activities to the board. Key highlights are:

- Next national board meeting will be held Friday, Feb 8

- Also, a professional development component (held annually) the Thursday, Feb 7
- Key topic for Friday main board meeting will be the national competition happening in Halifax.
- Next election for 2020 board is in Sept 2019.
- Key discussion item was determining who would be appointed to the national board as the provincial body representative. Will be the president or another board member. Haller proposed that it not necessarily be the president but can be a representative as determined by the Board. Determined that flexibility is key in how we as a board decide to send a representative to the Board.
- Discussion ensued as to whether J. Haller would or would not put his name forward to be interim Treasurer of the National Board, and again in September for the 2020 year. That action was supported by board.

MOTION: It is proposed the National Board representative from SCBC does not have to be the provincial President. SCBC will nominate a representative to participate as the national board director. That determination will be made in February of each year, prior to the first national board meeting of each year.

Moved / Seconded / APPROVED

5. **Financial Report by Treasurer (C. Williams)**

Discussion ensued about some changes that were suggested at the November Board meeting. Such as removal of consulting fees under Inspire program budget item and being shifted to staff salary for organization as whole. Another key discussion item was the amount, segregation and use of the “restricted” funds in the bank account.

**Note: Reminder there is a previous motion that 40% of the bank balance would be segregated and invested. Those segregated savings are only accessible by a board motion.*

**Note: Suggested we change our year end back to March 31 to be in line with the year end for National budget, and governmental sponsor year end.*

MOTION: To accept the 2019 Budget as presented.

Moved / Seconded / APPROVED (Abstain: A. Fulton)

Codicil: Determined that a review should take place before end August 2019 to ensure the budget is realistic and sustainable.

MOTION: The cheque signing authority for Executive Director be increased to \$5,000.

Moved / Seconded / APPROVED

MOTION: Add L. Richardson, Director as additional banking signatory as currently held by C. Williams, D. Kalaski, D. Minty and E. Allan. And to be removed from signing authority is D. McLaren.

Moved / Seconded / APPROVED

12:00 PM -LUNCH

6. Executive Director Report (E. Allan)

ACTION: E. Allan will distribute recommended board meeting dates for 2019 and 2020 and approved via email consensus.

- The first meeting of the year should be the first week of February.
- Suggestion of holding a breakfast or cocktail reception in Victoria (or other location) and invite all the MLA's and other key governmental stakeholders.
- Greater effort to invite government and industry partners to attend the November Gala & AGM so positive elements of previous year galas can be incorporated into new venue and style.
- Having a strong relationship with CES is beneficial. A strongly recommended that SCBC participate again at CES and sponsor one of the sessions again. And bring in a video to showcase as well at event.

ACTION: Connect with Rishi at provincial government to float the idea of having a special event in Victoria. Timing to be discussed.

ACTION: Re-brand the Inspire Program to highlight it is part of SCBC and by extension "world skills".

- How do we get into presenting at PAC meetings? Getting to parents is key for us.
- Audit 2019 to be scheduled for the week of April 29 to May 3, 2019)

ACTION: Send out a calendar invite to all board and staff for the date of the upcoming 2019 Annual Gala and AGM to be held at Science World on Tuesday, November 26

7. Committee Update (D. Kalaski)

- *Governance committee update*
- *Committee Structure*

MOTION: The governance committee recommends the following Board Committee Structure: Executive, Governance/HR, Finance Committees, along with task groups to be implemented when needed.

Moved / Seconded / APPROVED

ACTION: Send an email out soliciting committee members. And create an updated list of committee members.

- *Meeting Minutes*

MOTION: The meeting minutes be recorded that:

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

Moved / Seconded / APPROVED

- *Task Group: Executive Director Evaluation to be formed. Volunteers to sit are C. Williams, D. Minty, K. Betts, L. Richardson along with J. Haller as ex-officio.*

ACTION: Email A. Bruce and B. Cardinal to seek their interest in participating.

8. Old Business

a) *WorldSkills - Amsterdam 2018* Presentation (K. Betts)

b) *WorldSkills - Russia 2019*. (J. Haller)

We should be strategic about who we send.

ACTION: Determine who will attend on behalf of SCBC and make appropriate arrangements. Waiting to hear if we are accepted as a presenter. Budget? Have a provincial government rep as well?

9. 2017 – 2020 Strategic Plan

a) Review of progress to date

b) Next steps

What do we need to do to meet our goals for 2020?

c) Required actions

ACTION: Executive Director to prepare a review of strategy plan and present to board in face to face board meeting the week of September 16. (*i.e. where does the Legacy Plan stand? Alumni engagement?*)

ACTION: once date finalized, send out a calendar invite to all board and staff members.

ACTION: Set up a task force to deal with the past, present and future of the Inspire Program. (Committee Members: K. Betts, J. Jung, D. Innis, S. Horton, M. Skelly, E. Allan)

10. New Business

a) Sponsorship / Funding (updates)

b) Provincial Competition

11. Other

a) 2020 National Competition

- Provincial sponsorship is key

ACTION: obtain the list from National of what Nova Scotia and Alberta provincial governments contributed, and how they contributed to National competitions hosted in their province.

12. Next Meeting (Date TBD)

13. Adjournment insert time

Moved / Seconded / APPROVED