

Acting Executive Director's Report
Michelle Skelly
September 14, 2023

Key Discussion Points:

Budget:

- Work on final budget per details in Board meeting

Banking:

- Completed process for opening new account with RBC
- Signatories up to date
- SCBC is preparing for its annual audit for year ending August 31, 2023.

Skills Canada Operations Meetings:

- Attended in June, next date is October combined with Team Canada meetings and Nationals Board
- Meetings with various Member Organizations

Competitions:

Regionals 2024

- Connect with Regional Coordinators, educators, schools, volunteers
- Working to secure more volunteers and support and increase competitions and competitors

Provincials 2024

- **Date: April 17, 2024**
- Location: Tradex, Abbotsford
- Work on various logistics and follow up with Tradex, contractors, Wild Coast Electrical, Global, Galactic and more.
- Provincial Tech Chairs
- Volunteers Coordination follow up

Nationals 2024

- Quebec City 2024 (May 30 and 31 are competition dates)
- Secured Contract with Best Western Quebec City for Competitors and Delegates
- National Tech Chairs follow up

World Skills

- Team Canada from BC: Fashion Technology, Angie Zhang and Zach Van Boeyen, Industrial Control

- Skills Canada Team meeting in October, Montreal in combination with Ops meetings
- Highlighting and promoting competitors

Programs:

- Girl Guides event, September 10 - partner with UFV, Skilled Trades BC and Construction Foundation attended.
- Inspire Classroom Presentations also including virtual Pro D Day sessions, update Educator Resources, new activities/kits.
- National Skilled Trades and Technology Week – November – various activities and resources being created- giveaways, Skills for Success, alumni features and more.
- Connect with BCCWITT for potential Women in Trades event around Provincials

Key Conferences & Outreach:

- BCTEA (BC Tech ED teachers Conference) – October 20
- CES (Career Education Society) Conference – Nov 20 and 21
- Education and Careers Fairs – Nov 27 – partnering with Government of Canada - ESDC
- Purpose is for educator and students awareness, increase competitors, spectators, volunteers and potential sponsors and create awareness of skilled trades and tech careers

Sponsorship:

- Updating sponsorship package
- Follow up with Government and sponsors – WorksafeBC this week
- New this year- Competition area sponsors
- Work on more supplies/in-kind sponsorship

Government Partners:

Ministry of Advanced Skills and Training:

- Meetings with Adam Schulsky, SCBC key contact
- Attended funding announcement event in June at EJTC, Coquitlam

Ministry of Education RFP/Inspire Classroom presentations

- Submitted RFP in June for Inspire to Ministry of Education
- RFP approved
- Currently Working through the deliverables
- October to March 31, 2023 for implementation.
- Mainly Remote Communities for presentations – over 25 schools and 124 potential presentations
- Working with SIP on this initiative as well
- Will include creation of new materials and educational resources
- Pro D Days and Career Awareness Week

Skilled Trades BC: (Formerly ITA)

- All reporting completed for this fiscal
- Follow up meeting with Maureen Phung – on track

Alumni:

- Hired staff and contractor for SCBC
- Highlighting Skills Canada World competitors
- National Alumni Rep for BC – Rosa – Aesthetics/Hairstyling secured for 2nd year
- Engage alumni through podcasts, videos, alumni features, media representatives (GOC) and social media
- Planning Outreach for volunteering

Website:

- Working on a re-vamp
- Hired contractor/Former Nationals BC Competitor to work with us on this

Marketing and Materials:

- Continuing to inform through eblasts/newsletter and social media
- More SCBC brand consistency with marketing materials – SCBC Awareness
- Upgrades such as Pop up Banners, Promotional flyer, Regionals Posters, signage, promotional items
- Social media contests and trades and tech awareness through NSTTW (National skilled Trades and Technology Week) and throughout the year including promotion of alumni, podcasts etc.

Registration System:

- Evaluating registration system in alignment with website.
- Eg Wordpress/Event Espresso
- Electronic waivers

Reporting:

- New Quarterly reporting for Skills Canada– ESDC funds – Up to date.
- Skilled Trades BC Reporting - Meeting with Maureen. Up to date.
- Ministry of Post-Secondary Education and Future Skills-Meetings with Adam Schulsky. Up to date and scheduled for next week

Storage

- New storage space secured – Sentinel Storage Langley, formerly Telus building
- Storage space organization, inventory etc.

Administration:

- Weekly staff meetings implemented

- Work with staff on Regionals, Provincials, Nationals and other tasks lists
- Contacts list/database
- Various other ongoing administrative duties

Potential roadblocks:

- Numbers were down with competitors this year, 1st year coming back from Covid
- Districts still not having budget or funds, TOC costs difficult
- Teachers don't have the capacity to volunteer
- Funding and cost increases
- Staffing