



Board of Directors Meeting

Minutes of Meeting

March 27, 2024

11:00am – 12:30pm

Via Zoom: <https://us02web.zoom.us/j/88176864156>

Present:

Dennis Innes, John Haller, Cory Williams, Nicola Priestley, Jason Leber, Abigail Fulton, Todd Cumiskey, Lesa Lacey

Regrets:

Leslie Yellowknee, Kate Pelletier, Courtenay Kearney, Brad Moe

Staff: Michelle Skelly, Mona Soleimani (attended for Treasurer's report)

Welcome:

- Dennis Innes, President, started the meeting.

Approval of Agenda:

- Motion to approve agenda.
- Moved: Abigail Fulton; Seconded: Cory Williams; Carried.

Approval of Minutes:

- Motion to approve the January 19, 2024, Board minutes.
- Moved: John Haller; Seconded: Lesa Lacey; Carried.

Reports:

President's Report: Dennis Innes

- No president's report outside of this time.
- Great to see all the engagement by the committees. In very good shape.

National Board Report: Dennis Innes

- #1: Skills Canada is applying to bid for the 2028 World Skills in Toronto.
- People from World Skills will be coming to Toronto in the coming months.
 - Work on getting letters of support.
- #2: Industry engagement channel
- Some people have no idea what we do.
 - Part of the work of the National Board is seeing the need to keep improving our brand.

Executive Report: Michelle Skelly

- **See separate document for detailed report in Board section of website..** Michelle Skelly provided competitions and programs updates in addition to sponsorship, website, Government, operations meeting updates, Ministry of Education grant details including new Educator Guide, alumni and committee updates.
- Regarding sponsorship, John Haller suggested could connect with Blair Qualey, NCDA if needed
- Skills for Success – Beading Kits. Abigail Fulton working on Skills for Success program for indigenous communities. Suggested could work with Michelle Skelly reading the beading kits program.
- Jason Leber asked if there will be VIP tours this year and it was decided that this year Board members will do their own tours with their own contacts.
- John Haller suggested however that if a VIP arrives unannounced, Michelle Skelly has all the Board cell #'s and can contact one of the Board members to tour them around.

Treasurer's Report: Nicola Priestley

- Nicola Priestley presented the Treasurer's report.
- See separate document for further details in Board section of website.
- SCBC Board page includes the updated Financials.
- Feb 2024 Financials up for review.
- Doing great. We are better than budgeted so far.
- Accumulated reserve of \$633,000.
- Does include \$80,000 from Ministry of Post Secondary and Future Skills for 2025 fiscal
- To date, just over 200k in sponsorship commitment. \$118k is receivable to date.
- Right on budget there. Still have some more sponsorship coming in over next few weeks.
- Approaching ESDC deadline for March 31. Going to tap into Mona's accounting to maximize our claiming.
- Mona Soleimani to guide us on what to claim for this current fiscal and next to maximize the funds.

- Discussed at last meeting, sitting on par with pre-Covid expenditures and what we spent in 2019.
- We are at the forefront of the bulk of our expenses the next few weeks.
- Regional sites will be submitting their expenses now.
- Bulk of Provincials expenses coming up.
- Dennis asked if any questions on financials? Mona suggested all is good.
- **Motion to approve report.**
 - Moved: Lisa Lacey; Seconded: Abigail Fulton; Carried.

Committee reports:

Executive Committee:

- Executive met last week, spoke about Provincials, encouraging everyone to attend Provincials.
- Working on drafting a letter, John Haller doing bulk of work to resolve the situation with our previous ED and the laptop computer. Letter will come to the Board.
- Letter from Minister of Advanced Education and Future Skills – Dennis was sent a letter from Minister Beare. The letter stated Minister Beare and the Ministry is looking forward to working together.

Governance Committee:

- Governance Committee report submitted in prior reading materials. Lesa Lacey reported.

Recommendation #1:

- That Kerry Vital and Will Schwartz be appointed to the Board replacing Todd Cumiskey and Leslie Yellowknee respectively. Recommendation accepted.
- Motion to appoint Kerry Vital and Will Schwartz the Board. Moved: Lesa Lacey; econded: Cory Williams; Carried.
- At next AGM, these new Board members will need to stand for re-election.

Recommendation #2

- Hold exit interviews with Board members who have left in the past year.
- Interviews to be completed by Governance Committee chair.
- Future exit interviews to be completed within 30 days of the member vacating.

Recommendation #3

- Motion to adopt new Terms of Reference dated March 13, 2024, for the Governance Committee
- Moved:Lesalacey;Seconded: John Haller; Carried.

Recommendation #4

- Standardize a Terms of Reference template for all Board committees.
- Motion to adopt the new template for Terms of Reference dated March 13, 2024, to be used by all standing Board Committees
- Moved: Lesa Lacey: Seconded: Todd Cumiskey; Carried.

Recommendation #5

- Standardize a template for all committee reports.
- Motion to adopt the new template dated March 13, 2024, for all standing Board committee reports.
- Moved: Lesa Lacey: Seconded: Cory Williams; Carried.

Recommendation #6

- Language with regards to indemnifying Board members be added to the SCBC by-laws. To be addressed when Bylaws are reviewed.

Further Notes:

- Dennis Innis to contact Shaun Thorson at Skills Canada regarding obtaining a copy of the Nationals' Board of Directors handbook.
- Governance Comm. to liaise with ED on Delegation of Authority financial figures prior to bringing to Board for approval.
- *The Governance Committee recommends to the Board that language with regards to indemnifying Board members be added to the SCBC by-laws.*
- Process for onboarding new Board members to be developed for inclusion in bylaws. and/or Board handbook. In the interim, new members could be paired with a current Board member for introduction and guidance.
- Discussion regarding legacy seats on the Board; BCATTA (BC Association of Trades and Technical Administrators), STBC (SkilledTradesBC). To be addressed at later date.

Business Development Committee: Lesa Lacey

- Lesa Lacey will send the report in.
- Kudos to Michelle Skelly and team.
- At a later time can discuss goals for next year, streamline process, potential online forms.
- In relation to the competition, Lesa to send an email to Board members two weeks before the competition asking if coming,
- Michelle Skelly to collect cell phone numbers, and then Lesa Lacey will divide up the sponsorship list.
- Impressive as Canadians are giving less now.
- Suggestion if you have people interested or potential sponsors, invite them to the event, offer to tour them around. Once people see it, they really connect to the event.

- Michelle Skelly mentioned there are a few sponsors in the pipeline so number will be potentially higher.

7. Other Business: No other business.

8. In-Camera: Michelle Skelly and Mona Soleimani left the meeting.

9. Next Meeting: May 15, 2024

10. Meeting adjourned