**Executive Director’s Report**

**Michelle Skelly**

**Skills Canada Board Meeting**

**August 28, 2024**

**Draft Budget:**

* Draft Budget has been posted in Board Login on website for review.
* To be discussed in detail in Board Meeting.
* Preliminary meetings have occurred with Nicola, Dennis, Mona and further consultation with Jamie Maxwell regarding Regionals and Provincials expenditures.

**Provincials:**
Tradex, Abbotsford – April 16, 2024

* Following up with Tradex re Tourism Abbotsford and potential grants.
* Tradex met with City of Abbotsford and apparently no grants available.
* Working on Promotional Materials and website updates.
* Working with Jamie Maxwell regarding costs and potential cost cutting measures such as Provincial Tech Chair/TOC coverage.
* Development of Supplies and Materials Chart and follow up for Sponsorship – work with staff, Jamie and Mike regarding this.
* New Provincials Promotional Video for 2024: <https://www.instagram.com/reel/C6t5cziN11W/?utm_source=ig_embed&ig_rid=d26ce919-8b49-44fb-915a-5d5a654147bf>

**Regionals:**

* Regional Coordinator meetings will start end of September.
* Jamie to work with Mike to develop those regions that are underrepresented.
* Shoshawna will continue as RC for Central Lower Mainland and Jamie for Peace Region until they find someone to take over.
* Working on templates for Regional Coordinators to use for promoting the Regionals.
* Regionals Report 2024 available outlining the current status of each region. Can be further discussed in Board meeting.

**Nationals:**

* Dates: May 29 and 30, 2025
* Location: Regina, Saskatchewan
* Secured a hotel for Team BC. Royale Hotel Regina
* Zoom meeting preliminary meetings were successful. Will continue with this.
* Almost 50% of the 60 competitors received a medal!
	+ <https://skillscanada.bc.ca/competitions/national-competitions/2024-national-medalist-results/>

**WorldSkills:**

* Dates: September 10 to 15, 2024 - Lyon, France
* Ongoing check-ins with Zachary Van Boeyen, Industrial Control and Angie Zhang, Fashion Technology, BC World Skills competitors.
* Visited Angie at Eric Hamber Secondary in August with French Consulate and trainer Nina Ho. Photos shared through consulate, social media and newsletter.
* Further promotions on social media with Angie and Zachary in addition to newsletter e-blast will continue.
* World Skills 2026 - China
* World Skills 2028 – Toronto or Japan tbd.

**Sponsorship:**

* Business Development Meeting tbd.
* Working on new Sponsorship guide for 2025 and Competition Area Flyer.
* Sent to Business Development Committee.
* Follow up/Meetings in July with sponsors such as CN, Coast Capital Savings, WorkSafeBC.
* Still working to secure the 10k from Ovintiv from last fiscal .
* Started a potential sponsorship follow up list for 2025.
* See link to spreadsheet for further details:
* [https://netorg5219597-my.sharepoint.com/:x:/g/personal/michelle\_skillscanada\_bc\_ca/EUY6lUvIjFlFo1h8JTZgrt4BUL35nHOcd8jVKRSC-xYmBg?e=5PSCpK](https://netorg5219597-my.sharepoint.com/%3Ax%3A/g/personal/michelle_skillscanada_bc_ca/EUY6lUvIjFlFo1h8JTZgrt4BUL35nHOcd8jVKRSC-xYmBg?e=5PSCpK)
* Mike Ford to work with Jamie and I on sponsorship this year.
* Continued Skills Canada Business Development Meetings to collaborate on potential sponsors. Met with committee on August 22, 2024.

**Government:**

* **Ministry of Future Skills and Training**
	+ Met with our liaison Adam Skulsky, July 23. Next meeting with Adam is in the fall. No further updates.
	+ Things at a standstill now with elections coming up.
	+ Adam noted that nothing required from us at this point. All reports are up to date.
* **Ministry of Education**
	+ Daniel Tones/Jacqueline O’Callaghan to advise if any future RFP’s come up. Nothing to date.
	+ Asked for revision on Educator guide so can be used on the Ministry of Education website. Currently working on this with graphic designer.
* **Skilled Trades BC**
	+ Worked with Kate Pelletier on Proposal to Skilled Trades BC. Submitted early March.
	+ Met with Maureen Phung regarding next funding agreement July 10.
	+ Met with Shelley Gray July 16.
	+ Confirmed 50% of last agreement for 1 year = $55,000
	+ Currently working with Maureen regarding the agreement for this.
	+ STBC has not received any additional funding thereby impacting our agreement.
	+ Shelley to advise if further funds become available.
* **Government of Canada –** ESDC funding through Skills Canada
	+ Mona and I are preparing and submitting ongoing quarterly reporting to Skills Canada. Next quarterly report is due October 15.
	+ Renewal coming up with Skills Canada. More details to follow as we find out more information from Skills Canada.
	+ Further update in Board meeting.

**Skills Canada Operations Meetings:**

* Virtual and in Person Operations Meetings are ongoing.
* Next in person Operations meetings is in October with Nationals Board members.
* Skills Canada discussed the Member organizations bring programming or competition staff to one of the upcoming Operations meetings this year. Not confirmed yet which Operations meeting this will be. Potentially February.

**Programs:**

* Plan is to deliver Inspire presentations to some remote regions however with limited budget the presentation numbers will decrease. Connected with Construction Foundation of BC for delivering Fort Nelson. Connected with Fort Nelson school district.
* Plan to continue to deliver Women in Trades Conference (Peace Region, Dawson Creek) in conjunction with Skilled Trades BC.
* Skills for Success - Beading Kits provided by Skills Canada. Working on distributing this in the fall. Fort Nelson interested. Focus on remote regions.
* In discussions with South Island Partnership (SIP) regarding fall rollout of Inspire (pending budget confirmation).
* Met with Skilled Trades BC Apprenticeship Advisor in June regarding additional potential Women in Trades workshop in the lower mainland (Ashley Maddalozzo).

**Conferences:**

* CES (Career Education Society Conference). Confirmed exhibitor attendance for November 2024, Vancouver.
* BCTEA (BC Technology Education Association Conference). Plan to exhibit October 2024, Chilliwack.

**Alumni:**

* Rosa Donaire Champagne (National Alumni Rep) has confirmed will renew as BC representative for another year.
* Committee noted that if provinces were willing to renew another year it would provide more consistency and opportunity for alumni to work on projects together.
* Working to gather more testimonials to add to website and for reporting purposes:
	+ <https://skillscanada.bc.ca/testimonials/>
* Sent out message on social media to alumni for volunteering:
* Plan to continue alumni follow up with Provincials involvement, medals ceremony.
* Shoshawna has been working on some podcasts. Promoted on social media and newsletters: <https://skillscanada.bc.ca/educators-guide/podcasts-interviews/>

**Trades Advisory Committee:**

* **South Fraser Trades Advisory Committee** will reconvene in the fall.
* Surrey, Langley, Richmond, Delta school districts, post-secondary, employers and other organizations.

**Website:**

* Ongoing updates
* Testimonials, Sectors
* Donation Link
* Updating Competitions Section

**Registration:**

* Shoshawna working with Jamie to help with Regionals registration this year.
* Working on improving to the teacher/user experience.
* Also researching other registration systems for pros/cons and pricing.

**Staffing:**

* Ongoing weekly staff meetings.
* Hired Mike Ford – Start Date August 26, 2024.
* Skills Canada to fund 1 year for this overlap with Jamie Maxwell prior to retirement
* *Draft* Staff Roles and responsibilities documents have been completed. Will share with committee.
* Some responsibilities are being re-allocated.
* Further details can be discussed in Board meeting.
* Staff Handbook. Met with Courtenay and Mona to review/edit.

**Board Committees:**

* Have met with various Board members for Committee work regarding Governance, HR, Finance and other details.
* Ongoing meetings with Dennis Innes, Board President.

**Indigenous Involvement:**

* Met with Bennie Graydon, Employment and Relations Specialist with Squamish Nation Training and Trades Centre. Bennie attended Provincials last year. Wants to help spread the word to indigenous communities about Skills Canada BC and Provincials.