***Skills Canada BC***

***Board Meeting September 19, 2023***

***Wall Notes for Discussions and Follow Up:***

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| **1 YEAR VISION:** |
| Focus on Competitions |
| Relationship Building with old, current and new sponsors |
| Diverse funding and sponsorship – Government, Industry, School Districts, Community |
| Review/Updates to Regional Registration System |
| Review Competitor Access process for teachers |
| Improve Retained Earnings |
| Improve work/life balance of ED |
| Discuss potential for cohesive website – Request/discuss National support (Dennis, Natls Board) Branding across country? |
| Add BOD to website – like National website |
| Update waiver, language, terminology to be welcoming, inclusive |
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| **5 YEAR VISION:** |
| Review potential of SCBC Gala/event and tack onto CES thanking stakeholders |
| Improve Work/Life Balance for staff |
| Increase # of World Skills Competitors |
| Indigenous Teams  Better indigenous outreach and participation |
| Improve retained earnings |
| 6 month contingency in the bank |
| Increased Funding from STBC/Govt  Capitalize on Fall reporting schedule from STBC including slippage |
| Potential of funding Red Seal Alumni for School Outreach Construction Foundation |
| Sustainable Funding |
| Explore job board for alumni |
| Weakness – Poor understanding of technology sector. Brand seems one sided. Foster a community of technology experts to inform plan to move forward |
| **PARKING LOT** |
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| **MICHELLE TO DO** |
| Board contact list |
| Revitalize roles – opportunity for better allocation of resources (Michelle this was around Jamie) |
| Risk Registry – Down the road |
| Infectious Diseases – Provide update on RCs and ask |
| Finalize sponsorship levels |
| Need more Regional Coordinators - look at areas that are underserved |
| Support for Regional competitions – consistency @ competitions in marketing - OPS |
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| **Executive Committee** |
| ***Chair, Vice Chair, Secretary, Treasurer, Post Chair*** |
| Meeting 4 x year pre dating meetings |
| Calls to stakeholders who have been wronged – Sylvia, PCL, alumni, teachers, competitors. |
| Staffing Review |
| Regular checkins with funders/sponsors |
| Reputational damage – questions from sponsors |
| Executive to communicate with key stakeholders by Dec 31/23 |
| ED Performance review and timing – Annual   * 6 month – April/May 2024 Ed with Executive * 6 month – 2024 with all Board * Internal August 2024, Board survey * Fall Nov 2025 – Full review. HR 360 – every 2 years. * Regular check ins with Chair and ED |
| EDI for the board |
| Board Succession – terms, more diverse, industry representation |
| Chair to receive ED vacation requests |
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| **Governance** |
| ***Courtenay, Lesa, Cory, Kate\**** |
| BOD Code of Conduct Board Handbook |
| 4x/yr min |
| Develop K.P.I. |
| Key Messaging – Develop and Maintain |
| Key Priorities to Match organization goals – report progresses |
| Employment Agreement – |
| Update Chair job description to include reviewing vacation requests from ED |
| Job Description ED – travel policy with exp policy review |
| Delegation of authority policy including contract signing levels |
| Travel policy by April, 2024 |
| 6 month Governance reviews |
| Board Calendar – Board, committee, BC, National, Other events, funding timelines (Fall STBC) AGM – approve Jan 23 meeting, CEO Performance review. |
| Add Procurement Policy – BC – alumni focused |
| Clear Descriptions/roles for ED, Executive and Board members |
| Clear Committee terms of reference and reporting, clarify board roles and responsibility |
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| **Finance Committee** |
| ***Nicola, Dennis, Jason Leber, Mona*** |
| 4 meetings a year |
| Who is moving into Executive, have on Finance |
| Look at term deposit 270,000 fund – are there opportunities to earn more interest |
| What is 6 months operating to set goal of contingency? |
| Spend less raise more |
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| **Business Development Committee** |
| ***Committee:***  ***Abigail – Chair, Lesa – Co-Chair? Dennis, Jason J, Courtenay, John, Larry, Kate (Business Plan), Suggestion: Leslie, Todd, Brad, Larry, Michelle*** |
| Business Plan, Sponsorship, re-engage competitions, community |
| All Board responsibility |
| Work towards tours/BOD tours/Government/VIP, at the Competition |
| Personal thank you from BOD to key stakeholders at the competition like Sylvia, sponsors – could be assigned by staff prior to April 1 |
| Cover – Sponsorship, Stakeholder engagement, competition |
| Capitalize on potential slippage from STBC for new projects – DEI, indigenous, pilot/library of pilots |
| Capitalize on funding from various sources |
| Clear Business Plan – 1, 3, 5 year planning and strategy |
| Awareness that employers were concerned about poaching when sending their staff/apprentices/competitors to Skills competitions |
| Focus on links to employment, ensure sponsors/industry access to students at Regionals/Provincials |
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| **Community Engagement** |
| Key Messaging needed for branding and crisis management |
| Community = stakeholders, alumni, competitors, teachers/schools |
| Outreach through the grant this year (MOE) |
| Deans – what they contribute |
| Foster a network of alumni – cultivate relationships |
| Survey alumni – alumni interests and feedback. What are their needs? Year 2. |
| Encouraging school districts to devote staffing and time to support SkillsBC event |
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| **Stakeholders**  Government  STBC  Ministry of Advanced Ed  Alumni  Competitors  K-12 Students  BCAATA  Teachers  Counsellors – Career  Industry – Employers  Other Associations  Parents – decision makers  Post Secondary  Volunteers | **Committee Reporting**  One page in advance  Meeting minutes  Upcoming meetings  Committee Chair reports  Wins  Risks  Pertinent topics |
| **ED Reporting**  Meetings attended  Events attended  Staffing concerns/shortfalls  Wins  Losses  Progress on strat/work plan  Data – participation #’s by trades competitions, regions. What is health of competition by region – view issues, successes  Key stakeholders interactions  Gaps in Regional Coordinators  Legal Issues/reputational | **Decision Making**  Does it align with strategic plan  Resources, staffing, Board, sponsor? Financial time  How does it serve our stakeholders?  How are we reporting success/outcomes? |
| **ED Review**  6 months  What’s working, what is not, how can I grow?  Board, what is going well.  Job description working  Staffing |  |