***Board Meeting August 28, 2024***

***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 |
| Continue Inspire Programs – explore alternative funding |
| Continue Women in Trades in Peace Region and explore potential of lower mainland program |
| Improve Retained Earnings – ensure consistent wording |
| Improve work/life balance of ED |
| Invest $150,000 in short term savings |
| Continue and expand relationships with alumni |
| Expand outreach with Tech and Hospitality industries |
| Capitalize on Mona’s strong relationship with April at National |
| Address threats   * Lack of support from incoming government * Competition with other associations for limited funding * Construction industry flat in Summer/Fall, 2024 |
| **5 YEAR VISION:** |
| Review potential of SCBC event to express appreciation for sponsors and partners (with Mark Anthony group?) and potential tack onto CES thanking stakeholders |
| Improve Work/Life Balance for staff |
| Increase # of Canadian Skills Competitors |
| Indigenous Teams  Better indigenous outreach and participation |
| Improve retained earnings/reserve funds |
| 3 – 6 month contingency in the bank |
| Increased Funding from STBC/Govt  Capitalize on Fall reporting schedule from STBC including slippage |
| Explore how we can/do support for new Canadians or individuals with different abilities |
| Sustainable Funding |
| Have BC representative as National President |
| Weakness – Poor understanding of technology sector. Brand seems one sided. Foster a community of technology experts to inform plan to move forward |
| **MICHELLE TO DO – IMMEDIATE TO DO** |
| Work with governance on risk registry |
| Link work plan and board committee goals to strategic plan |
| Expand strategic plan to be 3 years |
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| **Executive Committee** |
| ***Chair, Vice Chair, Secretary, Treasurer, Post Chair, ED as Ex Officio*** |
| Meeting 4 x year predating meetings |
| Maintain and improve community relationships |
| Responsibility for sole employee |
| ED to create work plan from strategic plan – ED to review |
| Regular checkins with funders/sponsors |
| 2025 focus on ED succession with continuation plan |
| ED Performance review and timing – Annual   * 6 month – April/May 2025 Ed with Executive * 6 month – 2025 with all Board * Internal August 2025, Board survey * Fall Nov 2025 – Full review. HR 360 – every 2 years. * Regular check ins with Chair and ED |
| EDI for the board – suggest GPA+ training |
| Maintain and improve relationships with Skills Canada |
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| **Governance** |
| ***Courtenay, Lesa, Cori, Kate\*- Kate is Chair, Dennis/Chair as Ex-Officio*** |
| BOD Code of Conduct Board Handbook confirmed by Christmas |
| 4x/yr min |
| Create risk registry   * Work with finance committee to assess costs to wind down * Funding risk * Look at National risk registry * Board dysfunction * ED sudden loss/move – plan for contingency/continuation * Reputational risk * Climate * File security/access/cyber risk |
| Job Description ED – travel policy with exp policy review – by Christmas 2024 |
| Delegation of authority policy including contract signing levels – by Christmas 2024 |
| Travel policy in handbook – by Christmas 2024 |
| Maintain board calendar |
| Add statement to policy handbook re Procurement Policy – BC – alumni focused |
| Plan for bylaw review 2024 – 2026 |
| Create schedule for review of governance documents |
| Board education – including onboarding – potential of using GBA+ Federal course |
| Governance board can strike HR ad hoc task group – or other task groups |
| Ensure all terms of reference are up to date |
| Ensure National board/bylaws match for competition |
| Introduce renewal of terms – 3 X 2 year terms – present proposal to board – ensure sufficient time for BC board member to accede to National board   * Board renewals – 2 years * Executive – 2 years |
| Create Officer nomination form – goes out December from governance   * Governance asks if anyone will not be renewing terms * Governance strikes nomination ad hoc task group – 1 – 2 meetings expected * Nomination task group to have 2 members from the Executive plus 1 more board member – at least one member must be from the Governance Committee |
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| **Finance Committee** |
| ***Nicola, Dennis, Accountant and ED as Ex Officio*** |
| 4 meetings a year |
| Who is moving into Executive, have on Finance |
| Explore reserve fund options |
| What is 3 - 6 months operating to set goal of contingency? What do we need on hand to wind down   * Present to board 3 and 6 month wind down * Work with National if there are shortfalls |
| Spend less raise more |
| Create 3 year financial plan to support 3 year strategic plan and assess sustainability |
| Invest $150,000 of short term savings in RBC 3.5% rate – look at Coast Capital down the road should they become a major sponsor |
| Check terms of reference for committee |
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| **Board Composition** |
| Recognize gaps in current composition – Indigenous representation, tech, hospitality, alumni, Northern BC, pipelines, BCADTA, MAEd, STBC |
| Introduce renewal of terms with governance committee |
| Board size – 10 – 14 noted in bylaws – 12 is preferred |
| Ensure history is maintained |
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| **Business Development Committee** |
| ***Committee:***  ***Abigail – Co-Chair, Kerry – Co-Chair, Dennis, Jason L, John, Courtenay, Brad, Lesa*** |
| ALL BOARD RESPONSIBILITY – give names to ED |
| Sponsorship, re-engage competitions, community |
| Assess how much competition brings $ to Abbotsford – around 4,000 visitors |
| Capitalize on sectors under represented:   * Tech * Hospitality – hotel chains, restaurants, Mission Hills * Automotive * DND * Agri tech * Aerospace * Seaspan – need to hire 125 welders and 75 fitters |
| Work towards tours/BOD tours/Government/VIP, at the Competition – review with National VIP Tours |
| Personal thank you from BOD to key stakeholders at the competition like Sylvia, sponsors – could be assigned by staff prior to April 1 |
| Advocacy for more funding with government |
| 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 – tie to finance 3 year plan |
| Focus on media coverage |
| 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 |  |