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**Board of Directors Meeting –Minutes**

**August 28, 2024 - 9:00am – 3:00pm**

**VCC Downtown: Boardroom 209, Vancouver**

Present – Dennis Innes, Brad Moe, Courtenay Kearney, John Haller, Kate Pelletier, Nicola Priestley, Cory Williams, Lesa Lacey, Will Schwartz, Kerry Vital

Regrets: Jason Leber, Abigail Fulton

Staff: Michelle Skelly, Mona Soleimani

**Welcome:** Dennis Innis, President welcomed the Board participants.

Call to order at 9:00am and acknowledgements.

**1.Introductions:**

**Introductions were made around the table.**

**2. Approval of Agenda:**

* Motion to approve agenda. Moved: Kate Pelletier; Seconded: Brad Moe; Carried.

**3. Approval of Minutes:**

* Motion to approve Minutes. Moved: Cory Williams; Seconded: Kate Pelletier; Carried.
* Kate to send Michelle minor edits.

**4/5: Presidents Report – Dennis Innis**

* Combined President’s report and Nationals report. Noted the progress with the Committees. Noted biggest hurdle is funding challenge and not just with Skills BC.
* Discussed looking at how we can support Skilled Trades BC and Provincial Government.
* Noted September 14 announcement regarding World Skills decision on location for 2028.

**6. Executive Director’s Report – Michelle Skelly**

* See separate document with detailed breakdown.
* The Board discussed risk assessment. Nationals has a template for this. Dennis will forward to Michelle and Kate .

**7. Financial Report - Treasurer’s Report and Budget Approval**

* The Treasurer’s Report was presented.
* Discussed moving $150,000 into a short-term investment.
* Motion that $150,000 to be moved into a short-term investment. Moved: Lesa Lacey; Seconded: Cory Williams; Carried.
* The Board will look for renewal next year.

**Treasurer’s Report:**

* Line Item #5 edited to use consistent language to describe “surplus” funds.
* Line item #6: Electronic fund transfer limit increase request: The current monthly limit is $40,000. To improve efficiency during busy periods, it would be beneficial to increase the monthly limit to $60,000.
  + Motion to increase the limit from $40,000 to $60,000. Moved: John Haller; Seconded: Kate Pelletier; Carried.
* Motion to approve Treasurer’s report: Moved: Lesa Lacey with amendment noted. Seconded: Dennis Innes; Carried.

**Draft Budget and Approval:**

* Nicola Priestley went through the draft budget for 2024-2025 noting that it was a deficit budget and noted the Executive had reviewed it at an Executive meeting.
* Reasons for deficit budget was presented.
* Michelle Skelly also presented a proposed plan for dealing with the deficit budget.
* Work on existing sponsorship and potential new sponsors.
* Leverage Board contacts and relationships.
* Look at past sponsorship that can be potentially revisited.
* New staff member, Mike Ford, to focus on sponsorship.
* After election, follow up with Government with Board President.
* Follow up with potential grant applications such as Enbridge, Ovintiv, BC Hydro. Will be working with Mike Ford and Jamie Maxwell with this.
* Look at materials cost cutting, seek more supply sponsors – creating a shared worksheet to review each competition area, costs and potential sponsors. Mike Ford to initiate this.
* Discussions with Tradex regarding grant opportunities – Tourism Abbotsford meeting early Sept.
* Discussions with Tradex regarding cost cutting potentials such as F&B.
* Discussions with contractors such as Galactic regarding booth space instead of cash payment.
* Discussions with Tech Chairs regarding district/school TOC (teacher on call) coverage and other avenues for covering these costs.
* John Haller suggested Dennis Innes speak to Nationals regarding potentially reducing the Nationals registration fees.
* Line #55 in draft budget: Cash available from prior year –Mona Soleimani suggested edit to: **Retained Surplus from Previous Years.**
* Motion to approve the 2024-2025 Budget. Moved: Cory Williams; Seconded: Brad Moe; Carried.

**8. Strategic Plan (Draft) for Review:**

* Lesa Lacey walked the Board through a review of the Strategic Plan developed last year
* Edits to the 2023 plan include: Adding indigenous under partners and community engagements and add associations.
* Plan dates were changed to reflect a 3 year timeframe 2024 to 2027
* Details of the edits/updates are in the “Wall Notes” included in these Minutes.
* Lesa Lacey suggested focus on financial independence in the Work plan to ensure sustainability of the competitions.
* Michelle Skelly will develop a Workplan with timelines and KPIs to reach goal and provide a draft for the Board for the January meeting.
* Motion to approve 2024 to 2027 Strategic Plan as revised. Moved: John Haller; Seconded: Courtenay Kearney; Carried.

**9. Priority Planning (Fundraising)**

**Next Steps:**

* Board discussed Sponsorship Guide – currently draft for review.
* Edits: Take out Motivator sponsorship level - $1,000– donation button can be used if financial contribution lower than $1500.
* John suggested still a re-build year – so rather than raise the value, raise the number of sponsors.
* Lesa suggested capitalize on hospitality, tech and automotive sectors for potential donors.

**10. Committee Discussions –** Business Development /Governance/Finance/Executive/HR

* Members and Meeting Dates were discussed and determined for each of the committees.

**Business development**:

* Discussed four meetings per year. Meeting dates determined and zoom invitations to be sent.
* Discussed VIP tours for Provincials.
* Discussed social media, media coverage for Provincials.

**Governance:**

* Decided committee meeting timing works well just prior to Board meetings. Meetings dates determined and zoom invitations to be sent.
* Procurement policy – seek to work with alumni where possible? Include a statement.
* Working on various documents for approval at December Board meeting.
* Kate Pelletier noted the committee is looking at Board education and orientation for new members and after discussion today – a Risk Registry.

**Finance:**

* Discussed four meetings a year. Finance will decide meeting dates prior to Board meetings.

**Executive:**

* Discussed four meetings per year. Executive will determine the meeting dates prior to the Board meetings.
* Discussed being more transparent with the rest of the Board.

**HR/Executive and Committee Breakdown:**

* The Board discussed whether HR should be a separate committee or part of the Executive.
* Discussions regarding the development of Executive Director performance review required.
* The Executive only deals with HR for the Executive Director.
* The Executive Director job description to be finalized.
* The Executive Director completes the job descriptions for staff.
* Board nominations/onboarding is Governance
* The HR sub committee will work on separate work as needed.

**HR SUB committee** discussed the RRSP Contribution plan:

* Cory Williams presented the HR Committee Report as follows:
  + Recommendation for implementation of a matching contribution RRSP Plan for employer and employees at 2%
  + There will be a wait period determined by the carrier.  If no wait period is indicated by the carrier, there will be a 2-year wait period, from the date of the beginning of participation in the plan, before an employee is eligible to withdraw funds from the plan, unless the employee resigns or is terminated from the organization.
* Effective start date September 1, 2024.
* Motion to approve the RRSP Plan. Moved: Lesa Lacey; Seconded: Kerry Vital; Carried.

**11. Future Meeting Planning:**

**Upcoming SCBC Board of Directors Meetings:**

* November 15, 2024 – 11:00am – 12:30pm - prepare for AGM (Zoom)
* **January 15, 2025 – 11:00am – 11:30am – AGM (Zoom)**
* January 15, 2025 - 11:30am – 12:30pm - BOD meeting after AGM (Zoom)
* March 27, 2025 - 11:00am – 12:30pm – BOD meeting (Zoom)
* **April 16, 2025 – All day event - Provincials, Tradex, Abbotsford (In Person)**
* June 12, 2025 - 11:00am – 12:30pm- BOD meeting (Zoom)
* **September 3, 2025 – 9:00am – 3:00pm- BOD meeting (In-person) - planning – VCC, Vancouver**

**12. Board Composition:**

* The Board discussed the composition as outlined in SCBC By-Laws and options for additional members.
* It was noted that Jason Leber, although has left Skilled Trades BC and is no longer part of a government agency, he is now in industry and will stay on the Board.
* Discussions were noted regarding more industry, Skilled Trades BC representative, indigenous, technology and alumni.
* As per our By-Laws, the Board determines the total number of Directors to be on the Board and we should do this and document it
* John Haller suggests 10 to 14 is realistic. Goal is 12.
* Governance is responsible for nominations of new Board members and the process for the election of the Executive.
* The Board discussed that progression from Skills Canada BC Board to National Board is important.
* Suggestions that we may need further discussions and/or policies regarding who from Skills Canada BC goes to the National Board - . a Ad Hoc Committee will be established and include John Haller and Dennis Innes because of their history and knowledge at the National Board level.
* Discussed whether we should put limits on the number of terms a Director can serve. This can be further discussed at the Ad Hoc Committee.
* Terms are currently 2 years and can be renewed.

\*See Wall notes for further details regarding committees, 1 year and 5-year plans.

**13. In Camera** – Michelle Skelly left the meeting.

**Meeting Adjourned at 3:00pm.**