

Board of Directors Meeting

Minutes of Meeting

May 15, 2024

11:00am – 12:30pm

Via Zoom: <https://us02web.zoom.us/j/89711874365>

Present:

Dennis Innes, John Haller, Cory Williams, Nicola Priestley, Kate Pelletier, Jason Leber, Abigail Fulton, Lesa Lacey, Kerry Vital

Staff:

Michelle Skelly and Mona Soleimani

Regrets:

Courtenay Kearney, Will Schwartz, Brad Moe

Welcome:

- Dennis Innes, President, started the meeting.
- Dennis Innes welcomed Kerry Vital as new Board member.

Approval of Agenda:

- Motion to approve agenda.
- Moved: Lesa Lacey; Seconded: Nicola Priestley; Carried.

Approval of Minutes:

- Motion to approve the March 27, 2024, Board Minutes.
- Moved: Lesa Lacey; Seconded: John Haller; Carried.

Reports:

President's Report: Dennis Innes

- President gave an oral report
- Dennis thanked everyone including Michelle Skelly and her team.
- Successful event at Provincials.

- Organization in good form.
- Committees are engaged and working.
- Exciting to see where the organization is going. Back on track.

National Board Report: Dennis Innes

- Meetings were held two weeks ago with World Skills reps in Toronto and Skills Competences Canada.
- Hoping winning bid for Worlds will be Toronto.

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, alumni and committee updates.

Treasurer's Report: Nicola Priestley

- Nicola Priestley presented the Treasurer's report and reviewed April Financials.
- See separate document for further details in Board section of website.
- SCBC Board page includes the updated Financials.
- March and April 2024 Financials up for review.
- March and April Financials are also in Board section of website .
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Per report:

1. As in previous reports we are in a good position. We have \$628,000 in reserve funds. A portion of this, \$80,000 is allotted to the 2025 fiscal.

2. Currently, reserved funds are in a chequing account which has low interest. Would like to bring back to the table a recommendation, that has been discussed in the past, to take a portion of the reserve funds and put them in a short-term deposit. .

Suggesting that \$350,000 be put into a short-term deposit. Nicola suggested we might want to weigh the pros and cons.

There could be fees if it was necessary to pull the funds out but can be further discussed.

3. Details in report. Michelle spoke to sponsorship. We have raised over budgeted dollars. Mona and Michelle looking at discrepancy regarding what promised and what coming in.

In report there is the reference of the spreadsheet amount and difference being reconciled.

4. Overall performance is better than budgeted. More will be clarified after the May Provincials as that includes Provincials expenditures. April financials has a good chunk of expenses, but May will give the complete picture.
5. Would like to draw attention to the vacation tab within the April financial report. We can come back to discuss this. Balance sheet does have a good amount of accrued vacation. Allocation of days and hours are shown.

Would like to bring to consideration for inclusion in policy, , accrual and how much can be brought forward.

Action: Discussion to occur within the Governance committee and across the Board regarding how we make sure we are in a good spot at the end of the year.

6. Note within 2024 budget dollars were allocated to go towards potential RRSP benefits. This has been an ongoing discussion.
Recommendation for Governance committee to have a decision to finalized this.
See within April financials about the funds set aside.
Potentially come up with a multi-year projection to see what that looks like for the organization.

Action: Michelle Skelly will forward the information provided from ICBA to Cory Williams.

Michelle had a preliminary meeting with Dennis regarding this and will provide a short written brief with details to him.

Motion to approve report.

- Moved: Dennis Innes; Seconded: Jason Leber; Carried.

Committee reports:

Executive Committee: Dennis Innes

- The Committee tries to meet before each Board meeting to get an update.
- The idea is to get more activity in the HR committee.
- Cory Williams will reach out regarding that committee.
- Will be speaking about policies.
- There will be a few more things in the in-camera meeting.

Governance Committee: Kate Pelletier

- Governance Committee report was submitted in prior reading materials. Two things for discussion:

1. Expense claim policy.

- This was put on the agenda in September.
- Michelle Skelly brought it forward for discussion.
- Kate Pelletier did research regarding per diems and mileage currently for discussions.
- The table compares per diems and mileage for the BC government,, the National Joint Council (NJC) ; and our current ones for staff and the Board. Our policy says we follow BC government guidelines; this mileage is higher but the per diems are lower than we are currently using.
- Ours is almost at the level of NJC (National Joint Council) except their mileage is lower.
- We should be consistent with a standard.
- Recommendation is to follow either BC or the National office (Skills Canada – who follow NJC)). It is more justifiable to follow an actual standard.
- Lesa Lacey suggested Kate Pelletier makes a recommendation and we can vote on it.
- Dennis Innes suggested we don't want to decrease.

Kate Pelletier's recommendation to the Board:

- Staff, Board, and volunteer rates are the same.
- Use the current National Joint Council rate for meals but not allow incidentals
- Freeze mileage at 61c/km until the National Joint Council rate catches up to this and then follow the NJC guidelines.

Motion for discussion. Moved: Cory Williams; Seconded: Lesa Lacey Carried.

- Cory Williams suggested to raise the rates to an amount that is reasonable, so everyone is being paid the same.
- This will make it easier for Michelle Skelly and Mona Soleimani to do the budgeting.
- Cory Williams supports the recommendation.
- Jason Leber commented the cost of fuel is higher in BC, we could potentially go with the BC rate of 63c.
- Kate Pelletier suggested it would better to be consistent, following one guideline.

- John Haller mentioned when on the National Board, Skills Canada couldn't have expense claims higher than Federal rates since Federally funded. Could be the same or lower but couldn't be higher.
- Abigail Fulton noted we are not completely funded by ESDC therefore don't have to follow that guideline and suggestion would be to make the per diem higher.
- Mona Soleimani notes we have never been able to claim those mileages under ESDC. The benchmark for CRA 71c/km is just referring to taxes.
- Mona Soleimani suggested there have been several different rates for mileage and it would be good to have at the same rate however large number of payouts have been done through mileage in the past to volunteers, so we need to take this into account.
- For some volunteers, tech chairs etc. Jamie Maxwell has suggested for them to provide gas receipts vs mileage.
- Mona Soleimani suggests we can't open up for all volunteers to use the mileage claim.
- Mona Soleimani has created some claim forms for how much they can claim. They don't decide.
- Kate Pelletier: suggested there should be further discussions regarding what to do about volunteers. We can make a decision on this later.
- Jason Leber brought up the discussion regarding looking at renting cars for longer distances as less expensive than mileage. If volunteers are driving longer distances should look at which amount is less. In some policies it shows where the limit starts and stops for longer distances.
- Cory Williams suggested while with Skilled Trades BC it might have been at 300km that it was recommended to rent rather than mileage.

Motion for Board, Staff and Volunteers per diems have a rate adjustment now and can adjust moving forward.

- Motion to take the NJC (National Joint Council) current rate for Breakfast, Lunch and Dinner and maintain 61c/km for mileage and to freeze this rate until the National Joint Council rate catches up (currently at 56.6/km).
- National Joint Council (Federal rates for public employees):
- Stipulate no incidentals.

Moved: Cory Williams; Seconded: Lesa Lacey; Carried.

2. Exit interviews for Board members.

- Kate Pelletier provided a list of questions to review. If there are any other suggestions you would like us to cover please provide input. Once we have this information we will start doing those interviews.

Business Development Committee: Lesa Lacey

- Updates will be done in the package as we move forward.
- Getting good feedback. Positive comments.
- Split up sponsorship list for the Board to follow up with.
- Fortis BC, WorkSafeBC, larger sponsors, also had positive things to say.
- Email follow up was good as well.
- Suggest we keep doing this moving forward.
- Didn't see any constructive criticism. One suggestion was more of a media presence which is something to work on for next year.
- Suggest to move sponsorship and business development earlier in the year to help during the busy time.
- On the industry side, see the potential for more sponsorship as well.
- Moving forward, what can we do to streamline process and what can we do to help the team and build team of sponsors?
- Abigail Fulton: Michelle Skelly and team doing an amazing job. Suggests we can get big donors and new sponsors. Hopefully things will be better with Government after election.
- Lesa Lacey: Understands the Province has no money, so diversification is important.
- John Haller mentioned Okanagan College lost funding for their Women in Trades program and apparently others have lost it as well.
- Kerry Vital commented that Camosun has lost funding as well.

7. Other Business:

- Discussions regarding changing to an alternative Board meeting date for the October 2, 2024 meeting.
- Kate Pelletier and Lesa Lacey would be unable to attend the October 2 meeting.
- It was agreed that August 28, 2024 will be the alternative date.
- This meeting will be in person at VCC and will include approval of the budget and review of the strategic plan.
- Michelle Skelly will send a revised calendar invite to the Board members.
- Michelle will follow up with Dennis Innes and VCC to book the meeting room.

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

9. Next Meeting: October 2, 2024