



Board of Directors Meeting

Minutes

January 15, 2025

11:30am – 12:30pm

Via Zoom

Present:

Dennis Innes, Cory Williams, Nicola Priestley, Jason Leber, Abigail Fulton, Kate Pelletier, Courtenay Kearney, Kerry Vital, Will Schwartz, Tara Fong

Regrets: Brad Moe, Lesa Lacey

Staff: Michelle Skelly, Mona Soleimani (attended for Treasurer's report)

Welcome:

- Dennis Innes, President, started the meeting.

Approval of Agenda:

- Motion to approve agenda with amendments to change Election of Table Officers to:
a) Nominees for President. Moved: Abigail Fulton; Seconded: Jason Leber. All in favor. None opposed. Motion approved.

Approval of Minutes:

- Motion to approve the November 19, 2024, Board minutes.
- Moved: Cory Williams; Seconded: Nicola Priestley. None opposed. All in favor. Motion approved.

Election of Table Officers:

- Cory Williams opened up the Election of Table Officers.
- Cory Williams reviewed the positions.
- The Executive at large role to be filled is to be discussed at the Executive Directors meeting
- The only position up for nomination this year is the President.
- Cory opened up nominations for President for Skills Canada BC.
- Kate Pelletier nominated Dennis Innes.
- No more nominations were brought forward.

- Dennis Innes is newly elected as President for Skills Canada BC for a 2-year term by acclamation.
- **Vice President:** Cory Williams is serving 2nd year for 2-year term.
- **Treasurer:** Nicola Priestley is serving 2nd year for 2-year term.
- **Secretary:** Kate Pelletier is serving 2nd year for 2-year term.

Reports:

President's Report: Dennis Innes

- Reflected over the year, re SCBC Board and organization.
- Discussed follow up with Minister Anne Kang, Ministry of Post-Secondary Education and Future Skills, in addition to TTBC - Trades Training BC and CEO Ken Armour for potential funding.
- Good chance 2030 could potentially host World Skills in Canada but BC not going to put in a bid.

Executive Report: Michelle Skelly

- **See separate document for detailed report.**
- Michelle provided an update on the status of competitions and programs, sponsorship, Government, audit, conferences and committees, operations, indigenous and alumni updates.
- Michelle provided further input regarding sponsorship during the Business Development Committee report.

Treasurer's Report: Nicola Priestley

- Nicola Priestley presented the Treasurer's report.
- Noted ESDC funding will not be increased.
- Fiscal year performance, doing well.
- Noted however that we will be approaching a larger expense claim period.
- Noted the employee RRSP matching contribution plan was implemented with Canada Life at 2%.
- SCBC Board page includes the updated Financials for November and December.
- Motion to approve the Treasurer's Report. Moved: Kate Pelletier; Seconded: Dennis Innes. All in favour. Carried.

Committee reports:

Governance Committee: Kate Pelletier

- Kate Pelletier mentioned the Policy document and Board handbook is up for approval today.
- Kate Pelletier mentioned Michelle Skelly will be consulting with a lawyer regarding costs for reviews, particularly the Protection of Children and Youth section.

- It was agreed to use the name Skills Canada BC within the document.
- Kate Pelletier also brought up the discussion of membership dues and a recommendation to pay this.
- Other sections that Kate Pelletier discussed were the HR policy changes and alcohol policy.
- Courtenay Kearney and Michelle Skelly will update the Employee handbook accordingly once final versions of the Board handbook and Policies and Procedures is provided.
- Kate Pelletier presented further updates to the Draft Policy and Procedures Manual and Board Handbook.
- The Policy manual saw significant changes, including the removal of references to the Employment Standards Act and the introduction of a new RSP policy.
- The Board handbook was updated to be more concise and included some new sections on monitoring the Executive Director's performance and asset protection.
- Motion that the Board approve the **Draft Policy Manual (January 8, 2025 version)** with the edits discussed today and the understanding that no substantive changes will be made but that grammatical / spelling errors may still need correction and final formatting will be done. Moved: Cory Williams; Seconded: Courtenay Kearney. All in favour. Carried.
- Motion that the Board approve the **Draft Board Handbook (January 8, 2025 version)** with the edits discussed today and the understanding that no substantive changes will be made but that grammatical / spelling errors may still need correction and final formatting will be done. Moved: Cory Williams; Seconded: Courtenay Kearney. All in favour. Carried.
- Kate Pelletier expressed gratitude to the Governance Committee for their hard work in updating the handbooks and policies.

Business Development Committee:

- Kerry Vital presented the report and updated sponsorship information to date.
- Michelle Skelly provided further information pertaining to sponsorship.
- The Business Development Committee reported that \$115,500 has been invoiced in sponsorship payments, with \$143,000 confirmed and in the follow-up stages. \$63,000 has been received to date.
- The committee also mentioned that Coast Capital is secured as Elite sponsorship at \$25,000, and the Al Roberg Foundation has confirmed they will partner for \$25,000 as part of indigenous outreach.
- Michelle Skelly is also in discussions with CN and WorkSafeBC for potential Elite sponsorship. Other sponsors and follow up is available with a link to anyone who would like to see the status and confirmation of sponsors.
- The committee is also in discussions with Stanley Dewalt for tool support for this year.
- Michelle Skelly emphasized the importance of securing funds, and the progress made so far.
- Michelle Skelly to share spreadsheet link with Cory Williams.

7. Other Business

- The Board also discussed sending an e-card and/or gift to John Haller, who has been a long-standing Board member, and appreciated his contributions.

8. In-Camera – Michelle Skelly left the meeting.

9. Meeting adjourned 12:30pm