Board of Directors Meeting –Minutes

September 3, 2025 - 9:00am – 3:00pm

VCC Downtown: Boardroom 209, Vancouver

Present –Brad Moe, Kate Pelletier, Nicola Priestley, Lesa Lacey, Will Schwartz, Kerry Vital, Jason Leber, Tara Fong, Kerry Vital

Virtual attendance: Courtenay Kearney, Abigail Fulton

Regrets: Dennis Innes, Cory Williams

Staff: Michelle Skelly, Mona Soleimani

Welcome: Kate Pelletier welcomed the Board participants. Lesa Lacey will facilitate.

Call to order at 9:10am and acknowledgements.

1.Introductions:

- Introductions were made around the table.

2. Approval of Agenda:

- Motion to approve agenda. Moved: Lesa Lacey; Seconded: Brad Moe; Carried.

3. Approval of Minutes:

- Motion to approve Minutes. Moved: Lesa Lacey; Seconded: Jason Leber; Carried.

4/5: Presidents Report – Dennis Innis

- Michelle provided report from Dennis Innes, Board President (See full report uploaded to Board login). Nothing to report for National Board report.
- It was a very good year with very positive feedback on the Provincial Competition from sponsors, competition organizers and visitors
- We decided not to approach the Presidents of Trades Training BC because of the dramatic reduction in international education funding and the level of contributions in kind made by the post-secondary institutes.
- We need to be aware of the risk of loss of revenue all post-secondary institutes will experience due to the drop in international student revenue because this may impact the amount of contributions in kind that post-secondary institutes contribute to SCBC.

- It does not look good in the near term that the Ministry of Post-Secondary and Future Skills will fund our competition. That said, our surplus will give us the opportunity to secure other sources of funding over this time.
- Discussion around requirements from Nationals for potential National Board President position. Do you need to be a President of Provincial organization first? What are the requirements?
- Dennis Innes to follow up and confirm this detail.
- Mona noted that the accumulated surplus is quite high for a not-for-profit

6. <u>Executive Director's Report – Michelle Skelly</u>

- See separate document with full detailed breakdown (uploaded to Board login).
- Discussions also focussed into looking at potential Regional events to attend around the Province to ensure regionality or presence in different areas. Look at potentially 1 per year to start. Suggestion to invite alumni or someone locally to facilitate the booth/event on behalf of SCBC. Supplies such as banners, promotional items and materials could be shipped for this. Suggestions included Kelowna, PG, Nelson, COTR, UBCO. Look into Find Your Fit Tour or Education and Career Expos. Find Your Fit potentially linked to WorkBC.
- Discussed the Skilled Futures branding that Skills Canada has suggested Member Organizations can utilize across the country with existing and/or new programming. Initially started with Skills Nova Scotia.
- Lesa Lacey suggested to follow up with National org. regarding DND partnership status. Jason Leber suggesting Tara Fong can provide a contact as they are currently doing an education review of all their trades and trying to align with Red Seal.
- Michelle Skelly to connect with Abigail Fulton to discuss outreach to First Nations and Lesa Lacey regarding potential outreach in the lower mainland. Lesa Lacey suggested a Provincials showcase such as highlighting agritech, welding or manufacturing (sponsorship showcase for industry).
- Discussed adding to Board thanks-you after Provincials key volunteers including Sylvia Peary and Myles Andrew.

7. <u>Financial Report - Treasurer's Report and Budget Approval</u>

- The Treasurer's Report was presented including the draft budget and the June/July financial statements (uploaded to Board login).
- On a positive note the projected deficit budget was a surplus.
- The sponsorship budget for $220,000 was exceeded by $107,000 for a total of $327,000
- Main factors in the report: higher sponsorship, additional ESDC funding not budgeted for initially and reduced overall expenses. No guarantee for additional ESDC funding again from Skills Canada but Mona is confident some funds will be received.
- Discussed reinvesting the GIC term deposit into a 1 year non-cashable.
- Nicola Priestley presented a motion to re-invest the funds from last year plus the interest into a non-redeemable GIC at best rate provided.
- **Moved: Will Schwartz; Seconded: Brad Moe; Carried.**

- Nicola Priestley advised that the June/July financial statements shows the variances.
- Discussions around setting up restricting funds for wind down if at all necessary in the future (3-6 months). It was noted this is the responsibility for a Board to have this.
- Abigail Fulton noted you can accumulate funds as a charity. Treated differently than a non-profit.

Draft Budget and Approval:

- Nicola Priestley went through the draft budget for 2025-2026 noting that it was a deficit budget and noted the Executive had reviewed it at an Executive meeting initially.
- Reasons for the deficit budget were presented.
- It was decided that the Board would review the draft budget and projected salaries in the in-camera session of the Board meeting
- **Motion to approve Treasurer's report: Moved: Brad Moe; Seconded: Will Schwarz; Carried.**
- Lesa Lacey suggested follow up with Dennis Innes regarding how other Provinces are doing.
- Jason Leber suggested looking into each trades/competition areas and the participation numbers to analyze the data further.

Committee Discussions – Business Development /Governance/Finance/Executive

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

Governance:

- Kate presented the Governance Committee report. The committee last met on August 27th, 2025. The report was presented (uploaded to Board login)
- The biggest item completed was the HR Handbook. Michelle Skelly and Courtenay Kearney did the majority of the work. This has been uploaded to the Board login/website now.
- Outstanding items are still in progress. Governance will review timelines.
- Risk Registry Assessment: Lesa Lacey created a spreadsheet and Cory Williams did some work as well. This will be further reviewed in Governance Committee meetings.

Business development:

- Kerry Vital presented the report.
- Sponsorship guide has been completed and distributed in addition to the Competition Area sponsor flyer.
- Previous sponsors have been contacted, and an early bird list has been started.
- Home hardware proposal sent by Michelle Skelly.
- 15 confirmed sponsors already for 2026.
- Discussed potentially more formalized VIP tours at Provincials.

Committee Wall Notes:

- Lesa Lacey facilitated the discussion of the Wall notes including updating the committee pages and Michelle Skelly will edit these notes for further meetings.

10. Priority Planning

- The Board reviewed the Strategic Plan (2024 to 2027) and the work plan draft provided by Michelle Skelly.
- Michelle Skelly to update with minor edits and add to the Board login.

11. Future Meeting Planning:

- Future meetings were discussed and planned out for Board and Committee meetings for the upcoming year.
- Michelle Skelly to send out the meeting requests/dates for the Board and committee meetings
- It was determined it would be better to do the in-person Board meeting in June vs. September. Will Schwarz suggested the next meeting could potentially be hosted at UAPICBC, Delta, and potentially Jason Leber/Fortis the following year.

Upcoming SCBC Board of Directors Meetings:

- December 3, 2025 – 1:30pm – 3:00pm – BOD meeting (Zoom)
- **February 4 , 2026 - 1:30pm – 2:00pm – AGM (Zoom)**
- February 4, 2026 - 2:00pm – 3:00pm - BOD meeting after AGM (Zoom)
- **April 15, 2026 – All day event - Provincials, Tradex (In Person)**
- **June 12, 2026 - 9:00am – 3:00pm- BOD meeting (In-person) - planning – UAPICBC -Annacis Island (Delta) (to confirm with Will Schwarz)**
- September 16, 2026 – 1:30pm – 3:00pm- BOD meeting (Zoom)

12. In Camera – Michelle Skelly left the meeting.

13. Board Composition:

- The Board discussed the composition including term limits, representation, regionality, national linkages, and board orientation.
- Up for re-election: Nicola Priestley, Cory Williams, Brad Moe, Jason Leber, Abigail Fulton and Courtenay Kearney
- Lesa Lacey, Kate Pelletier, Kerry Vital, Will Schwarz, Tara Fong and Dennis Innes are up for re-election in 2027.
- The question was raised whether we are representing the trades industries fairly?
- The Board reviewed the representation of existing members from labour, education and Government.
- Lesa Lacey suggested the Board is overrepresented in the construction trades.
- The question was raised whether the Board should designate a spot for BCAATA now that Dennis Innes has changed roles?

- It was decided spots won't be held for anyone specific. The Board will continue to look at term limits and continue the discussions for areas of opportunity. It was discussed that it was more important to have the right people on the Board with the passion and opportunity to bring partnerships to Skills BC and support revenue generation.
- It was discussed that Skilled Trades BC should be part of the Board composition.
- By December, the term limits should be confirmed to determine if there are any Board spots open.
- The recommended number of Board members was 10-12 as noted from last year.
- Further information will come from Governance as bylaw limits at the AGM.

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

Meeting Adjourned at 2:20pm