

## **Board of Directors Meeting –Minutes**

**December 3, 2025 – Virtual 1:30pm – 3:00pm**

**Present:** Dennis Innes, Kate Pelletier, Nicola Priestley, Lesa Lacey, Will Schwarz, Tara Fong, Courtenay Kearney, Abigail Fulton, Cory Williams

**Regrets:** Jason Leber, Brad Moe, Kerry Vital

**Staff:** Michelle Skelly, Mona Soleimani (attended for the Finance committee report)

### **1.Welcome and Introductions**

- Dennis Innes welcomed everyone .
- Michelle Skelly sent the link to all the Board documents. Michelle suggested switching the Treasurer’s Financial report with the Executive Director report in order for Mona Soleimani to be available to attend.

### **2. Approval of Agenda:**

- Motion to approve agenda. Moved: Cory Williams; Seconded: Kate Pelletier; Motion carried.

### **3. Approval of Minutes:**

- Motion to approve Minutes. Moved: Kate Pelletier; Seconded: Nicola Priestley; Motion carried.

### **Reports:**

#### **4/5. Presidents Report and National Board Report: Dennis Innes**

- Dennis Innes discussed the recent Provincial Government announcement regarding the 241 million dollars towards trades training.
- Dennis suggested this might ease the pressure with the trades trainers and the question is how do we get some of this funding for Skills Canada BC? Hopefully this will mean further support from the Post Secondaries and unions.
- Dennis acknowledged Mona Soleimani and Michelle Skelly for securing another \$50,000 towards Regionals from Skills Canada.
- After attending the last business development meeting, Dennis also acknowledged Michelle Skelly, Mike Ford and Shoshawna Blair for the work they have been doing.
- Regarding Skills Canada Nationals, the finances are good. The additional costs of competitions are getting more expensive due to facilities and consumables costs however this has been built into the budget and Skills Canada is going to ask for more money.

- Cory Williams brought up a statement from a point in the last minutes of meeting. The question was raised whether it had to be the President of a member organization to be able to sit on the Skills Canada National Board? Cory said this was researched a few years ago and it was determined that it is not the case and any member of the member organization's Board can sit on the National Board.
- Dennis mentioned that other member organizations have some policies that state it must be the president and others don't require this. There is a wide variety across the member organizations.
- Michelle mentioned she also asked about this and was provided the same information.
- Currently, SkillsBC does not have anything in our bylaws or policies that stipulate it is the president that sits on the National Board.

#### **6. Executive Director's Report: Michelle Skelly**

- See separate document with full detailed breakdown (uploaded to Board login).
- Michelle noted that on Jan 20, 2026, there will be a Special Board meeting to approve the audited financials. Michelle will send out an invitation for this to the Board members.
- Provincial Government funding was discussed pertaining to the recent funding announcement to Skilled Trades BC and the Post Secondaries.
- Tara Fong suggested this might come before spring. Tara Fong is in discussions with the Skilled Trades BC Executive regarding funding for this fiscal and onwards. Tara will reach out to Michelle and Dennis if this moves forward.
- Additional government updates were provided.
- Michelle discussed the fall presentations, conferences and committee participation.
- Michelle noted that performance reviews and meetings were completed in October.
- Competitions and Program updates were discussed.
- It was noted that Skills Canada will provide another \$30,000 towards in-class kits. There are certain parameters around this funding.
- It was noted that sponsorship details would be provided in the Business Development Committee update.
- Indigenous involvement and alumni updates were also included in the report.

#### **7. Treasurer's Report and Financial Report: Nicola Priestley**

- The Treasurer's report was presented by Nicola Priestley including the approved budget and the Sept/Oct financial statements (uploaded to Board login).
- The points outlined in the Treasurer's report were discussed.
- Reserved funds, just over \$309k, investments are similar to what was discussed at the Sept Board meeting.
- \$155,000 was invested into the RBC- 1-year cashable GIC @3.12%,
- The annual audit is currently underway, and we are expecting the draft financial statements to be ready,
- Overall from a performance perspective, SkillsBC is operating within the approved budget
- Payroll is the primary expense at this time of year and as we approach the Regionals, Provincials and Nationals we will see the expenses increase.
- Michelle Skelly will the update regarding the sponsorship status.

- Motion to approve the Treasurer’s Report. Moved: Dennis Innes; Seconded: Lesa Lacey. All in favour. Motion carried.

## **8. Other Committee reports:**

### **Governance: Kate Pelletier**

- Kate Pelletier presented the Governance Committee report.
- The report was presented and uploaded to the Board login.
- The risk registry assessment is in progress. Cory Williams and Lesa Lacey brought forth some documents to work from for this.
- Cory Williams, Tara Fong and Michelle Skelly are on the sub-committee for this work.
- Cory Williams will also provide the Governance timeline document for review at the next Governance meeting.
- An ad hoc HR Committee was set up to support Dennis Innes with the Executive Director performance review. Cory Williams and Kerry Vital will also be on this committee.
- Kate discussed the Board members whose terms are up. This includes Brad Moe, Jason Leber, Nicola Priestley and Courtenay Kearney. Brad is not seeking re-election. Nicola, Courtenay and Cory would like to continue on the Board. Kate is still waiting to hear from Jason.
- Abigail Fulton and Lesa Lacey have already confirmed they will be leaving the Board at the AGM.
- Kate suggested the Board seek one or two industry representatives.
- Feb 4 is the AGM. The target is to find these potential Board members by that date.
- Lesa Lacey suggested there is an opportunity to bring in representation from other sectors and access to other funding / sponsorship contacts. Other industries not represented such as the auto industry, tech industry though Lesa noted not much happening in that aspect now and that hospitality is not great now either. Suggested could be a trades reach but outside of the construction focus.
- Cory Williams suggested there is really a need to expand and attract those in different industries that are also facing huge skills shortages, and an addition of Indigenous representation on the board which we have had in the past. Cory suggested between Tara Fong, Abigail Fulton and Lesa Lesay, we can find some good contacts.
- Kate asked that the Board consider and bring forward to her any suggestions they have for potential new members.

### **Business Development: Michelle Skelly**

- Michelle Skelly presented the report in Kerry Vital’s absence. The full report can be viewed under the Board login.
- Michelle and Mike have reached out to sponsors and partners, both existing and potential new sponsors.
- The sponsorship spreadsheet will be continually updated as new prospects and confirmations come in.
- As of November 25, 2025, \$29,000 had been received in sponsorship payments however approximately \$130,000 is confirmed and in the follow up stages.
- CN is the largest sponsor secured at Elite \$25,000 sponsorship so far.

- Coast Capital, CLAC and Construction Foundation of BC have confirmed \$15,000 sponsorship this year.
- Construction Foundation of BC's \$15,000 sponsorship = \$10,000 for Inspire and \$5,000 for Provincials.
- BC Building Trades confirmed Parking Sponsorship of \$10,000 to cover the cost of parking at the Tradex during Provincials.
- Committee members to continue to note companies they have in mind and provide leads to Michelle and Mike or send the sponsorship guide to potential partners..
- Lesa suggested looking at the mining industry for sponsorship as they are currently hiring. Michelle Skelly will follow up with Larry Richardson to see if he has any leads.
- Michelle Skelly will send sponsorship guide to the Board.
- Follow up is also continuing with supply and materials sponsors.

#### **9. Preparation and Discussion Regarding AGM**

- Cory Williams said it was the Governance committee's responsibility to organize the AGM, and the MC would be the President, Dennis Innes. Cory has a script for the AGM.
- Cory noted that during the AGM, Finance provides a quick report on the approved budget for presentation to the members.
- Cory said she will review last year's agenda.
- The collection of membership fees was discussed. This must happen prior to the AGM. Michelle to send out prior to AGM.
- Kate is working on the elections and has the script developed.
- Cory suggested the committee takes the lead on it and has assigned roles for each of the short presentations.
- BCATTA had put 4 candidates forward for nomination to the board (we are looking for a current trades administrator).
- The Governance Committee will review suggested candidates for the Board and bring forward nominations to the Feb. 4, 2026 AGM.

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

**Meeting Adjourned at 3:00pm**