Skills Compétences Canada
British Columbia

Board of Directors Meeting Minutes
June 12, 2026
9:00am – 3:00pm
In-person at UAPICBC, 168 Foster's Way, Delta (Annacis Island)

Present:
Dennis Innes, Jason Leber, Kate Pelletier, Will Schwarz, Colleen McConnell, Lucy Griffith
Caitlin Hartigan (attended afternoon portion of meeting on zoom)
Regrets: Cory Williams, Nicola Priestley, Courtenay Kearney, Kerry Vital
Staff: Michelle Skelly, Mona Soleimani (attended on zoom for the Finance Committee/Treasurer's report)

Welcome:
- Dennis Innes, President, started the meeting.
- Dennis welcome the new members.

Approval of Agenda:
- Motion to approve amended agenda moving treasurer's report prior to approval of minutes.
- Moved: Kate Pelletier, Seconded: Lucy Griffith. None opposed. All in favor. Motion approved.

Treasurer's Report:
- Dennis Innes presented the Treasurer's report which was updated in the Board login.
- Dennis noted SCBC is in a good financial position, and the fiscal year performance is doing very well with the forecast for this budget to wrap up with a surplus rather than a deficit.
- Dennis noted that the sponsorship funds exceeded the budgeted amount by close to $40,000
- Mona noted there are still some outstanding payments and expenses to come in but the forecast is looking really good, and the Provincials costs are looking to be on target.
- The SkillsBC Board login page includes the updated Financials for March, April and May.
- Mona also noted the prediction this year is to close with a surplus vs deficit budget.
- Motion to approve the treasurer's report.
- Moved: Will Schwarz, Seconded: Colleen McConnell. None opposed. All in favor. Motion approved.

Approval of Minutes:

- Motion to approve the February 4, Board minutes.
- Moved: Lucy Griffith; Seconded: Jason Leber. None opposed. All in favor. Motion approved.

President's Report and Nationals Board report:

- Dennis Innes provided the Nationals and President's report combined.
- Dennis noted the Nationals Strategy Plan had been finalized
- Nationals discussed sites and the potential for hosting in more than one location
- Dennis noted that Calgary looking to put a bid in for 2030 World Skills with Toronto off the table now.
- Dennis mentioned the ESDC funding through Skills Canada looks secure for the next five years with the contract being renewed
- Dennis brought up the suggestion for further discussions on how do we get more connected to our Provincials Government and how do we continue to market what SkillsBC brings to the trades?
- Dennis noted further details will come with regards to the Provincials competition discussion later in the meeting. Different provinces and territories have different models.
- Dennis noted the success of the Provincial competition. The feedback from sponsors/exhibitors was very positive from the Board members feedback after visiting the booths. The layout of the space and the changes were noted as positive as well.
- Dennis concluded that the organization is in good shape.

Executive Director's Report:

- Michelle Skelly presented the Executive Director report.
- Michelle noted the separate document on the Board page has the full details.
- Michelle provided an update on the competitions and programs, sponsorship, Government, conferences and committees, operations, and alumni updates.
- Michelle noted some of the Provincials debrief included updates to the floor plan, feedback from Tradex, research being done regarding welding potentially being done in different locations.
- Michelle provided further input regarding sponsorship during the Business Development Committee report.

Committee reports:

Executive Committee:

- Dennis noted there is now a full Executive committee.
- The focus over the last while has been to get the salary increases and review sorted in addition to approving Mike to attend Shanghai (Worlds). Shoshawna indicated she would like to attend World Skills 2028 in Japan.

- Dennis acknowledged the great work that the staff is doing.
- Michelle will provide a recommendation for Shoshawna's increase for the next review.
- Kate noted that the salaries need to be approved by the Executive including the staff.

Governance Committee:

- Kate Pelletier provided a quick review of the Governance report provided to the Board.
- Kate noted the committee met on June 3 to discuss topics including the Risk registry.
- Cory and Michelle met regarding this and previously Lesa Lacey and Tara Fong had been involved with this committee.
- Risk Registry: the Sub-Committee now includes Cory Williams, Michelle Skelly, Jason Leber and Courtenay Kearney. Jason will take the lead for this.
- Risks will be reviewed to determine next steps.
- Michelle will send the draft risk registry to the Board for review prior to the September Board meeting.
- Governance timeline: Cory Williams has been working on this. The next steps will be to look at the timeline and process to prioritize the details.
- Governance is also looking at the Board composition. The Board matrix will be reviewed, to determine what skills do we need? Cory, Courtenay and Michelle agreed to start work on this as a sub-committee. Lucy also to be included on this committee.
- Kate also noted that the Resolution of bylaws- Special extraordinary meeting details were sent out in advance and will be discussed in the meeting after the Board meeting today.
- The documentation provided to the Board outlined these changes.

Business Development Committee:

- Details were also noted in the Treasurer's report.
- Michelle Skelly provided the report within the Executive Director report due to Kerry Vital not being present at the meeting.
- The Business Development Committee reported that as of $365,250 was confirmed in sponsorship payments exceeding the goal of $325,000 in the budget (over $40,000).
- Michelle noted that sponsorship deliverables continue to also be part of the process and that next steps will be to put together the sponsorship guide for 2027 and start the 2027 Sponsorship spreadsheet.
- Dennis brought up the discussion regarding having the potential for more staff for fundraising.
- Lucy discussed some ideas around fundraising such as whether someone could work on commission but there was some discussion around non-profit not being able to go this route.
- There were further discussions regarding how in-kind support for administration could potentially be provided but it was noted that the colleges are not likely in a financial position now to consider this. Discussed if Skilled Trades BC could be an option for this.

<u>Committee Allocation</u>:

- **Finance:** Nicola, Dennis Staff: Mona, Michelle
  Finance meets the week prior to the Board meeting.
- **Governance:** Kate/Chair, Courtenay, Kerry, Cory, Jason Staff: Michelle
  Governance dates will be sent out in advance of the Board meetings.
- **Business Development**: Kerry/Chair, Dennis Innes, Will Schwarz, Courtenay Kearney
  Staff: Michelle, Mike
- New Board members will decide what committee they would potentially like to join.

Future Meeting Planning:

Upcoming SCBC Board of Directors Meetings:

- September 16, 2026 – 1:30pm – 3:00pm – BOD meeting (Zoom)
- December 8, 2026 – 11:00am – 11:30am – AGM (Zoom)
- December 8, 2026 – 11:30am – 12:30pm – BOD meeting after AGM (Zoom)
- March 3, 2027 – 11:00am – 12:30pm – BOD meeting (Zoom)

***April 14, 2027 – All day event - Provincials, Tradex, Abbotsford**

- June 3, 2027 - 9:00am – 3:00pm - BOD meeting (In-person) UAPICBC -Annacis Island, Delta
- September 9, 2027 – 11:00am – 12:30pm – BOD meeting (Zoom)
- Committee meeting invites will be sent by Michelle to the committee members.

Board Composition:

Sub-committee: Cory, Courtenay, Lucy and Michelle

- The committee will review what skills sets are missing on the Board such as Government relations, sponsorship, finances etc.
- The Committee will meet and bring to the Board recommendations for the December Board meeting and AGM.
- The Board discussed indigenous representation, Skilled Trades BC, more industry representation and employers.
- Kate discussed that Cory would lead the group regarding the sub-committee meeting for Board Composition.
- Kate to follow up with Cory re getting a Board composition meeting together prior to the September Board meeting.
- Suggested names will be brought forward for the December 1 Governance meeting to be discussed. Those names then would be formally brought forward in the December 8 AGM.

Provincials:

- Staff, Shoshawna Blair and Mike Ford, attended this portion of the meeting by zoom.
- Shoshawna and Mike provided their feedback regarding Provincials.

- Shoshawna noted the registrations system (jotform) worked much better and made the process much easier and the user experience was positive through teacher's feedback.
- Medalists' certificates being distributed virtually this year was also a positive step.
- Mike noted the partner's luncheon location worked well though there was still discussions around the accessibility of the loft.
- Mike also noted sponsor/exhibitor feedback as positive, and the floor plan modifications worked well with further modifications being done for next year.
- There were also discussions regarding the budget and looking into potentially moving welding to a virtual format with Mike looking into the potential for this.
- On the sponsorship side it was discussed reviewing further signage opportunities, potentially expanding the parking lot sponsorship as well as other areas of opportunity.
- Nationals feedback was also discussed and everyone also felt this was a very positive experience and the team did really well, coming back with 27 medals. The enthusiasm was really evident this year, the team uniforms were a bit hit and the transit worked well. It was noted that there will be further discussions with the competitors to make sure they understand the grievance process should something within the competition area seem unfair.

Fundraising:

- It was noted this was discussed mainly under sponsorships and Business Development.

Other Business:

- There were discussions around events SkillsBC attends other than competitions.
- Michelle noted the staff do a lot of conferences and events throughout the year and have attended some with Skilled Trades BC events such as an indigenous conference and the Western Canada Development Conference.
- Michelle also noted in the past they have asked alumni to help at some events such as Find Your Fit
- Discussions were brought up around new competitions and the process for that. Michelle mentioned on the National level, there is a Committee through Skills Canada working on this which can be shared when completed.
- There were discussions whether any competitions could be highlighted even if not a National competition. Examples included jewellery, goldsmithing and bartending. This would be dependent on capacity of space and volunteers such as technical chairs to coordinate a committee and budget. The idea is that we could potentially showcase some of the International competitions at our Provincial competitions.

In-Camera: Michelle Skelly left the meeting.

***Meeting adjourned at 2:13pm**