Skills Compétences Canada
British Columbia

Board of Directors Meeting Minutes
Sept 16, 2026
1:30pm to 3:00pm
Zoom meeting

Present: Dennis Innes, Jason Leber, Will Schwarz, Colleen McConnell, Lucy Griffith
Caitlin Hartigan, Cory Williams, Kerry Vital, Courtenay Kearney, Nicola Priestley
Regrets: Kate Pelletier
Staff: Michelle Skelly, Mona Soleimani

Welcome:

- Dennis Innes, President, started the meeting and thanked everyone for attending

Approval of Agenda:

- Motion to approve agenda
- Moved: Will Schwarz, Seconded: Courtney Kearney. None opposed. All in favor. Motion approved.

Approval of Minutes:

- Motion to approve the June 12, Board minutes.
- Moved: Nicola Priestley ; Seconded: Lucy Griffith. None opposed. All in favor. Motion approved.

President's Report and Nationals Board report:

- Dennis Innes provided the Nationals and President's report combined.
- National Board meeting and meetings with the Executive Directors will occur in October so there will be more to report at that time.
- Work is being completed on a refresh of the strategic plan.
- Ongoing conversations in addition to competitions includes how to increase sponsorship dollars and decrease reliance on Government.
- Dennis discussed that the Independent Schools Association of BC is meeting and the ED is trying get a conversation around Skills BC happening and opportunities in the trades.

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 provided further input regarding during the Financial Committee report regarding the draft budget and the Business Development Committee report regarding the status of the Skilled Trades BC funds being confirmed for $150,000 in addition to other sponsorship confirmations.

Treasurer's Report:

- Nicola Priestley presented the Treasurer's report
- Nicola noted that the financials had been included for review with the Board documents.
- Nicola noted we would be seeking approval of the draft budget once reviewed and discussed in this Board meeting.
- In the Treasure's report Nicola provided the GIC options for renewal with the proposal for 6 months redeemable at 2.75%.
- Motion to approve the renewal of the GIC for 6 months redeemable at 2.75%
- Moved: Will Schwarz ; Seconded: Cory Williams. None opposed. All in favor. Motion approved.
- Nicola provided further details regarding the sponsorship commitments, Provincials costs, Fiscal year performance and the ESDC contract end and new contract, as outlined in the Treasurer's report.
- The actual deficit was decreased by approximately $102,435.

Cheque signing policies:

- Nicola reviewed the current signing policies. Right now for payments over $5,000 there is a requirement for two signatures.
- Nicola brought up the motion that the Executive Director has single signature authority up to $10,000 however if this is within the $5,000 to $10,000 range, the Executive Director is required to obtain an email approval first from one of the other Board signatories.
- For anything above $10,000, two signatures would still be required.
- Cory Williams noted we will bring this to the next Governance meeting and complete the changes in the Policy and Board manuals prior to the AGM
- Motion: Look to increase single signature authority to $10,000 with email approval required from a Board signatory between $5,000 and $10,000.
- Motion to approve the cheque signing authority change per details noted.
- Moved: Cory Williams, Seconded: Courtney Kearney. None opposed. All in favor. Motion approved

Draft Budget 2027:

- Nicola discussed the approval of the proposed draft budget for 2027.

- Nicola discussed that Michelle Skelly had presented the budget and details to both her and Dennis Innes and the Finance Committee, in addition to sending out to the Executive Committee prior to sending to the Board.
- Nicola noted that a detailed review of the expenses was done with Michelle Skelly and Mona Soleimani
- Nicola noted that the sponsorship budget was proposed at $330,000 for revenue even though the actuals were higher last year, not to inflate due to the sponsorships still being pursed and not locked in yet.
- Comparing to last year's budget there are no significant changes though it was explained how Nationals numbers are slightly different this year due to instead of paying subsidies to competitors after the competition, SkillsBC is covering the registrations and other costs.
- This will reduce administration costs
- Some additional costs also include the new registration system in addition to the new commercial.
- Deficit budget was presented. The funds not spent in the anticipated budget deficit amount last year will come forward to this deficit budget.
- The goal is to further reduce the deficit budget in the next fiscal though sponsorship, potential additional Skilled Trades BC funding and other avenues.
- Motion to approve the 2027 draft budget.
- Moved: Dennis Innes; Seconded: Jason Leber. None opposed. All in favor. Motion approved.

<u>Committee reports</u>:

Executive Committee:

- Will Schwarz noted it was a short committee meeting.
- The purpose was to review the proposed salary increases from Michelle Skelly for the staff.
- These salary increases were approved.

Governance Committee:

- Kerry Vital presented on behalf of Kate Pelletier who was not able to attend the Board meeting.
- Kerry presented the Governance Committee report also distributed in the Board documents
- Kerry announced that they will require a new Chair for the Governance Committee and if anyone is interested to let Kate Pelletier or Dennis Innes know.
- Kate Pelletier will come back to the Board again for By-law approval due to an error.
- Risk Registry Ad Hoc committee includes Jason Leber, Chair, Courtenay Kearney and Michelle Skelly. Risk Registry was sent to the Board with the Board documents by Michelle Skelly. Review of registry will be done with identification of gaps and mitigation strategies identified.

- Board Composition and recruitment update: Kate Pelletier (Chair), Cory Williams, Courtney Kearney, Lucy Griffith and Michelle Skelly will review and look at recruiting potential board members for nomination at the January 21, 2027, AGM.
- Board orientation for new members is October 14.
- New Board members let Michelle Skelly know which committee you would like to serve on.

Business Development Committee:

- Kerry Vital provided the Business Development Committee Report
- Michelle Skelly also discussed the Skilled Trades BC Funding, in addition to other large sponsor confirmations such as Coast Capital and CN, the Master's trachart and new sponsorship guide.

Other Business: No other business was raised.

In-Camera: Michelle Skelly left the meeting.

***Meeting adjourned at 2:15pm.**