



Board of Governors Meeting; BM-05-20
Virtual Meeting Via Webex Platform
September 30, 2020

Board Members in Attendance:

Alastair O’Rielly	Elizabeth Kidd	Sam Synard	Wade Pinhorn
Mark Bradbury	Chris Newhook	Ken Martin	Jill Quilty
Charles Randell	Debbie Brake-Patten	Kevin Kelly	Peter Adams
Dorothy Earle	John Gibbons	Candice Ennis-Williams	Donna Rideout
Devon Brake			

Regrets: Brenda Kelleher-Flight

Staff in Attendance:

Brian Tobin	Trudy Barnes	Annette Morey	Krista Dawe
Geoff Peters	Deidre Dunne	Heidi Staeben-Simmons	

Recorder:

Giselle Borden

BUSINESS ARISING

BM-04-20-16	The Board Chair will populate the Finance and Quality Committees of the Board.	Complete
BM-04-20-16	The Governance Committee will determine terms of reference for each of the Finance and Quality committees.	Ongoing
BM-05-20-10	The Board Chair will send correspondence to the Minister of Finance and the Minister of Education regarding College funds held over for other projects.	

RESOLUTIONS

BM 05-20-2	Review of Agenda A motion was put forth and seconded that the revised agenda be accepted as presented.	Motion Carried
BM 05-20-4	Consent Agenda A motion was put forth and seconded that the Consent Agenda, be approved as presented. There was one item under the Consent Agenda – the draft minutes of the September 30, 2020 Board meeting.	Motion Carried



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BM- 05-20-15	It was moved and seconded that the meeting adjourn at 1:15pm.	Motion Carried
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The Minister of Education, the Honourable Tom Osborne, joined the meeting briefly. Introductions were carried out and the Minister said a few words to the group. He indicated he would like to meet with the Board again at a later date.

MINUTES

1. Call to Order

The meeting was called to order by the Board Chair at 9:32am.

2. Review of Agenda

Item # 8, Governance Committee Report, was removed from the agenda as the Committee Chair was not in attendance.

A motion was put forth and seconded that the revised agenda be accepted as presented.
Motion carried.

3. Conflict of Interest Declaration

There were no declarations of conflict of interest.

4. Consent Agenda

A motion was put forth and seconded that the Consent Agenda be approved as presented. There was one item included under the Consent Agenda, the draft minutes of the June 15, 2020 Board of Governors meeting. Motion Carried

5. Review of Action Items

BM 04-20-16 – The Board Chair will populate the Finance and Quality Committees of the Board.
Complete

BM 04-20-16 – The Governance Committee will determine terms of reference for each of the Finance and Quality committees. Ongoing.

6. Chair’s Report

The Board Chair provided a verbal update of his Board-related activities since the last meeting.



It was suggested that future Chair and President's reports continue to include activities carried out between meetings and to also be formatted to align with key strategic goals and objectives of the Strategic Plan and to eventually link with KPI's and Lean.

7. President's Report

The President provided a written report to the Board. The President acknowledged the challenges and stress related to the pandemic experienced by faculty, staff and students, and the efforts and means used by the College to try to alleviate them.

8. Governance Committee Report

There was no Governance Committee report provided as the Chair of the committee was not present at this meeting.

9. Finance Committee Report

The Chair of the Finance Committee provided a verbal report to the Board. There were no actions to record from that report.

10. Quarterly Financial Update

The newly appointed VP, Finance and Administration, was introduced to the Board. She provided a financial update to the Board, including costs related to the Covid-19 pandemic.

Board members were concerned that the College might be asked to use funds normally held over for projects for debt reduction.

Action: Communication from the Board Chair will be sent to the Minister of Finance and the Minister of Education regarding these funds.

11. Update on Enrollment Stats

The enrollment statistics for the Fall semester were presented to the Board.

12. Lean Presentation

The CNA Lean Project Manager – Lean Black Belt was introduced to the Board. She provided information to the Board about the Lean Management system being implemented at the College.



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13. Next Meeting

The next Board of Governors meeting is scheduled for November 25, 2020 via the Webex platform.

14. In Camera Session

The Board Chair called an in-camera session for the Board at 12:45am. All CNA staff were removed from the Webex platform.

15. Adjournment

It was moved and seconded that the meeting adjourn at 1:15pm. Motion Carried.