

**The New Brunswick Community College Foundation Inc.
MINUTES**

**June 7, 2019
3:00 PM, NBCCD Fredericton
Operational Meeting**

Present: Guy Laviolette (chair), John Harvie, Jean Allain, Tany Ndopedro, Marilyn Luscombe, Paul-Emile Legere, Mary Butler, Jim Jordan (Executive Director), Berthe Arseneault (Manager, Bursaries)

Regrets: Brice Belyea, Theolyn Martin, Marc Braithwaite, Roger Doucet

Documents distributed:

- a) February 5, 2019 Minutes;
- b) High school bursaries - Notes;
- c) Investment Summary Report.

1. **Agenda** - Adopted as circulated via e-mail on May 29, 2019. Moved, seconded, and approved (unanimous).
2. **February 5, 2019 Minutes** – moved, seconded, and approved (unanimous) as presented.
3. **Conference Calls** – Tabled by Guy Laviolette, Jim Jordan and Berthe Arseneault to investigate Skype/Zoom or other software suitable for conference call meetings that could be used on the road or at a college campus location.
4. **Meeting Documents** – Marilyn Luscombe requested that when possible all meeting handouts to be sent out to Board members electronically.
5. **High school bursaries** – Tabled by Guy Laviolette, more analysis required. Jim Jordan and Berthe Arseneault to analyze 2018-2019 data and report back to the Board before any decision is made to shift more bursaries to any particular demographic group.

6. **Executive Director Report** – Investment summary presented; Board requested that the March 31st Investment summary data be added as well. Offer made by Berthe Arseneault to any Board member to refresh individual Trustee Manuals, just send into the office attention Berthe Arseneault. Successful employee donation kaizen was performed, new process being implemented. Great teamwork from all parties involved. Feedback to Foundation office, communicate electronically.

7. **Next Meeting Dates** – September 27, 2019 (Conference Call)
February 21, 2020 (Conference Call)
May 29, 2020 (Face to Face)

8. **Meeting Adjournment** – Meeting adjourned at 3:30 PM

Minutes written by:



Jim Jordan, Executive Director

Minutes approved by:



Guy Laviolette, Chair