

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

**October 17, 2019
CCNB Dieppe, Room 1202
10:00 AM**

Present: Guy Laviolette (Chair), Brice Belyea, Marc Braithwaite, Theolyn Martin, Paul-Émile Légère, Pierre Zundel, Murray Cruickshank, Kate MacKay, Jim Jordan (Executive Director), Berthe Arseneault (Manager, Administration and Awards)

Regrets: John Harvie, Mary Butler, Jean Allain, Tany Ndopedro


Documents distributed:

- a) By-Law Change
 - b) Age Group Analysis
 - c) Travel Policy
 - d) Operational Rules for Awards
 - e) Investment Summary
 - f) Bursary Forecast
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- 1. Roundtable Introductions** – All meeting participants including new Board members, Pierre Zundel, Murray Cruickshank and Kate MacKay.
 - 2. Agenda** - Adopted as circulated via e-mail on October 2, 2019. Moved, seconded, and approved (unanimous).
 - 3. Approval of June 7, 2019 Minutes** - Moved, seconded, and approved (unanimous).
 - 4. New Board Appointment** – Kate MacKay. Moved, seconded, and approved (unanimous).
 - 5. Video Conference Update** - NBCC is standardizing to Microsoft Teams (a group chat, video meetings, file storage software), Berthe to advise when functional for Foundation Board to use for their conference call meetings.

6. **By-Law Change** – Moved, seconded and approved (unanimous).
7. **Age Group Analysis** – More data requested, overlay of all student age groups needed, Berthe to provide at next Board meeting.
8. **Travel Policy** - Moved, seconded and approved (unanimous).
9. **Applications Received** – Berthe presented data, 1776 total, 1626 qualified and award planning to commence.
10. **Scholarships & Bursaries Operational Rules** - Moved, seconded and approved (unanimous).
11. **Executive Director Report** – IMC, Investment Summary, 2019-20 Bursary Forecast, Budget 2020-21 Plan
12. **Board Member Thank You** – Guy Laviolette thanked Theolyn for her participation on the Foundation Board these past 4 years.
13. **Next Meeting Dates** –

February 21, 2020 – Conference Call
May 29, 2020 – Face to Face
September 25, 2020 – Conference Call
14. **Adjournment** - End of meeting at 12:01 PM.

Minutes written by:



Jim Jordan, Executive Director

Minutes approved by:



Guy Laviolette, Chair