

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

**February 19, 2021
2:00 PM, Video Conference
OPM**

Present: Guy Laviolette (Chair), Jean Allain (Vice Chair), Brice Belyea, Pierre Zundel, Paul-Emile Légère, Carrie Nolan, Mary Butler (Phone), Lexi Keast, Jim Jordan (Executive Director), Valerie Roy (Administrator)

Regrets: Murray Cruickshank, John Harvie, Noémy Morneau

Documents distributed:

- a) October 30/2020 Minutes
- b) Applications/Bursary Awards/Donor Receipts
- c) Operational Rules For Bursaries
- d) Investment Summary Report
- e) 2020/21 Budget Update & 2021/22 Budget

1. **Agenda** - Adopted as circulated via e-mail on January 19/2021. Moved, seconded, and approved (unanimous).
2. **New Board Member** – Lexi Keast (NBCC) was welcomed and introduced to the Board Members.
3. **October 30/2020 Minutes** – Moved, seconded, and approved (unanimous).
4. **Applications / Bursary Awards / Donor Receipts** – Valerie Roy reviewed the report with the Board.
5. **Operational Rules Edits** – Edits approved.
6. **4 Way (NBCC/CCNB/NBCCD & Foundation) MOU** – MOU concept introduced by Mary Butler, Jim Jordan to consult with the 3 colleges and prepare a draft to be presented to the Board at the June AGM.
7. **Investment Summary** – Jim Jordan reviewed report with the Board.
8. **IMC Report** – IMC to be rescheduled, working on investment strategy and long-term operational funding for the Foundation. Will be presenting findings at June AGM.
9. **Office Move** – Jim Jordan explained office move to CCNB Lakeburn delayed due to COVID. Will be rescheduled for April 2021.
10. **2020/21 Budget Update & 2021/22 Budget** – Proposed 2021/22 operating budget presented to the Board. Moved, seconded, and approved (unanimous).

11. Other – Guy Laviolette requested an update on donor celebration plans due to COVID cancellations. The 3 Colleges responded with their plans to thank donors for their ongoing support considering the cancellation of donor celebrations due to COVID.

Jim Jordan highlighted that the additional disbursement decision that was completed on January 18/2021 would be included in the minutes (email attached).

Pierre Zundel asked if the Board would consider a further emergency disbursement, similar to the previously executed COVID program, to assist students that are unable to find part-time summer employment due to the COVID slowdown in the food service/tourist/entertainment markets. The IMC was asked to arrange a meeting to discuss if further disbursement was feasible at this time and to report back to the Board.

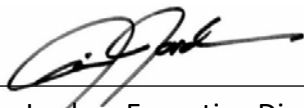
Jim Jordan advised the Board of a Foundation Communication Planning workshop to be held on February 23/2021 with all the Colleges involved.

12. Next Meeting Dates – June 11/2021, September 24/2021, February 11/2022.

13. Foundation Office Staff Review – Board discussion occurred without the presence of Jim Jordan or Valerie Roy.

14. Meeting Adjournment – Meeting adjourned up to #12 at 3:18 PM.

Minutes written by:



Jim Jordan, Executive Director

Minutes approved by:



Guy Laviolette, Chair