

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

**February 11, 2022
10:00 AM, Video Conference
OPM**

Present: Guy Laviolette (Chair), Jean Allain (Vice Chair), John Harvie, Brice Belyea, Pierre Zundel, Paul-Emile Legere, Carrie Nolan, Linda Brownrigg, Tom Meadus (Mary Butler Sub), Noémie Morneau, Valérie Roy (Executive Director), Claudette Gallant (Administrative Associate)

Regrets: Lexi Keast

Documents Distributed:

- a) September 24, 2021 OPM Minutes
- b) Applications/Bursary Awards/Donor Receipts
- c) IMC Investment Summary
- d) 2020/21 Budget Update & 2021/22 Budget
- e) Planning of Annual Report
- f) MOU & Agreement on Administrative Support
- g) Proposal – Foundation Bursary Value
- h) Proposal – Foundation Recruitment Bursary

1. **Agenda** - Adopted as circulated via e-mail on January 14, 2022. Moved, seconded, and approved (unanimous).
2. **September 24, 2021 OPM Minutes** – Moved, seconded, and approved (unanimous).
3. **Applications / Bursary Awards / Donor Receipts** – Claudette Gallant reviewed the report with the Board.
4. **MOU** –The revised MOU and Agreement on Administrative Support for the NBCC Foundation, approved by all 3 colleges. French translation to be outsourced. Moved, seconded, and approved (unanimous).
5. **Investment Summary** – Valérie Roy reviewed report with the Board.
6. **IMC** – Met with new representative from UNI. Will eventually meet with Louisburg. Confirms the process towards changing our portfolio is going according to plan.
7. **2021/22 Budget Update & 2022/23 Budget** – Proposed 2022/23 operating budget presented to the Board. Moved, seconded, and approved (unanimous).

A committee will be put together by Valérie Roy with the mandate to present to the next board meeting, their recommendation to fund the Foundation's Operational Budget in the Future.

8. **Annual Report Planning** – Annual Report will no longer be printed. A card will be sent with a summary of the Report and direction to the online version. A draft will be presented to the board at the next meeting.
9. **Other, Foundation Bursary Value** – A proposal to raise the value (\$1,100) of the Foundation Bursary was presented and discussed. There will be no changes to the amount of money withdrawn for bursaries and the IMC will investigate the question further and report at next meeting.
10. **Other, Foundation Recruitment Bursary**– A proposal to allocate a set amount of Foundation Bursaries for Recruitment purposes was presented and discussed. A committee will be formed by Valérie Roy to look at the full picture of the Foundation's Bursary program. A mandate for this committee will be presented at the next meeting.
11. **Other, Foundation Employee Evaluation** – A mandate was given to Jean Allain to create with Valérie Roy's help an official Employee Evaluation Process for next meeting.
12. **Next Meeting Dates** – June 17, 2022 / September 23, 2022 / February 10, 2023
13. **Update of the Board Members** – John Harvie is not renewing his mandate. He was warmly thanked for his service.
14. **Meeting Adjournment** – Meeting adjourned at 11:55 AM.

Minutes written by:



Valérie Roy, Executive Director

Minutes approved by:



Guy Laviolette, Chair