

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

**June 17, 2022
11:40 AM, Grains de Folie, Caraquet
Operational Meeting (OPM)**

Present: Guy Laviolette (Chair), Jean Allain (Vice Chair), Brice Belyea, Tom Meadus (Mary Butler Sub), Carrie Nolan, Pierre Zundel, Noémy Morneau, Linda Brownrigg, Derek Burchill, Valérie Roy (Executive Director), Claudette Gallant (Administrative Associate)

Regrets: Paul-Émile Légère, Lexi Keast

Documents Distributed:

a) February 11, 2022 OPM Minutes

1. **Agenda** - Adopted as circulated via e-mail on June 6, 2022. Moved, seconded, and approved (unanimous).
2. **February 11, 2022 OPM Minutes** – Moved, seconded, and approved (unanimous).
3. **Board Member Update** – Per part 4 #16h of the Foundation's By-laws, Carrie Nolan named Camilla Vasquez as her representative, and Pierre Zundel named Cyrille Simard as his.
4. **New Employee** - An electronic vote from the board, occurred in May 2022, approving the revision of the 2022-2023 budget to hire a part-time employee to help with the monthly tasks at the Foundation. Valérie announced that Linda Arsenault was to start at the Foundation on July 18, 2022 as Administrative Associate. Making Claudette Gallant the Program Associate.
 - **UPDATE** on June 20, 2022 Linda Arsenault has received an offer she could not refuse from a previous employer and thus we must find a replacement for the Administrative Associate part-time job.
5. **Official Review of the Director** –Jean Allain presented the director's review document created with Valérie Roy, following the mandate given to him at the February Meeting. It was decided that the document would be circulated to the board for further input and suggestions before finalizing.
6. **Next Meeting Dates** – September 23, 2023, February 10, 2023, and June 16, 2023.
7. **Meeting Adjournment** – Meeting adjourned at 12:02 PM.

Minutes written by:



Valérie Roy, Executive Director

Minutes approved by:



Guy Laviolette, Chair