

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

**November 4, 2022**

**11 AM, NBCC Miramichi**

*\*\* This is the postponed, September 23, 2022, Meeting (Storm Fiona) \*\**

**Operational Meeting (OPM)**

**Present:** Guy Laviolette (Chair), Paul-Émile Légère, Tom Meadus (Mary Butler's representant), Cyrille Simard (Pierre Zundel's representant), Noémy Morneau, Linda Brownrigg, Derek Burchill, Valérie Roy (Executive Director), Claudette Gallant (Program Associate)

**Regrets:** Jean Allain (Vice Chair), Brice Belyea, Carrie Nolan, Lexi Keast

**Documents Distributed:**

*(e-mailed 2022-10-25 / printed copies at the meeting)*

- a) Revised Agenda October 25, 2022, OPM
- b) June 17 OPM Minutes
- c) CRA Source Deductions Report and Executive Director statement
- d) Investment Summary
- e) Co-operators Privacy Breach Coverage Information
- f) Co-operators New Insurance Certificate
- g) Co-operators Cyberscout program introduction
- h) Executive Summary
- i) Donor Recognition cards
- j) Executive Director's Official Review Document
- k) Foundation's Operational Rules

1. **Agenda** - Adopted as circulated via email on October 25, 2022.  
Moved by Cyrille, seconded, and approved (unanimous).
2. **June 17, 2022, OPM Minutes** – Adopted as circulated via p Moved by Derek, seconded, and approved (unanimous).
3. **CRA Source Deduction** – Deduction Report and Executive Director Statements were presented by Valérie.
4. **IMC Report** – Paul-Émile gave the IMC Report and reviewed the Investment Summary. The board was notified that the IMC we'll start looking to replace Credential as our investors.
5. **Trustees Insurance** – Valérie notified the board that the privacy breach coverage is now \$1,000,000. The cost of this was \$233.00. The included Cyberscout program was mentioned and the need to look at our cyber data safety protocol was acknowledged.

It was agreed that a short assessment of need would be presented to the colleges with the goal of sharing resources in that field.

6. **Annual Report 2022** – The annual report, executive summary and donor recognition card were presented by Valérie. The cards will be repurposed digitally to save on postage costs.
7. **Official Review of Director** – Adopted as circulated via email on October 25, 2022. Moved by Cyrille, seconded, and approved (unanimous). Jean will be the one reviewing Valérie's performance using the document.
8. **Meeting of the committee for the long-term financing of the foundation** – Meeting was held on October 3, 2022. Pictures of the current financial situation and the Foundation's expenses will be created to submit a grant request to PETL and/or government.
9. **Annual Review of Operational Rules** – Adopted as circulated via email on October 25, 2022. Moved by Derek, seconded, and approved (unanimous).
10. **New Administrative Associate** – Mathieu Melanson's first day is November 7, 2022

**UPDATE:** Mathieu left after realizing the position was not what he was looking for. The position has not been filled yet.

11. **Next Meeting Dates** – February 10, 2023, and June 16, 2023.

12. **Other: Mandate update**– Noémy Morneau is taking over Guy's renewable trustee's mandate. CCNB still has to fill the CCNB Alumni position.

In recognition of their 5 years with the Foundation, Jean Allain, Pierre Zundel and Brice Belyea were all mailed a certificate and a thank you chocolate box.

In recognition of Guy's 15 years with the Foundation, he was presented with a certificate for the new Guy Laviolette bursary, created in his honour. More gifts were given, and many thanks and kind words were expressed.

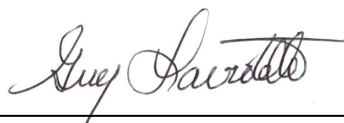
13. **Meeting Adjournment** – Meeting adjourned at 11:58 PM.

Minutes written by:



Valérie Roy, Executive Director

Minutes approved by:



Guy Laviolette, Chairman