

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

**March 1, 2024  
10 AM at CCNB, Dieppe  
Operational Meeting (OPM)**

**Present:** Paul-Émile Légère, Tom Meadus (Mary Butler's sub), Camilla Vásquez (Carrie Nolan's sub), Carrie Nolan, Cyrille Simard (Pierre Zundel's sub), Derek Burchill, Lois Scott, Noémy Morneau, Valérie Roy (executive director), Claudette Gallant (program associate)

*\*Camilla, Carrie, Cyrille and Noémy via TEAMS*

**Regrets:** Linda Brownrigg, Lexi Keast, Brice Belyea

**Documents Distributed:**

*(email sent 2024-02-23 / printed copies at the meeting)*

- a) Agenda Revised BIL
- b) OPM minutes Sept 29, 2023
- c) Suggested Nomination and voting procedure
- d) Remittance statement ED
- e) Investment Summary
- f) Annual operational summary
- g) Valerie's WorkPlan for 2024 *(sent Feb 28, 2024)*
- h) Budget suggested 2024-25 *(sent Feb 28, 2024)*

**Meeting began at 10:05 AM**

- 1. Agenda** - Adopted as circulated via email on February 23, 2024.  
Moved by Derek, seconded, and approved (unanimous).
- 2. September 29, 2023, OPM minutes** – Adopted as circulated.  
Moved by Tom, seconded, and approved (unanimous).
- 3. Welcome** - The board welcomes Lois Scott, and everybody introduces themselves.
- 4. Election process from Robert's Rules of order** – Adopted as presented.  
Moved by Derek, seconded, and approved (unanimous).
- 5. Nominations from nomination committee** – Lois Scott for chairperson and Cyrille Simard for vice-chair. No nomination from the floor.  
  
Tom calls the vote for both candidates and mandates. Both approved. (unanimous)  
Both candidates will take office at the end of the meeting.

- 6. Reports of CRA source deductions** – Deduction report and executive director statements were presented by Valérie.

It has been requested that starting next meeting we add to this report the confirmation of the board insurance payment and if they are any foreseen or outstanding litigation towards the board and/or the Foundation.

Valérie confirmed that the board insurance has been paid in full and that to her knowledge there is no foreseen or outstanding litigation.

- 7. Reports of # of applications, bursaries, and receipts** – Claudette presents the reports. Followed by questions and discussion.

*\*Carrie replaces Camilla on TEAMS. She takes the opportunity to introduce herself to Lois.*

- 8. IMC Report** – Valérie gave an update on the migration of our investment from UNI/Credential to JFL-Jarislowsky Fraser Limitée. Paul-Émile then gives an overview of IMC's history and Louisbourg's annual presentation.

- 9. Budget** – Valérie presents the suggested budget for 2024-2025. Tom quickly reviews the operational budget situation with our pending request to PETL. Carrie gives an update on our PETL request.

Budget is then adopted as presented. Moved by Tom, seconded, and approved (unanimous).

- 10. Foundation's operational budget committee** – Planning and reservations for the annual meeting in St. Andrew's will be done. If we do not get the requested support from PETL we may cancel and choose a less expensive destination.

- 11. Governance revision** – Lois explains about governance framework: Traditional to Outcome based. It is agreed that the next step is to get quotes for outsourcing the creation of our strategic plan. (Cost will most likely be paid by NBCC.) We will possibly take an extra day after AGM to do the strategic plan work.

- 12. Operational progress report** – Valerie presents a summary of 2023, prediction for 2024 and her long-term project list.

- 13. Scotiabank transfer update** – Valerie confirms we should be able to start slowly transferring money from UNI to Scotia in the next couple of weeks. She will notify the auditing company of that change and the investment company (JFL) one as well.

- 14. Annual report** – It is still delayed for lack of time.

- 15. Electronic vote (email)** – Dec 1, 2023, Vote for choice of Bank.  
Results: Unanimous for Scotiabank

**Electronic vote (email)** – Dec 8, 2023, Vote for new Trustee Lois Scott.  
Results: Approved. Unanimous.

**Electronic vote (email)** – Jan 24, 2024, Vote for extra investment withdrawal for fall bursary program.  
Results: Approved. Majority (8) / 2 no response

**16. Updates on account clerk contract and mandates** – Valérie is training/working with *InCharge Coaching* to prepare to hire an account clerk in the very near future.

It was agreed that mandates coming to an end before we have done the revision of that part of the governance will be offered an extension of said mandate.

**17. Other** – No other items to be addressed.

**18. Next meeting dates** – June 14, 2024, and September 27, 2024 - AGM

*\*Valérie and Claudette leave the room for the next item.*

**19. A) Annual review of executive director for 2023 and approval of the director's 2024 work plan** - 'in-camera' discussion


*\*Valérie and Claudette return to the meeting*

**B)** Cyrille will give the board's feedback on the 2023 work plan *results* and performance, one-on-one with Valérie in the following weeks.

Amended 2024 work plan moved by Tom, seconded, and approved (unanimous).

**20. Meeting adjournment** – Meeting adjourned at 12:15 PM.

Minutes written by:

  
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Valérie Roy, executive director

Minutes approved by:

  
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Lois Scott, chairperson