The New Brunswick Community College Foundation Inc.
MINUTES

February 10, 2023
10 AM, Online meeting via TEAMS

Operational Meeting (OPM)

Present: Jean Allain (Vice Chair), Tom Meadus (Mary Butler's representant), Cyrille Simard (Pierre Zundel's representant), Carrie Nolan, Noémy Morneau, Linda Brownrigg, Derek Burchill, Lexi Keast, Valérie Roy (Executive Director), Claudette Gallant (Program Associate) and Diane Boucher (Account Clerk)

Regrets: Paul-Émile Légère, Brice Belyea

Documents Distributed:
(emailed 2023-01-27)

  a) Agenda
  b) 2022-11-14 Foundation OPM Minutes Nov 4, 2022
  c) 2023-01-26 Remittance statement ED
  d) 2023-01-24 Investment Summary
  e) 2023-01-26 Budget
  f) 2022-12-12 Chairperson Président profile
  g) 2023-01-25 Director Evaluation 2022-2023
  h) 2023-01-16 (Jean's Report) Révision de travail Valérie Roy par Jean Allain

1. A motion was made to approve Jean Allain as acting chairperson for the meeting. It was moved by Derek, seconded, and approved (unanimous).

2. **Agenda** - Adopted as circulated via email on January 27, 2023. Moved by Cyrille, seconded, and approved (unanimous).

3. **November 4, 2022, OPM Minutes** – Adopted as circulated via email. Moved by Cyrille, seconded, and approved (unanimous). *The Nov 4th special AGM minutes will be voted on at the next AGM Meeting.

4. **CRA Source Deduction** – Deduction Report and Executive Director Statements were presented by Valérie.

5. **Applications, bursaries and donors receipt report** – Claudette reviewed the report with the board.

6. **IMC Report** – Valérie presented the IMC Report and reviewed the Investment Summary.

7. **Budget 2022/23 update & proposed 2023/24 budget** – Tom presented an overall picture of our options concerning the operational budget needs. The 2023/24 operating budget was presented to the Board. Moved by Derek, seconded, and approved (unanimous).

8. **Committee updates: Nomination Committee for Chair Election** – No candidates have come forward yet. Vote postponed until next meeting.

9. **Committee updates: Long-term financing of the Foundation (Operational Budget) committee** – A large picture of the options has been presented while talking about the budget earlier. The committee's next meeting is being scheduled. Ideally, the committee would bring forward a proposition to be voted on at the next AGM in September.

10. **Committee updates: Revision of Foundation's governance committee –** A first meeting is being scheduled.

11. **Committee updates: Bursary program revision committee –** A progress report was presented by Valerie and a next meeting will be scheduled soon for the next steps.

12. **Committee updates: Cyber data safety protocol assessment of need** – Valérie is working with Tony Roy and his team of CCNB to establish some best practices and get a second opinion on our insurance coverage. Lexi also volunteered as a source of help as she used to work in that field.

13. **New Account Clerk (part-time position)** – We welcomed Diane Boucher.

14. **Mandate update: CCNB Alumni** – Cyrille is working on a couple of possibilities.

15. **Other** – On December 5, 2022 (by email) the board unanimously approved the issuing of an official donor receipt for the $115,000.00 donation from NB Power.

16. **Next Meeting Dates:** June 16, 2023, September 29, 2023, and it was agreed unanimously to push the February 2024 meeting to the beginning of March.

17. **Meeting Adjournment** – Meeting adjourned at 10:58 AM.
    Valérie, Claudette and Diane left the meeting, to allow the board to do the annual review of the Director.

18. **Annual Review of Director for 2021/22 and revision of the 2022/23 work plan –** The 2022/23 work plan was approved. The board is satisfied with the work being done and voted to give Valérie a 2% raise effective immediately. A $ 3,000.00 per year budget has also been approved for training opportunities relating to the needs of the Foundation. Lastly, Carrie will work with Valérie to create a personal development plan.

Minutes written by:

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Valérie Roy, Executive Director

Minutes approved by:

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Jean Allain, Acting Chairman