

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

**September 29, 2023
10 AM at NBCC, Moncton
Operational Meeting (OPM)**

Present: Brice Belyea, Tom Meadus (Mary Butler's sub), Camilla Vásquez (Carrie Nolan's sub), Cyrille Simard (Pierre Zundel's sub), Linda Brownrigg, Jessica Lebreton, Derek Burchill, Valérie Roy (Executive director)

Regrets: Paul-Émile Légère, Lexi Keast, Noémy Morneau, Claudette Gallant (Program associate)

Documents Distributed:

(e-mailed 2023-09-19 / printed copies at the meeting)

- a) Agenda EN
- b) OPM Minutes June 16, 2023
- c) Board meeting calendar
- d) List of moving cost and updated budget

Meeting began at 11:50 AM

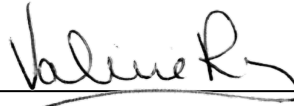
1. **Agenda** - Adopted as circulated via e-mail on September 19, 2023. Moved by Derek, seconded, and approved (unanimous).
2. **June 16, 2023, OPM minutes** – Adopted as amended. Moved by Brice, seconded, and approved (unanimous).
3. **Yearly Board Calendar** – Adopted as presented. Moved by Derek, seconded, and approved (unanimous). It will be sent to all board members now that it's approved.
4. **2023 Annual Report** – Delayed until March.
5. **Nomination committee and governance review** – Tom updated the board on both subjects. We have a candidate that is considering the chair mandate. She would be perfect to lead the governance review.
6. **Long-term financing (Operational Budget) committee** – Tom presented the situation, the next steps and our plan B. Plan A, being the meeting with PETL before the end of October.
7. **Operational progress report** – Valérie and Tom presented an update on the ongoing projects and their benefits i.e., reduction of physical cheques, continued updates of the online bursary program application, etc.
8. **Conclusion of office move** – Cost and budget update presented by Valérie.

9. Third employee update – Valérie presented her plan on looking to hire an experienced individual on a contract base to create and set up the position, it's processes and possibly train the employee that will take on the position after.

10. Next Meeting Dates – March 1, 2024, and June 14, 2024

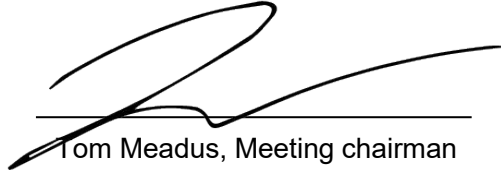
11. Meeting Adjournment – Meeting adjourned at 11:54 AM.

Minutes written by:



Valérie Roy, Executive director

Minutes approved by:



Tom Meadus, Meeting chairman