



The NBCC Foundation Inc.  
*Support Achievement!*

La Fondation du CCNB Inc.  
*Soutenons la réussite!*

## Minutes

<b>Meeting</b>	<b>Special Board of Directors Meeting</b>	
<b>Date</b>	December 2, 2024, at 10 a.m.	
<b>Location</b>	NBCC Corporate Office, Fredericton, NB	
<b>Attendees</b>	Lois Scott (Board Chair)	Cyrille Simard (Vice Chair) CCNB via TEAMS
	Paul-Émile Légère	Tom Meadus, NBCC
	Brice Belyea	Derek Burchill
	Linda Brownrigg	Valerie Roy, Executive Director
<b>Regrets</b>	Noémy Morneau, Camila Vàsquez, NBCCD	
<b>Guest</b>	Pierre Laplante from NuFocus in his capacity as a strategic planning consultant	

<b>Agenda #</b>	<b>Discussion &amp; Decisions</b>	<b>Follow-up</b>	<b>Resp</b>
<b>1.0</b>	<b>Welcome &amp; Call to Order</b> Chair Lois Scott called the meeting to order and noted that quorum requirements were met. No conflicts of interest were declared with any of the agenda items. Board members were reminded of their obligation to respect and protect the confidentiality of the Foundation's information discussed during and between meetings.		
<b>2.0</b>	<b>Approval of Agenda &amp; Minutes</b> <b>Decision:</b> The Agenda for December 2, 2024, was unanimously approved <b>Decision:</b> Deferral of the approval of September 26, 2024, Board Meeting minutes to March 20, 2025, meeting was unanimously approved.	Include on agenda for Dec meeting	Roy/ Scott



3.0	<b>Strategic Plan</b> L. Scott provided an overview of the phases, associated tasks, and timelines used for the development of Foundation's Strategic Plan, including the securing of funding from LearnSphere and the services of NuFocus Strategic Group to lead the project.		
4.0	<p>Pierre Laplante of Nufocus presented a comprehensive overview of the draft strategic plan to the Board and answered questions.</p> <p><b>Decision:</b> The Foundation's Strategic plan as presented was accepted unanimously.</p> <p><b>Decision:</b> It was unanimously agreed that a draft version of the Foundation's Action Plan for the next 3-5 years will be developed by the Chairperson and Executive Director with the support of Pierre LaPlante. In the spring, a special meeting of the Board will be convened to consider and approve the proposed Action Plan. A workshop led by P. Laplante will be scheduled with the board to develop the Foundation's "Values".</p>		
5.0	<b>Board Governance Framework</b> L. Scott presented a draft Governance Framework which defines the Board and Standing and/or Ad Hoc Committee's roles and relationships. Additional information regarding Terms of Reference and Standing Committees will be provided at a special meeting in the spring 2025.		
6.0	<b>Final Stage of Strategic Plan</b> The NuFocus contract did not include the development of outcome metrics. Additional funding from LearnSphere and other sources to cover these costs will be identified and potential funders approached.		
7.0	<b>Succession Planning</b> The importance of succession planning for competency-based Boards and Committees was noted. The first step in the process is to identify the competencies of the collective Board that are required to meet the goals outlined in the Foundation's Strategic Plan for the next 3 years. The next step is to ask each of the current Board members to complete a self-assessment of his/her competencies. Using this information, competency gaps are identified and used as the basis to select new Board Directors and Committee Members. Current Board of Directors will be asked to complete a self-assessment of their competencies before the March meeting.	<p>Develop and distribute self-assessment tool</p> <p>Complete self-assessment</p>	<p>Scott</p> <p>Board Members</p>



8.0	<b>Date &amp; Location of Next Regular Board Meeting</b> March 20, 2025: On-line at 9:30 a.m. June 19, 2025: Time and location to be determined. <b>Date &amp; Time of Special Board Meeting</b> 14 May 2025: Time and Location to be determined.	Notify Board	Roy
9.0	<b>Adjournment</b> The meeting adjourned at 11:45 p.m.		

Minutes written by: Valérie Roy  
Valérie Roy, Executive Director

Minutes approved by: Lois Scott  
Lois Scott, Chairperson