The NBCC Foundation Inc. *Support Achievement!* La Fondation du CCNB Inc. *Soutenons la réussite !*

Minutes

Meeting	Foundation Board Meeting	
Date	September 25, 2025 (Thursday) (12:00 p.m. to 2:00 p.m.)	
Location	NBCC's Corporate Office, 284 Smyth Street, Fredericton (Conference room)	
Attendees	Lois Scott (Board Chair)	Cyrille Simard (Vice Chair) (Arrived at 12:30 pm)
	Linda Brownrigg	Tom Meadus, NBCC
	Brice Belyea	Camila Vásquez, NBCCD
	Paul-Émile Légère	Valerie Roy, Executive Director
Guest	Shelley Black-Belyea (New director to be elected at AGM)	
Regrets	Derek Burchill, Mathieu Savoie (New director to be elected at AGM)	

Agenda	Discussion & Decisions	Follow-up	Resp
1.0	**Welcome, Call to Order, Quorum, Conflict of Interest, & Confidentiality**		
1.1	Chair Lois Scott welcomed the Board Members, noted that Quorum requirements were met, and called the meeting to order.		
1.2	New Board Director, Shelley Black-Belyea was welcomed. Mathieu Savoie sent regrets. The search for a lawyer to join the Board is continuing.		
1.3	No conflicts of interest regarding any agenda items were declared. Board Members were reminded of their duty to always respect and safeguard the confidentiality of the Foundation's information, except when requested by the Board to speak with others external to the Board about a specific issue.		
2.0	**Approval of Agenda & Minutes**		
2.1	***Decision:*** *The agenda for the September 25, 2025, as distributed before the Board Meeting, was unanimously approved.*		
2.2	***Decision:*** *The minutes of the June 19, 2025, Board meeting, as distributed before the meeting, were unanimously approved.*		
3.0	**Business Arising from 19-06-2026 Meeting**		
3.1	**2025 Recruitment/Nominations** The success in recruiting highly qualified candidates and a Standing Committee member with the competencies identified by the Board for 2025 demonstrates the importance of many Board members being actively involved	Build on the 2025 success in 2026	Gov & HR Comm

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	in the process and the impact of an on-line invitation for people to self-refer.		
3.2	**Networking with PETL** The meeting to be held with PETL for the fall of 2025 was not completed as planned and will be scheduled for the first quarter of 2026. The purposes of the meeting are to promote a closer relationship with PETL, identify the potential for the Foundation to assist in different ways, and discuss the need for an increase in the annual funding provided to the Foundation. While the meeting was not held, the Foundation became very involved by initiating and executing an unexpected PETL program, which resulted in increased revenue and the opportunity to expand the Foundation's scope and nature of services, as identified in the Strategic Plan.	Schedule Meeting for Q1 2026	Roy & Scott
3.3 & 3.5	**Meeting with NBCC and CCNB Boards & Senior Managers to present Foundation's Stategic Plan** These meetings were not held as planned, however the intent to hold these meetings have been discussed with both colleges. A written request will be sent to the CEOs and Board Chairs requesting time at a Board meeting in Q1 or 2 2026 to present the Strat Plan. A networking meeting was held with NBCC's CEO and the Foundation's Chair in late summer.	Send written request for meeting	Roy & Scott
3.4	**Meeting with NBCCD** L. Scott met with Jared Peters, Executive Director, in late August. He was very positive about the role played by the Foundation and the relationship between NBCCD and the Foundation.		
3.6	**Networking & Marketing Plan Framework** Tom Meadus presented a framework reflecting the Strategic Plan goals for networking and marketing. The framework provided excellent initiatives for the Board and Executive Director to consider and implement. It was noted that some of the networking activities have already been initiated. **Decision:** *Due to a staffing shortage and the current workload demands for the Executive Director's time, the Board unanimously agreed to postpone implementing the Networking and Marketing plan until mid to late 2026.*	Place on Workplan for late 2026	Roy

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3.7	**Issues with Mircosoft Suite** V Roy reported that these issues were resolved.		
4.0	**Board Chair's Report**		
4.1	**Request to Present at NBCC's Board Meeting** This matter was discussed with the CEO; a written request for the Board Chair & Executive Director to present at an NBCC Board Meeting will be sent to the CEO and NBCC's Board Chair	Prepare & Send Letter	Scott
4.2	**Letters to Board Candidates Not Selected** A letter will be written to Board candidates who were not selected in 2025, thanking them for their interest and offering them the opportunity to keep their names on the recruitment list for future Board or Standing Committee openings.	Follow-up with Candidates	Scott
4.3	**Grant to Fund Development of Outcome Metrics and Measurement** Outcome Metrics are a critical component of our Strategic Plan and a means to provide reliable, consistent feedback to the Foundation's clients. An application was submitted to LearnSphere, Inc. for funding to develop outcomes and measurement metrics; however, this was not approved because the Foundation had already received funding for another project in 2025. There are available funds in the Foundation's budget to cover the expected cost. **Decision:** "*The Board unanimously approved that Pierre LaPlante of NuFocus, the firm, that guided the development of Foundation's Strategic Plan, be asked to submit a proposal to develop outcomes and metrics for the Foundation*"	Contact NuFocus	Scott or Roy
4.4	**Executive Director's Job Description** Camila Vásquez has reviewed and amended the ED's Job Description. Copies will be distributed as a supporting document with the agenda for the Nov 27th Board Meeting;	Attach to agenda	Scott or Roy
5.0	**Executive Director's Report**		
5.1	**Communication with CRA** Feedback from the CRA regarding the next steps required to change the Foundation's name and purposes has not yet been received.		

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5.2	**Sending Documents to Board & Committees** Using Dropbox to share documents with Board and Standing Committee members was challenging in some instances. Going forward, V. Roy will use Goggle Drive.		
6.0	**Finance & Investment Advisory Committee Report**		
	Was presented at the AGM		
7.0	**Governance & HR Committee Report**		
	This Standing Committee has not yet been convened; Members have been recruited, including Community Member Maureen Wallace. Intend to have first meeting in Q4 of 2025 or Q1 of 2026.	Convene First Meeting	Scott
8.0	**Items Identified by Directors**		
	No matters identified		
9.0	**In-Camera Session**		
10.0	**Adjournment**		
	The meeting adjourned at 1:10 pm		

Minutes written by: ____________________

Valérie Roy, Executive Director

Minutes approved by: ____________________

Lois Scott, Chairperson