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

Minutes

Meeting	Foundation Special Board Meeting	
Date	November 3, 2025 (Thursday) (9:00 a.m. to 10:00 a.m.)	
Location	Online TEAMS	
Attendees	Lois Scott (Board Chair)	Cyrille Simard (Vice Chair), CCNB
	Linda Brownrigg	Tom Meadus, NBCC
	Brice Belyea	Camila Vásquez, NBCCD (left at 9:28 a.m.)
	Mathieu Savoie	Derek Burchill
	Shelley Black-Belyea	Valerie Roy, Executive Director
Regrets	Paul-Émile Légère	

Agenda	Discussion & Decisions	Follow-up	Resp
1.0	**Welcome**		
1.1	Chair Lois Scott welcomed the Board Members, noted that quorum requirements were met, and called the meeting to order.		
1.2	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 November 3, 2025, special meeting, as distributed before the Board Meeting, was unanimously approved.*		
3.0	**2025 Election/Appointment of Board Directors**		
3.1	**Election of Candidate Emily Russell** ***Decision:*** The Board, through a verbal vote, unanimously elected Emily Russell to serve as a Board Director for a three-year term ending at the 2028 AGM, with the possibility of being elected for a second three-year term at that time.	Notify E. Russell	Scott
3.2	**Appointment of NBCC Representative** The Board was informed of a letter from Mary Butler, NBCC President and CEO, stating that Heather Allaby, Vice President of Engagement and Experience at NBCC, is being appointed as NBCC's Representative to the Foundation's Board for a three-year term. Heather is replacing NBCC's current Foundation appointee, Tom Meadus, who has resigned from NBCC.		

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	Lois Scott will contact Heather with information about upcoming meetings and an onboarding session. The Board recognized the outstanding contributions of Tom Meadus as NBCC's Representative on the Foundation's Board and expressed their confidence that he will be a valuable addition to St. Thomas University as its Vice-President of Advancement and Alumni Relations.	Welcome Call to H. Allaby	Scott
4.0	**Foundation Staffing Issues**		
4.1	The Foundation urgently needs to expand its operational capacity, as it currently has only two employees. The third employee was terminated at the end of her probationary period. This decrease in staff is coupled with significant, unexpected increases in the work required to meet the original service expectations, as well as many amendments that followed regarding PETL's new program. Another consequence of the staff shortage is the delay in initiating actions outlined in the Foundation's strategic plan. Currently, there is a need to hire, within a reasonable timeframe, two permanent staff members: an Accounting Associate and another employee to manage databases and assist the Executive Director with various tasks. In the meantime, it is necessary to hire a temporary employee to assist the Executive Director. The Greater Moncton Chamber of Commerce and a company that provides short-term temporary staff were contacted to determine service costs, availability, employment and contract expectations, etc. The private sector company would add a service charge of 45% of every dollar paid to the employee, plus additional charges for statutory holidays and many other costs, etc. **Decision:** *The Board unanimously approved the immediate hiring of a temporary Administrative Assistant for 4 months, and the hiring of a permanent Accounting Associate as soon as possible.* **Decision:** *The Board unanimously recommended that the Foundation meet with PETL to discuss revisions to the fees for the 0320-NB Youth in Care Scholarship Fund, due to numerous amendments to the services identified in the original*	Identify preferred option & hire staff Better define workload expectations	Roy Roy

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	agreement, which have resulted in considerably more work for the Foundation's staff. It was also noted that the Foundation might want to consider implementing fees on a flow-through model to improve efficiency.	& related costs Finance Comm & ED to consider	 Roy
5.0	**In-camera Session**		
6.0	**Adjournment**		
	The meeting adjourned at 9:50 a.m.		

Minutes written by: Valérie Roy

Valérie Roy, Executive Director

Minutes approved by: _______________

Lois Scott, Chairperson