



## BOARD OF GOVERNORS MEETING

VIRTUAL - ZOOM

AUGUST 29, 2024

4:00 PM – 5:30 PM

|                |   |
|----------------|---|
| BOARD MEMBERS: | K. Webb (Chair), C. Payne, R. Kinley, A. Bajaj, G. Randhawa, K. Atamanchuk  |
| REGRETS:       | R. Brown  |
| STAFF:         | N. Cooke (President/CEO), J. Thorsteinson (Board Secretary), C. Laverge (Treasurer), B. Stuart, N. Dupas (Recorder) |

## MINUTES

**LEGEND: (A) APPROVAL (D) DISCUSSION (I) INFORMATION (DE) DECISION (NIL) NO ITEM(S)**

| #         | ITEMS  | LEAD  |
|-----------|--|-------|
| <b>1.</b> | <b>CALL TO ORDER</b>   |       |
| 1.1       | Land Acknowledgement<br><b>“MITT is situated on Treaty 1 land and the traditional territories of the Anishinaabe, Cree, Anisinew, Dakota, and Dene peoples, the homeland of the Red River Métis, and the ancestral lands of the Inuit. We honour the sacredness of these lands and waters and dedicate ourselves to reconciliation and partnership today and in the future.”</b> | Chair |
| 1.2       | Establishment of Quorum<br>Quorum was established and the meeting was called to order at 4:02pm.   | Chair |
| 1.3       | Declaration of Conflicts<br>No conflicts were declared.  | Chair |
| <b>2.</b> | <b>CONSENT AGENDA BUSINESS</b>   |       |
| 2.1       | Approval of Agenda   | Chair |
| 2.2       | Approval of Board Meeting Minutes<br>A. June 25, 2024  | Chair |
| 2.3       | Management Report<br>N. Cooke gave a review of experience our team has noticed at international education fairs in regard to reduced traffic at Canadian education booths (not only MITT).   | Chair |
| 2.4       | Enrolment Report   | Chair |
| 2.5       | Board Correspondence<br>A. MSBI Funding Letter<br>B. Anti-Hate Request & Response  | Chair |
| 2.6       | Chair’s Report (NIL)   | Chair |
| 2.7       | Board Activity Schedule 2024-25  | Chair |
| 2.8       | Board Calendar 2024-25   | Chair |
| 2.9       | Board End of Year Evaluation Results 2023-24   | Chair |

Initials:  Chair  Board Secretary

**BRD Motion #01/24-25 (C. Payne, G. Randhawa)**

**“That the agenda, including consent agenda business, be approved as presented.”**

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

3.1 None

**4. COMMITTEE REPORTS**

4.1 None

There were no Audit and Finance or Governance committee meetings held prior to this board meeting.

**5. NEW BUSINESS**

**NOTE: REVIEW 6.1**

**MITT Annual Priorities 2024-25**

President & CEO

N. Cooke reviewed the 10 top priorities that MITT has set for the 2025-26 year. There will be a mid-year report in February and year-end report in June.

5.1 Preliminary Budget Estimates 2025-26 Approval

Treasurer

C.Laverge reviewed MITT’s various budget timelines. MITT has reporting requirements to the Province of Manitoba as well as internal reporting requirements. The reason for multiple timelines is because of the different year end dates.

C.Laverge reviewed the parameters that MITT is using to set the 2025-26 budget.

**BRD Motion #02/24-25 (G. Randhawa, C. Payne)**

**“That the Chair of the Audit & Finance Committee recommends that the Board approves the budget parameters as presented, with the addition of a note that the estimates are based on previous years enrolment numbers.”**

**CARRIED**

**BRD Motion #03/24-25 (A. Bajaj, K. Atamanchuk)**

**“That the Chair of the Audit & Finance Committee recommends that the Board approves the Preliminary Budget Estimates for 2025-26 as presented.”**

**CARRIED**

5.2 Annual Appointments

Board Secretary

**BRD Motion #04/24-25 (R. Kinley, A. Bajaj)**

**“That the Board approves item 5.2 from A through G representing the MITT annual appointments as presented.”**

**CARRIED**

A. Re-Appointment of Treasurer

**“That Cindee Laverge, Vice-President, Finance & Campus Services, be re-appointed Treasurer to the MITT Governing Board.”**

B. Re-Appointment of Board Secretary

**“That Jana Thorsteinson, Vice-President, External and Corporate Affairs, be re-appointed Secretary to the MITT Governing Board.”**

C. Signing Authorities and Limits

**“That Neil Cooke and Cindee Laverge are approved as MITT’s signatories for the 2024-25 fiscal year.”**

---

**“That the President and CEO of MITT be granted signing authority to a maximum of \$500,000 for individual budgeted expenditures for the 2024-25 fiscal year, subject to limitations codified in MITT’s Act and policy framework.”**

D. Appointment of Board Vice Chair

**“That the Vice-Chair position of the MITT Governing Board be discussed at the October 2024 meetings.”**

E. Appointment of Board Committee Chairs

**“That Ron Brown be appointed Governance Committee Chair of the MITT Governing Board and Randall Kinley be (re)appointed Audit and Finance Committee Chair of the MITT Governing Board, both for one-year terms.”**

F. Appointment of Board Committee Members

**“That Christine Payne and Gurinder Randhawa be appointed for one-year terms on the Governance Committee of the MITT Governing Board.”**

G. **“That Anju Bajaj and Kathryn Atamanchuk be appointed for one-year terms on the Audit and Finance Committee of the MITT Governing Board.”**

|     |  |                 |
|-----|--|-----------------|
| 5.3 | Mid-Year and End of Year Evaluation Surveys<br><b>BRD Motion #05/24-25 (A. Bajaj, C. Payne)</b><br><b>“That the Mid-Year and End of Year Evaluation Surveys for 2024-25 be approved as presented.”</b><br><b>CARRIED</b> | Board Secretary |
|-----|--|-----------------|

|     |   |                 |
|-----|---|-----------------|
| 5.4 | MITT Legislative Proposal<br>J. Thorsteinson reviewed the draft proposal that MITT will be sending in to the Province of Manitoba to review the MITT Act. | Board Secretary |
|-----|---|-----------------|

|     |   |                 |
|-----|---|-----------------|
| 5.5 | Reminder of Annual Documents<br>Board members were reminded to review, sign and return the annual conflict of interest and confidentiality documents. | Board Secretary |
|-----|---|-----------------|

---

|           |                      |
|-----------|----------------------|
| <b>6.</b> | <b>PRESENTATIONS</b> |
|-----------|----------------------|

---

|     |  |                 |
|-----|--|-----------------|
| 6.1 | MITT Annual Priorities 2024-25   | President & CEO |
| 6.2 | Indigenous Gathering Space<br>This item will be moved to the October 22, 2024 meeting. | President & CEO |

---

|           |                          |
|-----------|--------------------------|
| <b>7.</b> | <b>IN-CAMERA MEETING</b> |
|-----------|--------------------------|

---

|     |   |
|-----|---|
| 7.1 | <b>BRD Motion #06/24-25 (C. Payne, G. Randhawa)</b><br><b>“That the Governing Board meeting adjourn to Committee of the Whole (In-Camera) at 5:46pm.”</b><br><b>CARRIED</b> |
|-----|---|

|     |   |
|-----|---|
| 7.2 | <b>BRD Motion #07/24-25 (R. Kinley, Payne)</b><br><b>“That the Committee of the Whole (In-camera) rise and report at 5:51pm.”</b><br><b>CARRIED</b> |
|-----|---|

---

|           |                    |
|-----------|--------------------|
| <b>8.</b> | <b>TERMINATION</b> |
|-----------|--------------------|

---

|     |   |
|-----|---|
| 8.1 | <b>BRD Motion #08/24-25 (C. Payne, R. Kinley)</b><br><b>“That the Governing Board meeting terminate at 5:52pm.”</b><br><b>CARRIED</b> |
|-----|---|

---



---

Chair



---

Board Secretary

"In accordance with the Manitoba Legislation, Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Health Information Act (PHIA), Manitoba Institute of Trades and Technology respects the personal information in its possession regarding staff, applicants, and students and treats it in a confidential manner. For further information on the Institute's Privacy Guidelines, please visit our web site at [www.mitt.ca](http://www.mitt.ca) or request a copy by phoning 204-989-6500.