



MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

GOVERNING BOARD
MEETING MINUTES

Date:	June 26, 2018
Time:	3:00pm
Location:	Boardroom, 14 Fultz Blvd.
Chair:	John Schubert
Recording Secretary:	Sharon Taylor
Attendance:	<u>Governing Board Members:</u> Ron Brown, Julie Fisher, Ron Hambley, Amanda Jenkyns, Christine Payne <u>Regrets:</u> Brent Pooles, Paulette Shonoski <u>Administration:</u> Ray Karasevich, Mark Derro <u>Invitees:</u> Lloyd Orris

Initials:  Chair  Secretary-Treasurer

CNTD...

1. CALL TO ORDER

Item:	Status:	Description:	Action by:	Due:
1A.	Closed	ESTABLISHMENT OF QUORUM The meeting was called to order at 3:10pm. A quorum of Governing Board members was present.	INFO	

2. CONSENT AGENDA BUSINESS

Item:	Status:	Description:	Action by:	Due:
2.	Closed	CONSENT AGENDA BUSINESS A. Declaration of Conflicts B. Approval of Agenda C. Approval of Minutes of May 29, 2018 D. Acceptance of Executive and Governance Committee Report E. Approval of Management Report F. Approval of Finance Report G. Board Correspondence: Bill 5, Amendments to Public Disclosure (Whistleblower) Act <u>Motion #17/18 (R. Hambley / R. Brown)</u> "That the agenda, including consent agenda business, be approved as presented." <u>CARRIED</u>	INFO	

3. BUSINESS ARISING FROM THE MINUTES (N/A)

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4. COMMITTEE REPORT – AUDIT AND FINANCE COMMITTEE

Item:	Status:	Description:	Action by:	Due:
4Ai.	Closed	<p>2018-19 OPERATIONAL BUDGET</p> <p>The Audit and Finance Committee reported that they had reviewed the 2018-19 operational budget on June 15, 2018 and recommended it be brought forward for board approval. L. Orris, Director of Finance and IT, provided highlights including \$2.8 million growth in revenue, with \$1.96 million coming from tuition increases, largely from domestic students, and largely due to growth in MITT's post-graduate, IT and diploma programs. Notable expense lines include contractors and specialists; repairs, furniture, fixtures and IT equipment, and textbook increases resulting from growth in enrolment.</p> <p><u>Motion #18/18 (A. Jenkyns / J. Fisher)</u> "That the 2018-19 Operational Budget is approved."</p> <p><u>CARRIED</u></p>	INFO	
4Aii.	Open	<p>AUDITOR ENGAGEMENT</p> <p>Grant Thornton will begin the 2017-18 audit in August. Action: S. Taylor will arrange for the Audit and Finance Committee to meet with the Auditor in July.</p>	S. Taylor	Jun. 30/18

Initials:



Chair



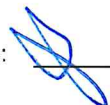
Secretary-Treasurer

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5. NEW BUSINESS

Item:	Status:	Description:	Action by:	Due:
5Ai.	Closed	<p>POLICY REVIEW – RISK MANAGEMENT</p> <p>The Risk Management policy was reviewed. Next steps include the development of a risk framework and a decision on board risk appetite.</p>	INFO	
5Aii.	Closed	<p>POLICY REVIEW – CRISIS COMMUNICATIONS</p> <p>The board reviewed the Crisis Communications policy, which outlines board protocols regarding communications in the event of a crisis.</p> <p><u>Motion #19/18 (J. Fisher / C. Payne)</u></p> <p>"That the Risk Management and Crisis Communications policies be approved and included in the Board Governance Manual."</p> <p><u>CARRIED</u></p>	INFO	
5B.	Closed	<p>BOARD EVALUATION RESULTS</p> <p>The results of the board evaluation were reviewed and discussion took place regarding 2018-19 professional development and strategic/generative discussion topics. It was noted that an elevator speech to describe MITT would be developed and shared with the board and that government relations would remain a topic of discussion for fall 2018. Regarding professional development, it was noted that board members attending PD events would be asked to file a report at the following board meeting.</p>	INFO	

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5. NEW BUSINESS (CNTD)

Item:	Status:	Description:	Action by:	Due:
5C.	Open	<p>COMPLIANCE REPORT</p> <p>R. Karasevich reviewed the 2017-18 Compliance Report and Addendum, noting that updates were provided on 2017-18 items and that where no further action is needed, the item will be removed from the listing in the subsequent year. Pending minor revisions, R. Karasevich signed the compliance report for 2017-18. Action: S. Taylor will make the required changes to the report and place it on file.</p> <p><u>Motion #20/18 (A. Jenkyns / R. Hambley)</u></p> <p>"That the Board accept the statement of compliance and corresponding addendum issued by the President and CEO."</p> <p><u>CARRIED</u></p>	S. Taylor	Jun. 30/18
5D.	Open	<p>BUSINESS PLAN REVIEW</p> <p>Updates to the business plan were reviewed. In 2018-19, sections of the business plan will be reviewed at each board meeting, utilizing it as a tool to evaluate progress and building greater familiarity with ongoing initiatives. The most significant variances will also be identified in future updates. An initiative currently underway was discussed; the review and restructuring of MITT's internal committees. Action: S. Taylor will bring the updated committee structure to the board for information in the fall of 2018.</p>	S. Taylor	Nov. 30/18

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5. NEW BUSINESS (CNTD)

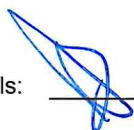
5E.	Open	BOARD MEETING SCHEDULE The proposed 2018-19 board meeting schedule was reviewed. Action: all board members will review the schedule and send any conflicts to S. Taylor.	All board members	Sept. 30/18
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6. STRATEGIC AND GENERATIVE GOVERNANCE DISCUSSION (N/A)

7. AGENDA ITEMS FOR NEXT MEETING

Item:	Status:	Description:	Action by:	Due:
7.	Open	<p>AGENDA ITEMS FOR SEPTEMBER 25, 2018</p> <p>A. Inaugural Annual Meeting Appointments and To-Do's</p> <p>B. Approval of Audited Financial Statements</p> <p>C. Risk Management Update</p> <p>The above agenda items were discussed along with ideas for future generative discussions, including additional program/department presentations and pathway opportunities into post-secondary programs.</p> <p>Action: S. Taylor will survey board members to determine program/department areas of interest.</p> <p>A board/management reception will take place in October 2018.</p> <p>It was noted that two board members, J. Fisher and R. Hambley's terms expire on June 30/18, but both will remain active members of the board until the Province decides on appointments/reappointments.</p> <p>The Chair thanked all board members and staff for their contributions in 2017-18 and wished everyone an enjoyable summer.</p>	S. Taylor	Aug. 31/18

Initials:



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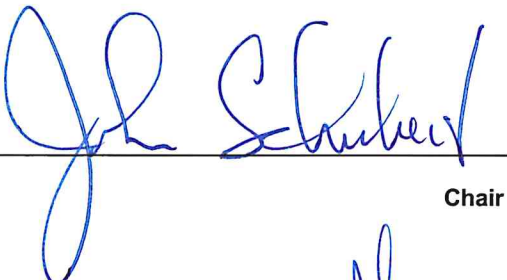
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8. IN-CAMERA MEETING (N/A)


Item:	Status:	Description:	Action by:	Due:
8.	Closed	COMMITTEE OF THE WHOLE (IN-CAMERA) <u>Motion #21/18 (R. Brown / J. Fisher)</u> "That the Governing Board meeting adjourn to committee of the whole (in Camera) at 4:40 p.m." <u>CARRIED</u> <u>Motion #22/18 (J. Fisher / R. Hambley)</u> "That the Committee of the Whole rise and report at 5:10 p.m." <u>CARRIED</u>	INFO	


9. TERMINATION

Item:	Status:	Description:	Action by:	Due:
8.	Closed	TERMINATION <u>Motion # 23/18 (A. Jenkyns):</u> "That the Governing Board meeting terminate at 5:10 p.m."	INFO	


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