



# MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

## GOVERNING BOARD MEETING MINUTES

MARCH 24, 2020

ZOOM VIDEO CONFERENCE/TELECONFERENCE CALL

3:30pm – 6:30pm

### ITEM 1 CALL TO ORDER

#### A. Establishment of Quorum

Board members participated by video/teleconference conference:	J. Schubert (Chair), J. Fisher (Vice-Chair), R. Brown, A. Jenkyns, C. Payne, B. Pooles
Staff in attendance:	R. Karasevich, M. Derro, P. Shonoski, J. Thorsteinson, J. Green
Regrets:	R. Hambley

Quorum was established and the meeting called to order at 3:34 p.m.

### ITEM 2 CONSENT AGENDA BUSINESS

- A. Declaration of Conflicts
- B. Approval of Agenda
- C. Approval of Minutes of January 28, 2020
- D. Approval of Management Report
- E. Approval of Finance Report
- F. Board Correspondence

#### Motion #07/20 (B. Pooles, J. Fisher)

"That the agenda, including consent agenda business, be approved as presented."

CARRIED

### ITEM 3 BUSINESS ARISING FROM THE MINUTES

- A. Business Plan Update - Deferred to May Board Meeting

Initials:

A blue ink signature, likely of the Chair, J. Fisher.

Chair

A blue ink signature, likely of the Secretary-Treasurer, B. Pooles.

Secretary-Treasurer

**ITEM 4 COMMITTEE REPORTS**

**A. Executive and Governance Committee Report**

**i. Policy Updates**

1. B-1 New Board Member Orientation Plan
2. B-4 Reimbursement of Expenses of Board Members
3. A-8 Meetings of the Governing Board

**Motion #08/20 (R. Brown, A. Jenkins)**

**"That the board approve policies B-1, B-4, A-8 as presented."**

**CARRIED**

**ii. COVID-19**

R. Karasevich presented to the Board an overview of the known impacts of COVID-19 on MITT's current business continuity and the projected potential impacts of COVID-19 on the Spring and Fall enrollments which would affect future operating revenues.

**B. Audit and Finance Committee Report**

**i. Q2 Financial Report and Forecast**

P. Shonoski summarized MITT's second quarter financial report and budget forecast as of December 31, 2019. There was still an expected surplus that was in addition to the additional spending approved by the Board at the September 24, 2020 board meeting. It was noted that any surplus would be fully required to offset projected losses from the spring and fall intakes. With the uncertain financial impact stemming from COVID-19, MITT will not be engaging in any additional spending that was not previously approved or does not carry contractual obligations.

**ii. Final 2020-21 budget approval for Province of Manitoba submission**

**Motion #09/20 (C. Payne, R. Brown)**

**"The Board approve the 2020-21 budget to be submitted to the Province of Manitoba. Notes will be added to the email submission noting the operating and financial uncertainty caused by COVID-19."**

**CARRIED**

Initials:  Chair  Secretary-Treasurer

CNTD...

**ITEM 5 STRATEGIC/GENERATIVE GOVERNANCE DISCUSSION**

None.

**ITEM 6 NEW BUSINESS**

**A. Potential Additional Board Meeting in April**

The Board will hold a special board meeting in April to discuss the ongoing impact of COVID-19 on MITT's business operations with a presentation from R. Karasevich on proposed future programming streams and their effect on MITT's revenues for Board feedback.

Following the April Board meeting, MITT has a planned meeting with Minister Eichler to present MITT's response to COVID-19, including our plans to support the provincial economic recovery and the financial impact to MITT.

**B. Government Relations**

**a. Provincial Mandate letter – For Information**

The Board reviewed the letter dated March 3, 2020 from the Premier to Hon. Ralph Eichler, Minister of Economic Development and Training and has deferred discussion to the April Board meeting.

**C. Debenture Process – Boiler 2<sup>nd</sup> and 3<sup>rd</sup> reading**

**Motion #10/20 (R. Brown, A. Jenkins)**

**"That the Board approve the second reading of Borrowing Bylaw 2020-21 in the amount of \$683,600 to Manitoba Institute of Trades and Technology relating to the 2018/2019 replacement of the failed boiler, the 2015 sunk costs of the day care and welding expansion projects."**

**CARRIED**

**Motion #11/20 (R. Brown, B. Pooles)**

**"That the Board approve the third reading of Borrowing Bylaw 2020-21 in the amount of \$683,600 to Manitoba Institute of Trades and Technology relating to the 2018/2019 replacement of the failed boiler, the 2015 sunk costs of the day care and welding expansion projects."**

**CARRIED**

Initials:  Chair  Secretary-Treasurer

CNTD...

**ITEM 7            AGENDA ITEMS FOR MAY 26, 2020 BOARD MEETING**

- A. Policy Updates
  - i. B-7 Limits on Interaction with Staff
  - ii. B-8 Complaints to the Board or Individual Board Members
- B. In-Camera: President's Annual Review

**ITEM 8            IN-CAMERA MEETING**

**Motion #12/ (A. Jenkins, B. Pooles)**

**"That the Governing Board meeting adjourn to committee of the whole (In-Camera) at 4:50 p.m."**

**CARRIED**

**Motion #13/20 (C. Payne, R. Brown)**

**"That the Committee of the Whole (in-camera) rise and report at 5:05 p.m."**

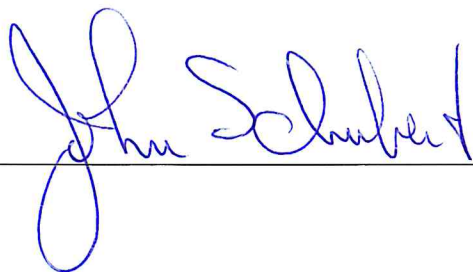
**CARRIED**

**ITEM 9            TERMINATION**

**Motion #14/20 (J. Fisher, J. Schubert)**

**"That the Governing Board meeting terminate at 5:05 p.m."**

**CARRIED**





**Chair**



**Secretary-Treasurer**

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Initials:  Chair  Secretary-Treasurer