

## **Minutes of Career Trek Board Meeting – Wednesday, October 24, 2018**

Manitoba Aerospace, 1000 Waverley St.

Present: Barb Bowen (Chair), Vic Bellay, Katie Gross (by phone), Gord Hannon,  
Betty Harrylal

Bill Hicks, Acting CEO

Regrets: Liz Choi, Ricky Lawrence, Greg Link, Colin Russell

Barb Bowen chaired the meeting and called the meeting to order at 6:00 pm.

### 1. Board Acknowledgment of Territory

Vic Bellay on behalf of the Board acknowledged that the meeting is being held in Manitoba, the traditional territory of Anishinaabeg (ah-nish-naabek), Cree, Oji-Cree, Dakota and Dene peoples, and the homeland of the Métis Nation.

### 2. Consent Agenda

The meeting agenda was presented in writing in advance of the meeting and approved. A written report of the Senior Staff was distributed by Acting CEO Bill Hicks and considered and accepted by the Board. Bill and senior staff were thanked for the report

### 3. Minutes of September 19, 2018 Meeting

The draft Minutes of the September 19, 2018 Board meeting were distributed.

Moved by Katie Gross

Seconded by Betty Harrylal

That the Minutes of the September 19, 2018 Board meeting be approved as distributed.

Carried

#### 4. Business Arising from the Minutes

It was noted that Terms of Reference for the Board Development Committee and the Business Development Committee will be considered at a future meeting.

#### 5. Finance Committee report

Vic Bellay presented the financial report on behalf of the Finance Committee.

##### a. *Operational Finance Summary*

A written Operational Finance Summary was provided to members, including financial statements for fiscal year to September 30, 2018. The financial position for the year remains good. Revenues are on target. We have received some payments earlier in the year and this helps our financial position. Our expenditures are below budget largely due to lower wage costs. It is still early in the year – programs are in early stages.

##### b. *Audited Financial Statement for 2017-18*

Auditor Gary Julius C.A. has completed the audit of the financial statements of Career Trek Inc. for Fiscal Year 2017-18. The financial statements were presented to the Board. Career Trek had an excess of revenues over expenditures of \$22,851 for the FY.

Moved by Vic Bellay  
Seconded by Gord Hannon

That the Audited Financial Statement for 2017-18 be approved as presented.

Carried

Moved by Vic Bellay  
Seconded by Gord Hannon

That the Financial Report be approved as presented.

Carried

#### 6. Executive Search for CEO

Barb Bowen reported. Barb, Betty, Katie and Bill have met with Karen Pooley of People First HR Services. People First is able and willing to provide recruiting services for a CEO. There was agreement that the task is demanding and the use of human resource consulting help will be of great value. It is expected that the cost would be up to \$25K, but People First will do the work to ensure that qualified candidates are recruited and

screened. Karen Pooley has expressed an interest in being personally involved in the work.

The Finance Committee noted that these costs cannot be covered by government funding (ex. Bright Futures), but that savings in benefits from the vacant senior positions plus GST rebate funding should provide a source of funding to retain People First.

Moved by Barb Bowen

Seconded by Betty Harrylal

That Career Trek pursue a contract with People First for services for recruiting a new CEO, with the Chair having authority to negotiate the terms of the contract, to a maximum of \$25K, to be paid from unrestricted funds in the Career Trek budget.

Carried

#### 7. 2018-21 Strategic Plan

The Business Development Committee, with the assistance of Acting CEO Bill Hicks, has prepared and circulated a draft Business Plan document summarizing in a concise form the outcomes of the strategic planning exercises with John Kliewer last winter.

The Board discussed the draft and a few changes to the form of the draft were made, but no change to the substance.

Moved by Betty Harrylal

Seconded by Katie Gross

That the 2018-21 Strategic Plan as presented and revised at the meeting be adopted by the Board.

Carried

#### 8. Annual General Meeting

The Annual General Meeting will be held starting at 4:30 Wednesday, November 21, 2018 at the Golden Boy Room in the Legislative Building.

Greg Link was identified as the MC for the event. Greg will work with Barb and Bill to finalize the agenda. A list of invitees will be developed and invitations will be sent shortly. The expected theme will be "A Salute to our Staff".

The Business meeting will be as in past years. Colin Russell is Chair of the Nominating Committee and will present a slate of candidates for the Board.

9. Meeting Schedule

The Board meeting schedule is: Nov. 21, 2018 (AGM); Jan. 30, Feb. 27, March 27, April 24, May 29, June 26, 2019.

10. Adjournment

The meeting was adjourned at 6:59 pm.

Gord Hannon  
Secretary