

**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
January 27, 2010
Conexus Arts Centre
Quebec/Ontario Room
Regina, Saskatchewan**

Minutes

Meeting Number 2010-01

Members Present:

Garry Kot (Chair)
Frank Burnouf
Tim Earing
Doug Mitchell
Tom Mullin
Reg Urbanowski
Brent Waldo

Doug Christie (Vice Chair)
Jim Deck
Gregory Gaudet
Vince Morrissette
Marral Thomson
Brett Vandale

Regrets:

Monte Allan
Hazel Hack
Mervin Roncin

Gerry Craswell
Randy Nichols
Walter Wilkinson

Staff:

Joe Black (CEO)
Sherry Morcom-Runge (Recorder)

Dawn Stanger, Strategic Advisor

- Agenda Item #5 – Governance Committee

Lillie Wong, Director of Corporate Services

- Agenda Item #5 – Finance/Audit Committee

Rick Ewen, Director of Apprenticeship

Guests:

Irene Seiferling, Board Dynamics
Doug Elliott, SaskTrends Monitor
Doug Folk, Saskatchewan Construction Association

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
#1 Adoption of the Agenda <ul style="list-style-type: none"> • The Governance Committee report was moved forward to # 5 on the agenda. 	Motion #2010-01-01 M/S Earing/Vandale that the Commission Board approve the agenda as amended. Motion carried.
#2 Adoption of the Minutes of the November 25, 2009 Meeting	Motion #2010-01-02 M/S Mullin/Deck that the Commission Board adopt the minutes of the November 25, 2009 Commission Board meeting. Motion carried.
#3 Chair's Report The Chair reported on the following: <ul style="list-style-type: none"> • There are four new Commission Board members. Three new members were present and were welcomed. They are Frank Burnouf from La Ronge; Gregory Gaudet from Saskatoon; and Reg Urbanowski from Advanced Education Employment and Labour (AEEL). Monte Allan from Saskatoon was not present. • The print out with the number of youth apprentice statistics was distributed. • Sask Youth Apprenticeship Scholarship program – EECOL Electric made a substantial donation that was unveiled at a media event held in Saskatoon on December 17, 2009. Minister Norris was in attendance. • Under Canada's Economic Action Plan (ActionPlan.ca) the Apprenticeship Completion Grant is a \$2,000 grant for apprentices who have completed their training in a designated Red Seal trade. • CAF will meet February 2-4, 2010 in Ottawa and CCDA will meet February 4-5, 2010 in Ottawa. CAF will be engaging in a strategic planning process. CCDA will be finalizing their strategic plan and hopes to develop their Operations Plan and Performance Measures Plan. The CCDA Strategic Plan is available on the Red Seal website, www.red-seal.ca. • The Governance Leadership Series will be held in Saskatoon on March 2-3, 2010. Commission Board members are encouraged to attend. Commission Board members can send their registration information to Sherry. • The next Commission Board meeting will be rescheduled to April 7, 2010 and the May meeting will move forward and focus on Board Governance and Strategic 	Motion #2010-01-03 M/S Mitchell/Gaudet that the Commission Board accept the Chair's Report as presented. Motion carried.

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Planning.</p> <ul style="list-style-type: none"> • Renovations are proceeding at the Hamilton Street location. SATCC staff were thanked for all their continued hard work in spite of the challenges of the renovation process. 	
<p>#4 CEO Report The CEO reported on the following:</p> <ul style="list-style-type: none"> • A Code of Ethics is being developed for staff as well as Commission Board members. This will be brought forward to a future Union Management Committee (UMC) meeting, as well as being presented at a future Commission Board meeting. • The CEO met with both Gay Patrick and Pam Schwann regarding issues in training in the mining sector. A Mining Sector Task Force is to be developed hopefully before the end of February with the intent to have an action plan in place by April, 2010. • The CEO attended a Youth Apprenticeship Scholarship media event that was held at Walter Murray Collegiate in Saskatoon on December 17, 2009. Minister Norris of AEEL was present. • The CEO met with Terry Parker, Saskatchewan Building Trades Council, to discuss the SYA Industry Scholarship initiative and the role that the Council could play in fund raising. • It is anticipated that staff will be relocated to their renovated office space on February 2, 2010. • The CEO has visited all the Regional Colleges to talk about opportunities and challenges with SATCC. It was a positive opportunity to meet with CEOs and Presidents of the Regional Colleges. • SATCC and AEEL met on January 19, 2010. The value in these meetings is the opportunity to develop a solid working relationship. • HVAC cleaning will be done after the renovations are completed. • The CEO and Rick Ewen discussed the integration of work that is ongoing in the skills and trade centres. Evaluations and a follow-up will be done. 	<p>Motion #2010-01-04 M/S Mitchell/Vandale that the Commission Board accept the CEO's Report as presented. Motion carried.</p>
<p>#5 Governance Committee Report Brent Waldo reported on the Governance Committee The following three items were distributed for information.</p>	<p>Motion #2010-01-05 M/S Mullin/Vandale that the Commission Board accept the Governance Committee report as presented. Motion carried.</p>

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<ul style="list-style-type: none"> ➤ Commission Board Committee Structure Item ➤ Commission Board Approval of the Governance Committee Terms of Reference ➤ SATCC Governance Committee Action Plan <ul style="list-style-type: none"> • The Governance Committee felt that restructuring the committees would make better use of resources and would make the committees more effective. • Developing ad hoc committees on an as needed basis could be an effective use of resources. <p>Amended Bullets replacing previous bullets.</p> <ul style="list-style-type: none"> • The proposed terms of reference, being recommended by the Governance Committee were discussed. The Governance Committee Terms of Reference will be brought forward to the May Board meeting for adoption. • The Board tabled any decision regarding changes to the current Board Committees and Committee structure until after a Board Planning Session. 	
<p>#6 Commission Board Development, Board Governance and CEO Evaluation</p>	<p>In-camera discussion</p>
<p>#7 Doug Elliott – SaskTrends Monitor</p> <p>Doug Elliott made a presentation to the Commission Board. Highlights were:</p> <ul style="list-style-type: none"> • Information was presented from 2006 and previous STATS-Canada census data. • The presentation included the number of registrations and completions by trade. • A demographic profile of completers. • Interprovincial comparisons from Statistics Canada. • 2007 National Apprenticeship Survey 	
<p>#8 Doug Folk – Saskatchewan Construction Association</p> <p>Doug Folk gave a brief overview of the Construction Sector Council Mentoring Project. Highlights were:</p> <ul style="list-style-type: none"> • The Background of the program • Pilot Program Participation • Recommendations to CSC • The current status of the program • Mentor’s Handbook 	

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<p>#9 Committee Reports</p> <p>Finance/Audit Committee</p> <ul style="list-style-type: none"> • Tom Mullin reported on the Finance and Audit Committee. • Lillie Wong Reviewed the financial information for the 6 month period ending December 31, 2009. • The cost of the renovations has not been affected by the delay in renovations. • Training expenditure surplus could be approx 100,000 difference. <p>Innovation Committee</p> <ul style="list-style-type: none"> • It was reported that the Innovation Workforce Committee did not meet. <p>Representative Workforce Committee</p> <ul style="list-style-type: none"> • It was reported that the Representative Workforce Committee did not meet. <p>Standards Committee</p> <ul style="list-style-type: none"> • Doug Christie reported that the Standards Committee did not meet. 	<p>Motion #2010-01-06 M/S Mullin/Vandale that the Commission Board accept the Finance/Audit Committee report as presented. Motion carried.</p>
<p>#10 Trade Board Renewal and Board Appointments/Changes</p>	<p>Motion #2010-01-07 M/S Deck/Morrisette that the Commission Board reappoint the members to the Trade Boards (as per attached list). Motion carried.</p> <p>Motion #2010-01-08 M/S Deck/Morrisette that the Commission Board remove the members from the Trade Boards (as per attached list). Motion carried.</p> <p>Motion #2010-01-09 M/S Deck/Morrisette that the Commission Board appoint the nominees to the Trade Boards (as per attached list).</p>

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	<p>Motion carried.</p> <p>Motion #2010-01-10 M/S Deck/Morrisette that the Commission Board remove the members from the Curriculum and Exam Development Boards (as per attached list). Motion carried.</p> <p>Motion #2010-01-11 M/S Deck/Morrisette that the Commission Board appoint the nominees to the Curriculum and Exam Development Boards (as per attached list). Motion carried.</p> <p>Motion #2010-01-12 M/S Deck/Morrisette that the Commission Board remove the members from the Trade Examining Boards (as per attached list). Motion carried.</p> <p>Motion #2010-01-13 M/S Deck/Morrisette that the Commission Board appoint the nominees to the Trade Examining Boards (as per attached list). Motion carried.</p>
<p>#11 Trade Board Minutes</p> <ul style="list-style-type: none"> Minutes of the Trade Board meetings were distributed prior to the January 27, 2010 Commission Board meeting. 	<p>Motion #2010-01-14 M/S Earing/Kot that the Commission Board receive the Trade Board minutes as distributed. Motion carried.</p>
<p>#12 Issues and Business Arising from Trade Board Minutes, If Any</p> <ul style="list-style-type: none"> Every October, annual Trade Board meetings are held. Commission Board members who are also Trade Board members were thanked for their participation and contributions to the meetings. 	

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<p>#13 Other Business</p> <ul style="list-style-type: none"> Vince Morrissette's term has expired. The Ministry of Advanced Education Employment and Labour asked him to extend his term, but he has declined. 	<p>Information from Vince Morrissette</p>
<p>#14 Next Meeting</p> <ul style="list-style-type: none"> The next meeting of the Commission Board will be April 7, 2010 	
<p>#15 Adjournment</p>	<p>Motion #2010-01-15 M/S Morrissette moved that the Commission Board adjourn the meeting. Motion carried.</p>

Minutes approved:



Commission Chairperson



Commission Vice Chairperson

