



**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
September 22, 2010
Saskatoon Hilton Garden Inn**

Meeting Number 2010-05

Members Present:

Garry Kot (Chair)
Monte Allan
Jim Deck
Greg Gaudet
Vince Morrissette
Brett Vandale

Doug Christie (Vice-Chair)
Gerry Craswell
Tim Earing
Doug Mitchell
Marral Thomson
Brent Waldo

Regrets:

Hazel Hack
Merv Roncin
Walter Wilkinson

Tom Mullin
Reg Urbanowski

Staff:

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

Dawn Stanger, Strategic Advisor

- Agenda Item Number 5

Lillie Wong, Director of Corporate Services

- Agenda Item Numbers 7 and 8
- Rick Ewen

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
#1 Adoption of the Agenda	Motion #2010-05-01 M/S Earing/Gaudet that the Commission Board approve the agenda. Motion carried
#2 Adoption of the Minutes of the May 27, 2010 and August 17, 2010 Meeting	Motion #2010-05-02 M/S Waldo/Craswell that the Commission Board adopt the minutes of the May 27, 2010 meeting as presented. Motion carried Motion #2010-05-03 M/S Vandale/Deck that the Commission Board adopt the minutes of the August 17, 2010 meetings as presented. Motion carried
#3 Chair's Report The Chair reported on the following: <ul style="list-style-type: none"> • The Chair informed the Board that he is now able to continue to serve his term on the Commission Board. • The Chair reviewed the number of registered apprentices and number of youth apprentices that was contained on the handout provided to the Board in its Board meeting package. • The Chair has been working with the CEO and staff to review and advise on the 2011 – 2012 Operations Forecast. • The Chair has signed the CEO contract extension as approved by the Board and is pleased to advise that Joe has signed off and will remain as CEO until March 31, 2013. 	Motion #2010-05-04 M/S Morrissette/Christie that the Commission Board accept the Chair's Report as presented. Motion carried

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> • The Executive Director of CAF, Allison Rougeau, has resigned her position and an employment search has started. It is intended that the position will be filled shortly. The CAF next meets October 19 and 20 in Ottawa. • The CCDA meets October 21 and 22 in Ottawa. • The next Commission Board meeting is scheduled for November 30, 2010 	
<p>#4 CEO Report</p> <p>The CEO reported on the following: For detailed information, please refer to the CEO Report that was included in the Commission Board meeting package.</p> <ul style="list-style-type: none"> • The CEO attended the following meetings: <ul style="list-style-type: none"> ➤ The CAF Annual General meeting from June 5 to 8 in St. John's NL ➤ The National Apprenticeship Conference from June 6 to 8, 2010 in St. John's NL. In June 2010 it will be held in Regina. ➤ The CCDA meeting from June 8 to 10, 2010 in St. John's NL. ➤ The CEO's role of Chair of CCDA has ended as of June 2010. The new Chair of CCDA is Kevin Evans from the Industry Training Authority of British Columbia • The CEO made the following presentations: <ul style="list-style-type: none"> ➤ June 17, 2010 – Met with Construction Sector Council on behalf of CCDA and made a PowerPoint presentation on CCDA and new initiatives. ➤ June 29, 2010 – Met with Canadian Executive Board and Building Construction Trades Council on behalf of CCDA and made a PowerPoint presentation on CCDA and new initiatives. • August 12, 2010 – Attended the ceremonies for the Summer Youth Internship Program. • The CEO met with the following: <ul style="list-style-type: none"> ➤ July 30, 2010 – Manitoba Apprenticeship and Red River College to discuss progress on the E-Apprenticeship Alternate Delivery Development Initiative (EADDI). ➤ August 12, 2010 - Allan Thomarat, CEO, Saskatchewan Canadian Home 	<p>Motion #2010-05-05 M/S Mitchell/Allan that the Commission Board accept the CEO's Report as presented. Motion carried</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Builders Association,</p> <ul style="list-style-type: none"> ➤ August 13, 2010 – The CEO and Director of Apprenticeship had an informal and enjoyable meeting with new Commission Board member Monte Allan. ➤ August 16, 2010 - Clare Isman, Deputy Minister of AEEI to provide an update on CCDA and Red Seal Program. ➤ August 20, 2010 – Troy Knipple, Business Manager for the United Association of Plumbers and Pipefitters, and Ken Busch, Training Coordinator, to discuss CCDA initiatives and opportunities to improve communications between the SATCC and various stakeholder associations <ul style="list-style-type: none"> • On August 16, 2010, SATCC and SIAST agreed to an extension of the Training Protocol Agreement for one year. Meanwhile, the SATCC is working with legal counsel to review and update the agreement which is planned to be complete by December 21, 2010. • Space planning – we are at the design stage now. A new architect/designer has been contracted. We will be using journeypersons and apprentices only. • Saskatchewan Tourism Education Council (STEC) 17th Annual Tourism Professional Recognition Dinners were held in both Regina and Saskatoon. SATCC staff attended both events. • The SATCC and the SCA are working on a project to develop a promotional piece for students that will offer information on apprenticeship and the construction trades that can assist students in making informed career choices. • A new DVD, mainly for the SYA Program, has been developed to promote the skilled trades to youth. It features several young people working in a variety of skilled trades. The DVD is being integrated into the SYA presentations to high school students and will also be uploaded to our website • SATCC was awarded funding to examine how all apprenticeship jurisdictions in Canada handle foreign qualification assessment. A contract has been awarded to conduct the survey. A full report will be delivered this fiscal year and is expected to be completed well ahead of schedule. 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>#5 Apprentice and Employer Satisfaction Survey Report – Dawn Stanger</p> <ul style="list-style-type: none"> Dawn Stanger presented a report on the Apprentice and Employer Satisfaction Survey completed in June 2010. 	<p>Motion #2010-05-06 M/S Morrisette/Thomson that the Commission Board accept the Apprentice and Employer Satisfaction Survey Report Motion carried</p>
<p>#6 Committee Reports</p> <p>Finance/Audit Committee</p> <p>Doug Christie reported that the Finance Committee met and discussed:</p> <ul style="list-style-type: none"> The year to date financial information as provided by Lillie Wong. The Auditors Report indicated that there were no inconsistencies with the annual audit. SATCC uses executive government’s General Revenue Fund (GRF) for recording and processing its financial transactions. Reports are generated by Ministry of Finance through the Multi-Informational Database Applications (MIDAS) system each month. Ministry of Finance performs the daily reconciliation activity for the GRF but is not able to segregate transactions by organization. In addition, the fiscal year of SATCC differs from executive government and the year-to-date cumulative reports are not useful to SATCC. For the past 10 years, SATCC has used a reasonableness calculation to substantiate the balance that the GRF holds for SATCC at year end. Annually there has been an insignificant unexplained difference. For greater certainty, the Provincial Auditor has suggested a process of comparing detailed expense and revenue reports to the monthly trial balance from MIDAS. This process has been established and is being implemented. <p>Governance Committee</p> <p>There was no report</p>	<p>Motion #2010-05-07 M/S Christie/Thomson that the Commission Board accept the Finance/Audit Committee report as presented. Motion carried</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Regina Trades and Skills Centre</p> <ul style="list-style-type: none"> • Doug Christie reported that the grant that RTSC Regina received was used to set up facilities. Regina was initially renting a building on Albert Street, but has now purchased it. As the needs of the program are developed they may take over more space as required. <p>Saskatoon Trades and Skills Centre</p> <ul style="list-style-type: none"> • Gerry Craswell reported that RTSC Saskatoon received a grant that was put towards the use of the facilities at Mount Royal Collegiate. SIAST is very involved with the facility there, and are contributing to the facility cost in order to be able to use the facility on occasion. • It was suggested that Rick Ewen be the alternate for the Saskatoon Trades and Skills Board as a representative of the Commission Board. 	<p>Motion #2010-05-08 M/S Morrissette/Craswell to accept Doug Christie's report on The Regina Skills and Trades Centre. Motion carried</p> <p>Motion #2010-05-09 M/S Deck/Allan to accept Gerry Craswell's report on The Saskatoon Skills and Trades Centre. Motion carried</p> <p>Motion #2010-05-10 M/S Gaudet/Mitchell accept Rick Ewen as the alternative to represent the Commission Board at Saskatoon Trades and Skills meetings. Motion carried</p> <p>It was decided that Regina/Saskatoon Skills and Trades Centres be added as a Standing Item to the Agenda.</p>
<p>#7 Annual Report</p> <ul style="list-style-type: none"> • The Saskatchewan Apprenticeship and Trade Certification Commission Annual Report was distributed to Commission Board members in the Board Packages. 	<p>Motion #2010-05-11 M/S Gaudet/Deck that the Commission Board accept the Annual Report as presented. Motion carried</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>#9 Board to appoint a representative to the Governance Leadership Series Committee</p> <ul style="list-style-type: none"> • It was decided to table this discussion till we have more information about time commitment, how often they meet, etc. The committee meets twice a year in Saskatoon. It will be determined when the next meeting is. 	
<p>#10 Trade Board Renewal and Board Appointments/Changes</p> <ul style="list-style-type: none"> • Rick Ewen was called into the meeting to determine why the trade board meetings are called for October. He indicated that the trade board members have responded that this is the best time for them to meet. 	<p>Motion #2010-05-12 M/S Mitchell/Deck that the Commission Board remove the members from the Trade Board (as per attached list) Motion carried</p> <p>Motion #2010-05-13 M/S Mitchell/Deck that the Commission Board appoint members to the Trade Board (as per attached list). Motion carried</p> <p>Motion #2010-05-14 M/S Mitchell/Earing that the Commission Board remove members from the Curriculum and Exam Development Boards (as per attached list). Motion carried</p> <p>Motion #2010-05-15 M/S Mitchell/Earing that the Commission Board appoint members to the Curriculum and Exam Development Boards (as per attached list). Motion carried</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
	<p>Motion #2010-05-16 M/S Allan/Mitchell that the Commission Board remove the members from the Trade Examining Boards (as per attached list). Motion carried.</p> <p>Motion #2010-05-17 M/S Earing/Allan that the Commission Board appoint the nominees to the Trade Examining Boards (as per attached list).Mitchell/Gaudet 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 May 27, 2010 Commission Board meeting. 	<p>Motion #2010-05-18 M/S Allan/Thomson 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> <p>There were no issues or business arising from the Trade Board Minutes.</p>	
<p>#13 Other Business</p> <ul style="list-style-type: none"> 	
<p>#14 Next Meeting</p> <ul style="list-style-type: none"> November 30, 2010 January 26, 2011 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> • April 6, 2011. • May 25, 2011 • The June meeting will be a Conference Call and determined at a later date. 	
<p>#15 Adjournment</p> <p>The meeting adjourned at 3:27 pm.</p>	<p>Motion #2010-05-19 M/S Mitchell moved that the Commission Board adjourn the meeting. Motion carried</p>

Minutes approved:



Commission Chairperson



Commission Vice Chairperson

Saskatchewan Apprenticeship and Trade Certification Commission
Curriculum & Exam Development Board Removals and Appointments
September 22, 2010

Proposed for Removal From The CEDB

Trade	Board Member	Reason
Cabinetmaker	Charles Kaufhold	Resigned
Powerline Technician	Ron Fehr	Resigned
Industrial Instrument Technician	John Omay	Resigned

Proposed for Appointment to the CEDB

Trade	Nominated for Appointment to the CEDB
Powerline Technician	Trent Hryhor

Saskatchewan Apprenticeship and Trade Certification Commission

**Trade Board Appointments
September 22, 2010**

Proposed for Removal From the TB

Trade	Removal from the TB	Reason
Industrial Instrument Technician	John Omay	Resigned
Esthetician	Sheri Hoffman	Resigned

Proposed for Appointment to the TB

Trade	Nominated for Appointment to the TB
Industrial Mechanic	Frank Hilkewich
Truck & Transport	Brian Dumaine

Saskatchewan Apprenticeship and Trade Certification Commission

**Trade Examining Board Removals and Appointments
September 22, 2010**

Proposed for Removal from the TEB

Trade	Removal from the TEB	Reason
Cabinetmaker	Charles Kaufhold	Resigned

Proposed for Appointment to the TEB

Trade	Nominated for Appointment to the TEB
Motor Vehicle Body Repairer	Spencer Ferguson