



**Saskatchewan Apprenticeship and Trade Certification Commission
Board Meeting
May 31, 2012
2nd Floor Boardroom, 2140 Hamilton Street
REGINA SK**

Meeting Number 2012-03

Members Present:

Garry Kot (Chair)
Jim Deck
Clarence George
Bryan Leier
Linda Turta

Doug Christie (Vice-Chair)
Gregory Gaudet
Teresa Hards
Vince Morrissette
Marral Thomson
David Boehm

Regrets:

Monte Allan
Tim Earing
Brett Vandale

Frank Burnouf
Doug Mitchell
Brent Waldo

Staff:

Joe Black, CEO
Sherry Morcom-Runge, Recorder

Lillie Wong, Director of Corporate Services
Rick Ewen, Director of Apprenticeship
Dawn Stanger, Strategic Advisor

Guests

Gord Heidel
Troy Knipple
Harvey Linnen, HJ Linnen

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>Call to Order</p> <p>The Commission Board of Directors was welcomed.</p>	
<p>#1 Adoption of the Agenda</p>	<p>Motion #2012-03-01 M/S Deck/Leier that the Commission Board approve the agenda as amended. Motion carried</p>
<p>#2 Adoption of March 28, 2012 Minutes and Business</p> <p>Business Arising</p> <ul style="list-style-type: none"> • There was no business arising from the Minutes of March 28, 2012. 	<p>Motion #2012-03-02 M/S George/Turta that the Commission Board of Directors accept the Minutes of March 28, 2012 as presented. Motion carried</p>
<p>#3 2012-2013 Business Plan – Approval and Recommendation</p> <ul style="list-style-type: none"> • Lillie Wong reported on the Business Plan changes that have been incorporated. The net financial asset that was originally reported has been changed due to unforeseen circumstances: SIAST WCA average adjustment of \$658,300s backdated to July 2011, a training costing error of \$182,200 resulting in a forecast SATCC Net Financial Liability for June 30, 2012 of approximately \$400,000. 	<p>Motion #2012-03-03 M/S Gaudet/Leier that the Commission Board of Directors accept the revised Business Plan as presented and forward to the Minister of the Economy for approval. Motion carried</p>
<p>#4 Saskatchewan Youth Apprenticeship Graduates Benefit Change – Decision Item</p> <ul style="list-style-type: none"> • The government has introduced a \$500 Saskatchewan Advantage scholarship. The new Saskatchewan Advantage Scholarship will provide every Saskatchewan grade 12 graduate who graduates after January 1, 	<p>Motion #2012-03-04 M/S Christie/Gaudet that the Commission Board approve the Saskatchewan Youth Apprenticeship Graduates Benefit Change as presented. Motion carried</p>

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<p>2012 and enrolls at a Saskatchewan post-secondary institution with up to \$500 per year to a lifetime maximum of \$2,000. The scholarship will reduce tuition, for programs started after April 1, 2012 for Grade 12 graduates.</p>	
<p>#5 Chair's Report</p> <p>The Chair reported on the following:</p> <ul style="list-style-type: none"> • David Boehm will remain on the Commission Board of Directors until there is a new Order in Council. • The SATCC Board has made governance a priority. • The Chair has been asked to provide input into the development of a Governance Development and Certification Program with the Johnson-Shoyama Graduate School of Public Policy in Saskatoon on June 18, 2012. • The SATCC has been working with Brown Governance to produce a "Current State Inventory". Brown Governance has been engaged by the Ministry of AE to create an inventory of Board accountability and governance policies and practices for SATCC, SIAST and the regional colleges. • Eleven people will be attending CAF from the Commission Board and staff. • Harvey Linnen will be working with the SATCC Board of Directors to develop a Strategic Plan. • Waterhouse Executive Search has advised that preliminary interviews will be held with 6 candidates the weeks of June 4 and June 11. Waterhouse will prepare a report for the Search Committee after interviews are completed. • SYA Industry Scholarship donations and government contribution total \$677,000. The SATCC will award 80 new SYA Industry Scholarships through Saskatchewan high schools in June and will pay out \$100,000 to previous scholarship winners from the High schools and scholarships 	<p>Motion #2012-03-05 M/S Deck/Boehm that the Commission Board accept the Chair's Report as presented. Motion carried</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>awarded to previous SYA graduates who are already registered in the Apprenticeship Program.</p>	
<p>#6 CEO's Report</p> <p>For detailed information, please refer to the CEO Report included in the Commission Board meeting package.</p> <ul style="list-style-type: none"> • There are approximately 350 registered attendees for the CAF Conference. • The CEO will attempt to meet with hairstylists and labour mobility to discuss labour mobility and the implications of setting standards for Saskatchewan hairstylists. 	<p>Motion #2012-03-06 M/S George/Hards that the Commission Board accept the CEO's Report as presented. Motion carried</p>
<p>#7 Strategic Planning – Harvey Linnen</p> <ul style="list-style-type: none"> • The SATCC will be working with a 5 year time frame. Strategic Planning is managed change. It is a process of consensus building and cooperation. • Strategic Planning is the ability of the governing entity within an organization to set the long term objectives for the organization and is a tool to facilitate the implementation of the long range objectives. • Approaches to planning are: Reactive Inactive Preactive Proactive • There was consensus to keep the vision statement as is at this point in time. There was discussion regarding the use of the word “trade” in the statement, as well as the use of the word “train”. Some felt train should be replaced with educated. • Apprenticeship is a labour market development program. • There was consensus to keep the mandate as is. 	

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<ul style="list-style-type: none"> • The question of mandate could be asked of stakeholders when the next survey is sent out. Stakeholders felt that consultation was extremely important and appreciated. • Priorities: top 5 are: <ul style="list-style-type: none"> Innovations in training – (22) <ul style="list-style-type: none"> Increase the number of individuals successfully moving through the system More apprentices through in normal timeframe 65% trained New delivery methods established Better utilization of training facilities Inventory of training resources Advocacy and profile – (18) <ul style="list-style-type: none"> Increase the effectiveness of our relationships with government, industry, public, trainers Greater contribution from industry Adequate appropriate funding from government Higher completion rates for SYA, and under-represented groups, higher completion grades and higher participation rates Improved quality of fiscally responsible training Fundraising – (17) <ul style="list-style-type: none"> Greater government and stakeholder funding and resources, adequate to support labour market training needs 	
<p>#8 Committee Reports</p> <p>#8a Governance Committee</p> <p>The Chair reported on behalf of the Chair of the Governance Committee.</p>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>i. SATCC Board of Directors Terms of Reference – Decision Item</p> <p>ii. SATCC Board Member Skills & Experience Summary – Information Item</p> <p>iii. Going Forward Work Plan - Decision Item and SATCC Board Evaluation Survey and Summary Report – Information Item</p>	<p>Motion #2012-03-07 M/S Leier/Turta that the Commission Board of Directors approve the changes to the SATCC Board of Directors Terms of Reference. Motion carried.</p> <p>Motion #2012-03-08 M/S Mitchell/Deck that the Commission Board of Directors approve the Work Plan as presented. Motion carried.</p>
<p>#8b Finance/Audit Committee</p> <ul style="list-style-type: none"> • There was no report. <p>#8c CEO Search Committee</p> <ul style="list-style-type: none"> • Included in Chair’s Report. <p>#8d Strategic Planning Committee</p> <ul style="list-style-type: none"> • Included in Harvey Linnen’s presentation. <p>#8e Regina Trades and Skills Centre</p>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> • Nil. <p>#8f Saskatoon Trades and Skills Centre</p> <ul style="list-style-type: none"> • Nil. 	
<p>The following motions had been tabled due to lack of quorum. Subsequently, a vote was conducted by email, and all motions were moved and seconded.</p>	
<p>#9 Trade Board Renewal and Board Appointments/Changes</p>	<p>Motion #2012-03-09 M/S Gaudet/George that the Commission Board remove the members from the Trade Board (as per attached list) Motion carried</p> <p>Motion #2012-03-10 M/S Morrisette/George that the Commission Board appoint members to the Trade Board (as per attached list). Motion carried</p> <p>Motion #2012-03-11 M/S Deck/Hards that the Commission Board remove members from the Curriculum and Exam Development Boards (as per attached list). Motion carried</p> <p>Motion #2012-03-12 M/S Gaudet/Turta 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 #2012-03-13 M/S Thomson/Hards that the Commission Board remove the members from the Trade Examining Boards (as per attached list). Motion carried</p> <p>Motion #2012-03-14 M/S George/Morrisette that the Commission Board appoint members to the Trade Examining Boards (as per attached list). Motion carried</p>
<p>#10 Trade Board Minutes</p> <ul style="list-style-type: none"> There were no issues arising from the Trade Board Minutes. 	<p>Motion #2012-03-15 M/S Deck/Thomson that the Commission Board receive the Trade Board minutes as distributed. Motion carried.</p>
<p>#11 Commission Board of Directors Round-Table</p> <ul style="list-style-type: none"> There was no Round-table. 	
<p>#12 In-Camera Session (as required)</p>	
<p>#13 Other Business</p> <ul style="list-style-type: none"> There was no Other Business. 	
<p>#14 Next Meeting</p> <ul style="list-style-type: none"> Scheduled conference call – June 27, 2012 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>#15 Adjournment</p> <ul style="list-style-type: none"> The meeting adjourned at 3:49 pm. 	<p>Motion #2012-03-16 M Greg Gaudet 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
May 31, 2012

Proposed for Removal From The CEDB

Trade	Board Member	Reason
Cook	Ryan Marquis	Resigned
Truck & Transport Mechanic	Kelly Henderson	Resigned

Proposed for Appointment to the CEDB

Trade	Nominated for Appointment to the CEDB
Heavy Duty Equipment Mechanic	Del Hutton

Saskatchewan Apprenticeship and Trade Certification Commission

Trade Board Appointments May 31, 2012

Proposed for Removal From the TB

Trade	Removal from the TB	Reason
Cook	Ryan Marquis	Resigned

Proposed for Appointment to the TB

Trade	Nominated for Appointment to the TB
Esthetician	Janelle Baillargeon
Food Beverage/Guest Services Rep	Paula Scobie
Food Beverage/Guest Services Rep	Kelly Panton
Heavy Duty Equipment Mechanic	Russell Lesperance
Industrial Instrument Technician	Kyle Nicolay

Saskatchewan Apprenticeship and Trade Certification Commission

**Trade Examining Board Removals and Appointments
May 31, 2012**

Proposed for Removal from the TEB

Trade	Removal from the TEB	Reason
Hairstylist	Carmella Kirschman-Lutz	Resigned

Proposed for Appointment to the TEB

Trade	Nominated for Appointment to the TEB
Hairstylist	Quincy Kokoski
Hairstylist	Marina Foulds
Hairstylist	Korlaley Anderson
Heavy Duty Equipment Mechanic	Del Hutton