



Saskatchewan  
Apprenticeship and  
Trade Certification  
Commission

**Commission Board of Directors**  
**September 19, 2016**  
**9:30 AM – 10:06 AM**  
**2<sup>nd</sup> Floor Boardroom, 2140 Hamilton Street/Conference Call**

**Meeting Number 2015-2016-02**

**Members Present:**

Doug Christie (Chair)  
Bryan Leier  
Jeff Sweet  
Rhonda Hipperson  
Albert Loke  
Doug Mitchell  
Alastair MacFadden  
Terry Parker  
Tammy Bloor Cavers

Lorne Andersen  
Tim Earing  
Drew Tiefenbach  
Joe Kleinsasser  
Leonard Manitoken  
Roxanne Ecker  
Brett Vandale  
Wayne Worrall

**Regrets:**

Bryan Leier

Marie Chow

**Members Present for Part of the Meeting:**

**Staff:**

Jeff Ritter, CEO  
Dawn Stanger  
Sherry Morcom (Recorder)

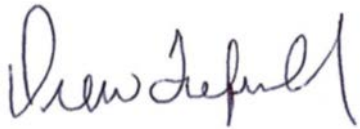
Shaun Augustin  
Dominika Krzeminska

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p><b>Call to Order</b></p>	
<p><b>1. Adoption of the Agenda</b></p>	<p><b>Motion #2015-2016-05-01</b> There was consensus to approve the agenda as circulated.</p>
<p><b>2. Chair's Report</b></p> <ul style="list-style-type: none"> <li>• David Brown of David Brown Governance Inc. was engaged to support the Board and Senior Management Team in several governance processes in the coming year. This includes Board Strategic and Risk Planning, CEO evaluation, and Board and Committee evaluations. The HR Committee had the opportunity to meet with David Brown to begin discussions around the CEO evaluation process.</li> <li>• The HR committee will meet October 6, 2016 to review the CEO Evaluation.</li> <li>• All Board Directors have now received Aprio Boardroom training, and Board meeting and Board Committee meeting packages are now being sent out through the Aprio software.</li> <li>• Meeting attendance has become an issue for Board Directors, and has resulted in the Board being in jeopardy of missing legislative, and business and operational requirements. Board of Directors are encouraged to attend meetings in which ever form they can, whether it be face to face or conference call.</li> <li>• September 13, 2017 will be the first meeting in fall 2017.</li> <li>• The Apprenticeship Awards are on October 21, 2016.</li> <li>• Albert Loke, Leonard Manitoken and Drew Tiefenbach will attend the Awards Ceremony and volunteered to take on roles.</li> </ul>	<p><b>Motion #2015-2016-05-03</b> There was consensus to accept the Chair's Report as presented.</p>
<p><b>3. CEO's Report</b></p> <ul style="list-style-type: none"> <li>• The CEO submitted his report for the Board's information.</li> </ul>	<p><b>Motion #2015-2016-05-04</b> There was consensus to accept the CEO's Report as presented.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Decision Items</b>	
<p><b>4. Annual Report</b></p> <ul style="list-style-type: none"> <li>• The Audit and Finance Committee (AFC) recommended the approval of the 2015-16 Annual Report, including the audited financial statements and the balanced scorecard results.</li> <li>• The Audit and Finance Committee met with the the Provincial Auditor on September 19, 2016.</li> <li>• The results for the 2015-16 Balanced Scorecard are as follows: <ul style="list-style-type: none"> <li>• Exceeded = 8 measures</li> <li>• Achieved = 9 measures</li> <li>• Progressed = 7 measures</li> <li>• Not Met = 1 measure</li> </ul> </li> <li>• The SATCC posted a deficit of approximately \$256K in 2015-16. This is significantly better than the \$1.25M budgeted for and a modest improvement over the deficit of \$315K in 2014-15. The deficit in 2015-16 reduced the SATCC's accumulated surplus from \$3.502M at the beginning of the year to \$3.246M at the end of the fiscal year..</li> <li>• The Provincial Auditor indicated that SATCC management were very cooperative through the audit process. The A&amp;F committee were thanked for their work.</li> </ul>	<p><b>Motion #2015-2016-05-09</b></p> <p>There was consensus to accept the Annual Report, which includes the audited financial statements and Balanced Scorecard reporting as presented.</p>
<p><b>5. Board Nomination Process</b></p> <ul style="list-style-type: none"> <li>• The SATCC Board has 12 industry representatives from four industry sectors. The terms of these 12 members expire on February 13, 2017.</li> <li>• The first step in the process requires the SATCC Board of Directors to approve the process by which six organizations will use to choose the nominees.</li> <li>• An item regarding the potential staggering of appointments to the Board of Directors will be brought forward at the next Commission Board of Directors meeting.</li> </ul>	<p><b>Motion #2015-2016-05-11</b></p> <p>There was consensus to accept the Board Nomination Process that each designated industry organization will use to recommend nominees for appointment to the SATCC Board of Directors as presented.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<b>Information Items</b>	
<p><b>6. 2016 Apprenticeship Awards</b></p> <ul style="list-style-type: none"> <li>The Communications and Marketing staff were thanked for the work on the 2016 Apprenticeship awards. Major sponsorships have increased substantially this year.</li> <li>It was noted that for Directors who do not live in the Regina area, it is difficult for them to volunteer for such events.</li> </ul>	
<b>Recurrent Information Items</b>	
<p><b>7. August 2016 YTD Actual</b></p> <ul style="list-style-type: none"> <li>The CFO submitted a written report regarding the August 2016 year to date financials for the Board's information.</li> </ul>	
<p><b>8. September 2016 YTD Forecast</b></p> <p>The CFO submitted a written report regarding the August 2016 year to date financials for the Board's information.</p>	
<p><b>9. Operational Update</b></p> <ul style="list-style-type: none"> <li>The CEO submitted a written operational update for the Board's information and Directors are encouraged to share this information with stakeholders and clients.</li> </ul>	
<p><b>10. Other Business</b></p> <ul style="list-style-type: none"> <li>There was no other business.</li> </ul>	
<p><b>11. Next Meeting</b></p> <ul style="list-style-type: none"> <li>The next meeting will be a face to face meeting and will be scheduled for October 26, 2016.</li> </ul>	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> <li>Elections for Chair and Vice-chair will be held at the October 26, 2016 meeting. Terry Parker and Drew Tiefenbach have been nominated for the Chair position while Bryan Leier has been nominated for the Vice-Chair position.</li> </ul>	
<b>12. Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting adjourned at 10:06 am.</li> </ul>




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Commission/Committee Chairperson




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Commission/Committee Vice Chairperson

