

Attending:

Dr. Stephen Gamble (Chair)
Maria Preovolos (Vice Chair)
Helen Allen
Laurel Douglas
Len Goerke
Dr. John Stubbs
Samina Tajwar
Mary Ellen Thorburn
Terry Yung
Dr. Michel Tarko (President)

Executive:

Colleen Vaughan (VP Academic)
Mike Proud (VP Finance & Operations)
Cindy Dopson (VP People & Culture)
Janet Haberfield (Executive Assistant)

Regrets:

Jamie Sterritt

Guests:

Jody Robertson, Director Comms & Marketing(02.1)
Tracey Carmichael, Director, Institutional Research (05.2)

Observer:

Alexandra (Alex) Nguyen, JI Union Organiser

We respectfully acknowledge the Justice Institute of British Columbia's New Westminster campus is located on the unceded Traditional Territories of the Qayqayt and Musqueam Peoples.

2022-02-01 CONSENT AGENDA

MOVED by Laurel Douglas, seconded by Terry Yung
THAT the Consent Agenda be approved as presented
MOTION CARRIED

2022-02-02 PRESENTATIONS

- 02.1 Michel Tarko introduced Jody Robertson, Director, Communications & Marketing to provide an overview of the new brand identity. Following discussion Governors concurred that tremendous work had been done to reach this stage and thanked Jody and her team, and everyone else involved for their hard work. The brand identity will be shared with all staff on June 15th.
- 02.2 Strategic Plan 2022 – 2027
Michel spoke to the revised Strategic Plan which will be rolled out to all staff on June 15th.

2022-02-03 REPORTS

03.1 President's Report

The President's Report along with Program Council minutes was previously distributed (copy on file). Michel noted the strong linkage of his report to the new format Strategic Plan and highlighted a recent meeting between JIBC executives and Don Wright, Consultant, who is leading an AEST funding review. JIBC's report will be submitted to Mr. Wright by the end of June as required.

2022-02-04 GOVERNANCE MATTERS (BOARD OPERATIONS)

04.1 Annual Board Elections – Chair and Vice Chair

Following a call for nominations in May for the positions of Chair and Vice Chair, Stephen Gamble (Chair), and Maria Prevolos (Vice-Chair) announced they would stand for re-election. No further nominations were received prior to the meeting.

A further call for nominations from the floor was conducted. With no further nominations, the motion was called.

MOVED by Samina Tajwar, seconded by John Stubbs

THAT by acclamation, Stephen Gamble be re-elected chair and Maria Prevolos be re-elected Vice Chair for the year 1st August 2022 – July 31st, 2023.

MOTION CARRIED

04.2 Annual Code of Conduct

An annual request for confirmation of each Governors' commitment to the Code of Conduct was conducted virtually. All meeting attendees indicated their confirmation of commitment. The executive office will follow up with one member of the Board who was unable to attend.

04.3 Fraud Policy and Procedure

A copy of a revised policy and procedure was previously distributed (copy on file). Mike noted the one change required which was to remove reference to the Ombudsman as a contact to write to in the event of fraud.

MOVED by John Stubbs, seconded by Terry Yung

That the revised policy be approved as presented.

MOTION CARRIED.

04.4 October Board Retreat – Date and Topics

The board retreat will be held on October 27th at the Fire Hall in Langley Township. A list of potential discussion topics was provided, and some discussion took place on additional topics as follows:

- Board self-evaluation
- Fiduciary responsibilities of the Board
- What is the plan in 12, 18, 36 months?

2022-02-05 STRATEGIC MATTERS

05.1 Q3 Financial Reports to March 31, 2022

- a) The financial reports were previously distributed (copy on file). Mike Proud, Vice President, Finance & Operations, provided an overview of the financial package as presented. The finance committee met with the auditors on May 26th. It was a clean audit, and the auditors were very complimentary on what they reviewed. Thanks to Michel, Mike and Jina for stewarding the institution through another 12 months of the pandemic.

MOVED by Len Goerke, seconded by John Stubbs

THAT the financial reports to March 31, 2022 be approved as presented.

MOTION CARRIED.

- b) KPMG Audit Findings Report

See 05.1 a) above. JIBC will be posting an RFP for new auditors for F2024. Governors Mary Ellen Thorburn and Len Goerke advised they will participate on the adjudication panel.

- c) Q4 MD&A and Financial Reports
A copy of the Q4 MD&A was previously distributed (copy on file). This quarterly report was well received by member of the board.

MOVED by Len Goerke, seconded by Maria Preovolos

**THAT the Q4 MD&A and Financial reports be approved as presented
MOTION CARRIED**

- d) Fiscal 2023/24 Five Year Capital Plan submission to AEST
A copy of the Five-Year Capital Plan was previously distributed (copy on file).

MOVED by Len Goerke, seconder Mary Ellen Thorburn

**THAT the F2023/24 Five Year Capital Plan submission be approved as presented.
MOTION CARRIED.**

- 05.2 Institutional Accountability Plan and Report (IAPR)
A copy of the annual IAPR was previously distributed (copy on file). Michel introduced Tracey Carmichael, Director, Institutional Research to speak to the report which needs to be submitted to AEST by July 31st for a rigorous review. The final report will be published on the Ministry and JIBC websites. John Stubbs commented it is very well written and persuasive. Governors concurred and thanked Tracey for her efforts in preparation of the report.

MOVED by Samina Tajwar, seconder Helen Allen

**THAT the IAPR be approved as presented.
MOTION CARRIED.**

- 05.3 KPIs Year End March 31, 2022
A copy of the year end KPIs was previously distributed (copy on file). Colleen provided an overview and noted it is based on the first iteration of the current Strategic Plan.

- 05.4 JIBC Full costing
A memo on full costing was previously provided (copy on file) for information. Mike provided an overview of the full costing information which gives a clear view of actual costs and will be updated as we move along. The document will be forwarded to Don Wright as part of his funding review.

2022-02-06 NEXT MEETINGS

2022: September 29, November 24

3:20 p.m. The meeting moved to In-Camera.



Dr. Stephen Gamble
Board Chair



Dr. Michel Tarko
President and CEO