

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MEETING

Audit & Risk Management Meeting #2020/05 – August 24, 2020

ZOOM Meeting

ARM COMMITTEE:

Paul Donald, ARM Chair

Lennard Joe

Melissa Louie

Maynard McRae

Tessa Quewezance

EX-OFFICIO

Ken Tourand, President & CEO

LEADERSHIP TEAM

Ernie Gran, AVP, Finance & Administration

RECORDER:

Pat Brown, Executive Assistant, President & Board and Elders Coordinator

1. Call to Order

1.1 Call to Order

ARM Chair Paul Donald called the meeting to order at 3:33pm.

1.2 Adoption of Agenda

It was moved and seconded that

the A/RM Committee meeting agenda be adopted as presented. *Motion Carried.*

1.3 Review and Adoption of Minutes

It was moved and seconded that

the May 11, 2020 A/RM Committee meeting minutes be adopted as presented. *Motion Carried.*

2. Financial Reporting and Statutory Items

2.1 Financial & FTE Report (MD&A)

It was moved and seconded that

the Financial & FTE Report (MD&A) be accepted and recommended to the Board for approval. *Motion Carried.*

Discussion:

- COVID 19 affected all areas of NVIT activity.
- As of the July 10th report, FTE is 49% lower than the previous year.
- Community Education FTE is 81% lower than the previous year. With the amount of community contracts received those FTE numbers are anticipated to increase.
- Ancillary Operations has a net decrease of profit of \$45K over the previous year.
- Question: The amount in the surplus fund does not seem to be a lot. Should the Board be concerned if we are in a COVID state for the next year? What will happen if we are in a downward trend?

Answer: The Community Education programs are starting and communities have plans & protocols in place. NVIT received deferred revenue from the government to support us & not go into a deficit. The ministry has informed all institutions that they can go into a deficit. NVIT has no plans to do that & the finances are being monitored closely.

- COVID 19 Risk Management – The Leadership Team is proactive and protocols are in place. Worksafe BC visited both campuses to ensure NVIT is compliant with their COVID 19 safety protocols.
- The bookstores are closed but orders can be placed online. Ernie is working with RBC to facilitate online payments & will provide a briefing note to the Board when that is secured.

2.2 Statement of Financial Information (SOFI)

It was moved and seconded that

the Statement of Financial Information (SOFI) report be accepted and recommended to the Board for approval. *Motion Carried.*

Discussion:

- The SOFI report is an annual statutory requirement that requires Board approval and is due to the Ministry by September 30th.
- Subsequent to this meeting it was determined that the due date for submission of the SOFI report is prior to the next Board meeting. Ken will send the SOFI report to the Board Executive for their approval.

3. *Other Reports*

3.1 Debt Refinancing

A short-term promissory note secured with the Ministry of Finance matured on July 31, 2020 and was refinanced with a new lower interest rate for a period of one year.

4. Board Governance

4.1 No additional items to discuss.

5. Other

5.1 No additional items to discuss.

6. In-Camera Meeting

6.1 No in-camera meeting was necessary.

7. Adjournment

7.1 It was unanimously agreed that

the ARM Committee meeting be adjourned at 4:00pm. *Motion Carried.*

**NEXT MEETING: ARM Zoom Meeting
Thursday September 24, 2020, 3:30pm**