

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Audit & Risk Management Meeting #2019/03 – August 26, 2019

Teleconference Call, 3:30pm

[1-877-385-4099, passcode: 3990546#]

ATTENDANCE: Paul Donald [A/RM Chair]
Lara-Lisa Condello
Tessa Quewezance

STAFF: Ken Tourand [President]
Marlie Worrin, [AVP, Finance & Administration]
Pat Brown [Recorder]

REGRETS: Lindsay Borrows

1. Call to Order

1.1 Call to Order

Paul called the meeting to order at 3:30pm.

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 13, 2019 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:

- As of the July 10th report, FTE is 60% higher than the previous year.
- Community Education FTE is 155% higher than the previous year.
- Ancillary Operations has a net profit of \$53K over the previous year.
- Question: Why is there a greater profitability on Bookstore revenues:
Answer: Increased sales, timing of purchases and returns, CE required more books specifically through Merritt Bookstore. The FTE's have increased which increases the profit.
- Tighter budget with a smaller surplus due in part to offering 3rd year Social Work & Human Services.
- The amphitheatre project is proceeding on schedule and will be posted on BC Bid early September. The construction is anticipated to be completed by Christmas.

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 2019 / 20 Operating Grant & Student FTE Targets

The budget letter was provided for information.

Discussion:

- NVIT's collective agreement expired March 31, 2019. Additional funding will be received when the new agreement is finalized.
- The tuition limit increase remains at 2%.
- The letter explains the legislation & financial requirements expected by the Ministry.

3.2 Loan Renewal

A short-term promissory note secured with the Ministry of Finance matured on August 1, 2019 and was refinanced for a period of one year.

3.3 Cash Handling Policy

AEST requested a review of all post-secondary institutions' cash handling policies due to potential money laundering concerns. NVIT handles very little cash annually. NVIT accepts cash for tuition & fees but all refunds are made by cheque. If required, NVIT will review & update the current policies & practices.

4. Board Governance

4.1 Enterprise Risk Management

As per the discussion during the MD&A report, there are no known changes to risk at this time.

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 4:07pm. *Motion Carried.*

**NEXT MEETING: ARM Teleconference Meeting
Thursday September 26, 2019, 3:30pm**