

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Audit & Risk Management Meeting – January 24, 2023

Zoom Meeting

CHAIR:

Lennard Joe

ARM COMMITTEE MEMBERS:

Joe Bevan

Dale Calder

Paul Donald

William Sandy

EX-OFFICIO:

Ken Tourand, President & CEO

Leadership Team:

Ernie Gran, Chief Financial Officer

Paul Grewal, Director of Finance

Recorder:

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

1. Call to Order

1.1 Call to Order

Board ARM Chair Lennard Joe called the meeting to order at 4:04pm.

KPMG guests Brent Ashby & Debbie MacKinnon were welcomed to the meeting.

1.2 Adoption of Agenda

It was moved and seconded that

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

Amendment: Agenda item 2.1 discussed prior to agenda item 1.3.

1.3 Review and Adoption of Minutes

It was moved and seconded that

the December 6, 2022 minutes be approved as presented. **Motion Carried.**

2. Financial Reporting and Statutory Items

2.1 2021/22 KPMG Audit Plan

Brent Ashby reviewed the Audit Plan.

Discussion:

- KPMG has a new audit platform KPMG Clara.
- No significant risk of material misstatement for the audit was identified.
- KPMG's action plan is aligned with the TRC's Call to Action.
- Question: *Have any significant assets at the Vancouver campus been identified?*
Answer: *No, NVIT doesn't own anything at the current Vancouver campus but a few vehicles and the assets of the new campus are unknown until it is built.*
- Question: *Will the time for the new section processes be an additional cost and if there is an increase, how much?*
Answer: *The additional cost is built into the fee section and the additional cost is \$5000 over last year.*
- 2023 is KPMG's last year of a 5-year engagement. A Request for Proposal for a new Auditor will be posted and it is hoped that KPMG resubmits.

2.2 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:

- FTE is 8% lower than the prior year. NVIT has achieved 84.6% of the AEST FTE target
- Revenue increased 8% and expenses increased 4%.
- Quarter 3 has a surplus of \$845,015 due to increases in revenue & expenses and vacant positions.
- CE is very strong over the next year and will double their service agreements since 2021/22.

2.3 Annual Investment Report

It was moved and seconded that

the Annual Investment Report be accepted and recommended to the Board for approval. ***Motion Carried.***

\$8.8M is in investment holdings and accrue a small amount of interest monthly.

2.4 Tuition Memo

It was moved and seconded that

the proposed revised tuition rates be accepted and recommended to the Board for approval. **Motion Carried.**

Discussion:

- The Board student reps & Student Society were given an opportunity to share this information with students. William, Chair of the Student Society, reported that at their recent meeting they reviewed and supported the proposed tuition increase.

2.5 Per Diem Rate Update

It was moved and seconded that

the new proposed per diem rates be accepted and recommended to the Board for approval. **Motion Carried.**

The per diem rates have not increased since October 2016 and are comparable to other Post-Secondary institutes.

3. Other Reports

- 3.1 No additional reports.

4. Board Governance

- 4.1 No discussion.

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 4:49pm. **Motion Carried.**

**NEXT ARM MEETING: ARM/Board Teleconference Meeting
Tuesday April 5, 2022**