



Commission Board of Directors

September 20, 2017

10:00 AM – 1:30 PM

2nd Floor Boardroom, 2140 Hamilton Street/Conference Call

Meeting Number 2017-2018-01

Members Present:

Drew Tiefenbach (Chair)

Jeff Sweet (Vice-Chair)

Brian Marshall

Brett Vandale

Aaron Laughlin (Conference call)

Jesse Tiefenbach (Conference call)

Bryan Leier

Leonard Manitoken

Karen Zunti

Albert Loke

Ryan Cunningham

Doug Mitchell

Regrets:

Maria Chow

Alastair MacFadden

Roxanne Ecker

Wayne Worrall

Mike Berkes

Tammy Bloor Cavers

Members Present for Part of the Meeting:

Blaine Braun (part until 12:32)

Staff:

Jeff Ritter, CEO (part)

Loreena Spilsted (part)

Julie Woldu (part)

Sherry Morcom (part)

Shaun Augustin (part)

Dawn Stanger (part)

Dean Frey (Conference Call, part)

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Call to Order	
1. Adoption of the Agenda	Motion #2017-2018-01-01 There was consensus to approve the agenda.
2. Minutes of June 21, 2017 and Business Arising	Motion #2017-2018-01-02 There was consensus to accept the Minutes of June 21, 2017 as presented.
3. Chair Report <ul style="list-style-type: none"> • The Chair Report was included in the meeting package. • The Chair reported Dionne Malakoff has been nominated by the Saskatchewan Provincial Building and Construction Trades Council to sit on the SATCC Commission Board of Directors as the EE Construction Sector representative. • Doug Mitchell has indicated that he does not want his term to be renewed on the SATCC Commission Board of Directors, but he will remain active until there is a new OC. • The 2017-18 Business Plan was approved by the Ministry of Economy. • The Apprenticeship Awards will be held this year on Friday, October 27 at the Conexus Arts Centre in Regina. Commission Directors were reminded to RSVP to this event. Directors should contact either Julie Woldu or Audrey Wolfe. 	Motion #2017-2018-01-03 There was consensus to accept the Chair Report as presented.
4. CEO Report <ul style="list-style-type: none"> • The CEO Report was included in the meeting package. • The CEO and staff have been actively consulting apprenticeship stakeholders regarding proposed changes to the SATCC legislation and regulations. 	Motion #2017-2018-01-04 There was consensus to accept the CEO Report as presented.

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<p>Feed back to this point has been positive. A report will be developed at the end of the process to forward to the Minister to support the legislative amendment process.</p> <ul style="list-style-type: none"> • The Minister of the Economy approved and the Board of Directors adopted the 2017-18 Business Plan in August. This plan includes a number of fee increases, effective January 1, 2018. SATCC has started communicating with both internal and external stakeholders. Emails have been sent to Commission Board members, staff members and trade board members. Feed back on tuition and fee increases should be communicated to the CEO. • SATCC received a letter from Western Economic Diversification Canada (WD) in response to SATCC funding request for the purpose of partnering—along with Manitoba and the Atlantic Workforce Partnership—on a new information management system. • They denied the funding request, but instructed SATCC to seek funding from Employment and Social Development Canada (ESDC). Shaun Augustin and the CEO spoke with WD Assistant Deputy Minister Dr. Abdul Jalil on Thursday, August 24, and he provided SATCC with an ESDC contact—Philippe Masse—to reach out to. 	
Decision Items	
<p>5. CEO Contract</p> <ul style="list-style-type: none"> • This item is deferred to the next Board meeting. 	
<p>6. 2016-17 Annual Report and Audited Financial Statements</p> <ul style="list-style-type: none"> • Of the 27 measures included in the scorecard, the year end results are as follows: 	<p>Motion #2017-2018-01-05</p> <p>There was consensus to approve the SATCC 2016-17 Annual Report, including the audited financial statements and Balanced Scorecard reporting.</p>

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<ul style="list-style-type: none"> ○ Exceeded– 8 measures (Sufficient Revenue to Fund Technical Training, Unrestricted Surplus – Excess over Minimum, Industry Trade Board Meetings, Employer Consultations, Harmonization Stakeholder Consultations, SATCC Employee Satisfaction, Apprentice to Journeyperson Compliance and Industry Response Time); ○ Achieved– 4 measures (Journeyperson Certificates Issued, Aboriginal Apprentices Registered, Visible Minority Apprentices Registered and Technical Training Seats Fill Ratio); ○ Progressed – 9 measures (Total Employers, Real Completion Rate, Red Seal Exam Rate, Technical Training Seats, Female Apprentices Registered, Female Apprentices Registered in Traditionally Male Trades, Apprentice with Disabilities Registered, Share of Non-Government Revenue and Annual Deficit/Surplus); ○ Not Met – 2 measure (Newly Registered Apprentices and Total Apprentices); and ○ Not Available – 4 measures because the Apprentice and Employer surveys are administered on a two year cycle and will be repeated in 2017-18 (Apprentice Satisfaction with On- the-Job Training, Employer Satisfaction with On-the-Job Training, Apprentice Satisfaction with SATCC and Employer Satisfaction with SATCC) <ul style="list-style-type: none"> ● The SATCC posted a deficit of \$1.099 million in 2016-17, slightly more than the \$1.012 million budgeted and an increase of \$843,000 from 2015-16 deficit of \$256,000. The deficit in 2016-17 reduced the SATCC's accumulated surplus from \$3.247 million at the 	

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<p>beginning of the year to \$2.148 million at June 30, 2017.</p> <ul style="list-style-type: none"> • On behalf of the Audit and Finance Committee, Brett Vandale reported that the committee met on September 18. The meeting included the Provincial Auditors. The Auditors complimented the SATCC staff on the willingness to work with them. • They did indicate there is some inconsistency in the application of the Commission Board of Directors Honarium policy A1. The Board Policy will go through a review process and will be brought forward to a future Board of Directors meeting for approval. <p>(Julie Woldu joined the meeting)</p>	
<p>7. Election of Board Chair and Vice-Chair</p>	<p>Motion #2017-2018-01-06</p> <p>There was consensus to allow the Board Members participating by conference call to send their votes electronically to Sherry Morcom.</p> <ul style="list-style-type: none"> • The CEO assumed the role of Acting Chair. • Leonard Manitoken, Albert Loke and Bryan Leier nominated Drew Tiefenbach for the position Chair. • The Acting Chair called a second time for nominations for the position of Chair of the Commission Board. • The Acting Chair called a third and final time for nominations for the position of Chair of the Commission Board. • There were no further nominations. • Drew Tiefenbach was acclaimed as Chair of the Commission Board. • Drew Tiefenbach resumed as Chair and called for nominations for the position of Vice-Chair of the Commission Board. • Aaron Laughlin nominated Jeff Sweet.

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	<ul style="list-style-type: none"> • The Chair called a second time for nominations for the position of Vice-Chair of the Commission Board. • Brian Marshall nominated Bryan Leier for the position of Vice-Chair. • The Chair called a third and final time for nominations for the position of Vice-Chair of the Commission Board. • There were no further nominations. • Jeff Sweet was elected Vice-Chair of the Commission Board by a majority ballot vote. • There was consensus to destroy ballots for both the Chair and Vice-Chair election.
<p>(Dean Frey joined the meeting.)</p>	
<p>8. Trade Board Appointments</p> <ul style="list-style-type: none"> • On behalf of the Trade Board Appointments Committee, Blaine Braun reported the Trade Board Appointments Committee met on August 28, 2017 and is recommending approval of the Trade Board appointments and removals as presented. 	<p>Motion #2017-2018-01-07</p> <p>There was consensus to approve to the removal and approval of the appointments as presented.</p>
<p>9. Trade Board Minutes</p> <ul style="list-style-type: none"> • On behalf of the Trade Board Appointments Committee, Blaine Braun reported the Trade Board Appointments Committee met on August 28, 2017 and is recommending approval of the Trade Board Minutes listed in the Executive Summary table. <p>(Dean Frey left the meeting.)</p>	<p>Motion #2017-2018-01-08</p> <p>There was consensus to accept the Trade Board Appointments Committee recommendation that the SATCC Board of Directors approve the Trade Board minutes listed in the Executive Summary table.</p>
<p>10. Board Evaluation Follow Up</p> <ul style="list-style-type: none"> • Brian Marshall on behalf of the Governance Committee reported that the committee met on September 11, 2017. 	<p>Motion #2017-2018-01-09</p> <p>There was consensus to accept the Governance Committee recommendation that the Board of Directors approve the implementation of seven recommendations from the</p>

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<ul style="list-style-type: none"> • The final step in an effective Board evaluation process is to carry through a follow up and implementation of agreed to recommendations for improvement. At the June 21st SATCC Board meeting the results of the evaluations were presented, along with seven recommendations. The Board agreed to each of the recommendations and that work would begin in 2017-18. • The Governance Committee reviewed the final Post Session Report and Draft Roadmap provided after the June 21st meeting with David Brown. • The SATCC 2017 evaluation process incorporated the four elements that best practices for board evaluations should include. <ul style="list-style-type: none"> ○ The participation of all individual directors to ensure a shared understanding and acceptance of the benefits of the board evaluation. ○ A systematic process to establish an effective board evaluation timeline. ○ Carefully selected board evaluation instruments to ensure that resulting information is valid, efficient and accurate. ○ A thorough follow-up to confirm that areas of concern have been addressed, and board evaluation information has reached the right people. • Governance Solutions (formerly Brown Governance) was engaged to support the Board in the evaluation process including the Board as a whole, each standing committee, the Board Chair and each Standing Committee Chair. <ul style="list-style-type: none"> ○ An online survey for each evaluation was administered to the Board and SMT. Due to the recent changes in Board membership, those newly appointed Board members did not participate in the survey while the departing Board members did. • Each Committee will add the task to their 2017-18 work 	<p>recent Board and Committees evaluations over the 2017-18 year.</p> <p>While the Governance Committee is charged with leading the process, the implementation of specific Committee recommendations rests with those Committees, as outlined in the decision item and they report back to the Board on progress on those items.</p>

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<p>plans. The Committees will report back to the Board on progress at each meeting throughout the year.</p>	
<p>11. Board Job Descriptions</p> <ul style="list-style-type: none"> • Brian Marshall on behalf of the Governance Committee reported that the committee met on September 11, 2017. • The Governance Committee is required to review the Board Chairperson and Vice Chairperson Job Description and the Board Member Job Description annually. The last review occurred in February 2016. • One minor housekeeping amendment is proposed for the Board Member Job Description to align with changes made to the current Conflict of Interest policy. Four additional responsibilities are proposed in addition to the current list in the Board Chairperson and Vice Chairperson Job Description that align with existing Board policy: <ul style="list-style-type: none"> ○ Act as the spokesperson and representative of the Board to management; ○ Approve the communication of Board business to stakeholders; ○ Receive and table notices of conflict of interest; and ○ In consultation with the Board, determine courses of action for resolving situations of bias. • The key responsibilities of Chair outlined in the Board Charter are to: <ul style="list-style-type: none"> ○ Provide leadership by fostering a culture of inclusivity and participation of Board members in Board and committee work; ○ Guide Board development; ○ Ensure effective performance; and ○ Maintain a sound relationship with the apprentice partners and stakeholders 	<p>Motion #2017-2018-01-10</p> <p>There was consensus to accept the Governance Committee recommendation to approve the proposed amendments to the Board Chairperson and Vice Chairperson Job Description and the Board Member Job Description.</p>

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<p>12. Board Policies and Review Schedule</p> <ul style="list-style-type: none"> • Brian Marshall on behalf of the Governance Committee reported that the committee met on September 11, 2017. • The Governance Committee is responsible for the process of reviewing Board policies. It is proposed that at least one third of policies reviewed each year on a three-year cycle. • Below is the proposed list of policies due for review in 2017-18: <ul style="list-style-type: none"> ○ A1 - Board of Directors Honoraria and Expense Guidelines ○ A2 - Commission Board Meetings and Minutes ○ A3 - Presentations to the Commission Board of Directors ○ A4 - Trade Board Meetings and Minutes ○ A6 - Commission Board Accountability ○ A7 - Trade Board Accountability ○ A8 - SATCC Board Electronic Communication Device Usage Policy ○ G3 - Conflict of Interest ○ F2 - Financial Assets – Surplus Policy ○ F3 - Capital Asset Amortization ○ F4 - Inventory Accounting, Reporting and Management 	<p>Motion #2017-2018-01-11</p> <p>There was consensus to accept the the Governance Committee recommendation to approve the proposed schedule for reviewing the SATCC Board policies.</p>
<p>13. Staggered Board Appointments</p> <ul style="list-style-type: none"> • Brian Marshall on behalf of the Governance Committee reported that the committee met on September 11, 2017. • The previous SATCC Board of Directors discussed staggering the appointments of the industry nominated board members should be investigated. This would be to try to negate the possibility of having a large turnover of experienced board members all at once. Since the inception of the Commission, all industry board 	<p>Motion #2017-2018-01-12</p> <p>There was consensus to accept the Governance Committee recommendation to approve that all 12 industry nominated board members be appointed for the same three year terms and staggered board appointments for these members not be implemented.</p>

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<p>members have been appointed for the same 3 year term (the maximum term any member can be appointed). At no time have all or the majority of those board members changed at the same time.</p>	
Committee Reports	
<p>14. Human Resource Committee</p> <ul style="list-style-type: none"> • The SATCC HR Committee approved the following process for conducting the 2016-17 CEO performance evaluation. The process is expected to be completed in mid-October 2017. <ul style="list-style-type: none"> ○ Led by the HR Committee and supported by Governance Solutions (David Brown) ○ Input from the Board (interviews with board members, no survey) in a less extensive process than last year ○ Final reporting to and approval by the Board of Directors. ○ Input from the Board of Directors (interviews with board members, no survey) and the CEO will inform the evaluation based on: <ul style="list-style-type: none"> ○ A current CEO position description; ○ The SATCC strategic plan and business plan; ○ The CEO's annual statement of objectives, prepared by the CEO and approved by the Board; and ○ Board policies. • The HR Committee agreed on this process to ensure the process is independent of management and allow board members opportunity to speak with an external consultant in a confidential manner. 	<p>The report was accepted for information.</p>
<p>15. Audit and Finance Committee</p> <ul style="list-style-type: none"> • Shaun Augustin spoke to the Audit and Finance Committee items. 	<p>The report was accepted for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<ul style="list-style-type: none"> a. August 2017 Key Operational Indicators and Statistics. b. August 2017 Performance Management Measurement – Balance Scorecard Reporting c. August 2017 YTD Actual to Budget d. 2017-18 Training Schedule e. June 2017 Financial Forecast 	
<p>16. Governance Committee</p> <ul style="list-style-type: none"> • Brian Marshall on behalf of the Governance Committee reported that the committee met on September 11, 2017. • The 2017-18 Board and Committee Calendars were distributed for members' information. 	<p>The report was accepted for information.</p>
<p>17. Standards Committee</p> <ul style="list-style-type: none"> • No Report 	
<p>18. Trade Board Appointments Committee</p> <ul style="list-style-type: none"> • Blain Braun on behalf of the Trade Board Appointments committee that Roxanne Ecker has been reappointed as Chair of the Trade Board Appointments Committee 	<p>The report was accepted for information.</p>
<p>19. Committee Minutes</p> <ul style="list-style-type: none"> • The approved Committee Minutes from each Committee have been filed in the Aprio Library. • They will be filed by the day they are presented to the Commission Board of Directors meeting date. • There will be a link to the folder included in the future. 	<p>The report was accepted for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
Information Items	
<p>20. External Stakeholder Consultations – Legislative Changes</p> <ul style="list-style-type: none"> • The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) is proceeding with external stakeholder consultations on proposed amendments to <i>The Apprenticeship and Trade Certification Act, 1999</i> (The Act). • There are three substantive proposed amendments the SATCC is seeking feedback on: <ul style="list-style-type: none"> ○ the amendment providing the SATCC with the authority to implement the designation of occupations and sub trades in Saskatchewan; ○ the amendment providing the SATCC with the authority to designate trades, sub trades or occupations for “certification only”—meaning the SATCC would administer a certification process but not be required to provide or develop a corresponding training program; and ○ the amendment providing authority for the SATCC to issue work cessation orders if, during on-site inspections of compulsory trades, there is no journeyperson present on the worksite. • The SATCC is also seeking feedback on: <ul style="list-style-type: none"> ○ the amendment removing the SATCC’s authority to designate sectors; ○ the amendment giving the SATCC authority to terminate a joint training committee if the committee ceases to exist; and ○ the amendment removing the requirement to collect Social Insurance numbers in records to be provided by the employer during inspections 	<p>The report was accepted for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
(Blaine Braun left the meeting.)	
<p>21. SaskPoly Training Protocol Agreement</p> <ul style="list-style-type: none"> • The SATCC and Sask. Polytechnic signed a new Training Protocol Agreement (TPA) in July 2017. The new TPA is a five-year agreement running which expires in June 2022. The TPA reflects the contractual arrangement between the two parties for the purposes of the SATCC purchasing technical training from Sask. Polytechnic. • The majority of the clauses in the 2017-22 TPA carryover from the 2012-17 TPA (with only minor language changes at most) with some notable exceptions. The most substantive changes in the TPA are as follows: <ul style="list-style-type: none"> ○ A reduction in the notification period by the SATCC to Sask. Polytechnic of the cancellation of training from 10 weeks to 8 weeks. This will allow the SATCC more flexibility in filling classes before deciding to cancel due to low enrolment; ○ A new pricing methodology which limits annual training price increases to a maximum of inflation (as measured by Saskatchewan's Consumer Price Index) plus one percentage point. This mechanism is intended to provide stability to the cost of training; and ○ On a go-forward basis, the SATCC owns the intellectual property (IP) to any new apprenticeship learning materials it pays Sask. Polytechnic to develop on its behalf while granting a non-exclusive, non-assignable, non-transferrable license to Sask. Polytechnic. This provides the SATCC the flexibility to allow other training providers to use these learning materials. • The new TPA also re-affirms Sask. Polytechnic's right of first refusal to provide training for the 22 trades listed in the agreement with the following notable exception. The 	<p>The report was accepted for information.</p>

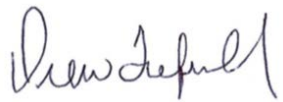
AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>SATCC has the right to use other training providers, other than Sask. Polytechnic, for the purposes of increasing the participation of under-represented groups in trades, undertake rural training initiatives and any other industry-driven training initiatives.</p>	
<p>23. SYA Program Evaluation</p> <ul style="list-style-type: none"> • The SYA Program Evaluation report provides key findings on the program's capability to promote apprenticeship to high school students. The SYA program is successful in recruiting apprentices and journeypersons into the skilled trades at younger ages and is a relatively cost effective program for the SATCC to administer. • The report lists recommendations that will enhance the effectiveness of the SYA program going forward, which have been reviewed and endorsed by the SATCC Senior Management Team. These recommendations are to: <ul style="list-style-type: none"> ○ Develop short-term and long-term requirements for program sustainability and growth by examining current programming and resources to operate the program. ○ Develop and enhance data and statistics in order to measure program outcomes. ○ Enhance information technology support for the program. • Management has moved to the implementation phase and assembled a cross-unit working group to consider the recommendations, determine actions to be taken and assign staff to carry out the work. The group developed a timeline for carrying out report recommendations and reporting progress on recommendations back to SMT and the Board. 	<p>The report was accepted for information.</p>
<p>24. 2017-18 SATCC Research Plan</p> <ul style="list-style-type: none"> • The SATCC 2017-18 Research Plan activities support the four strategic goals in the 2017-22 SATCC Strategic Plan 	<p>The report was accepted for information.</p>

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>and 2017-18 operating activities in the 2017-18 Business Plan(BP). On-going research initiatives are realigned to reflect which of the four strategic goals they support. Some current activities are deleted to better align with the current goals and operational initiatives.</p> <ul style="list-style-type: none"> • Research projects carried over from the previous plan include: <ul style="list-style-type: none"> ○ Monthly Balanced Scorecard Reporting; ○ Monthly Statistical and Operational Reporting; ○ Apprentice & Employer Program Satisfaction Survey – will now include questions regarding technical training and replace the Online Technical Training Survey; ○ Accuplacer Participant Statistics; ○ Learning Disabled Apprentice Outcomes; ○ Individual Real Completion Rate 1999 to present; ○ Wage Information on a Trade by Trade Basis; ○ Skills Centres; ○ Red Seal Statistics; ○ Registered Apprentice Information System (RAIS) statistics; and ○ Program Reviews and Evaluations. • Research projects from previous plan deleted in this plan: <ul style="list-style-type: none"> ○ Online Technical Training Survey; ○ Accuplacer Participant Exit Survey; and ○ Progression of Apprentices Level to Level. 	
<p>25. Post Secondary Graduate Survey</p> <ul style="list-style-type: none"> • The Ministry of Advanced Education (AE) released its 2014 Graduate Outcome Study Report recently. The survey provides information on experiences individuals who successfully completed a post-secondary program and received a formal credential including a degree, diploma or certificate, including journey person certification, within the 2014 calendar year. • A total of 684 SATCC graduates (12.4 percent of all 	<p>The report was accepted for information.</p>

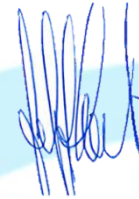
AGENDA ITEM/DISCUSSION POINTS	ACTIONS
<p>respondents) responded to the survey. Sixty -five percent were under the age of 30, approximately ten percent of were female while six percent were of Indigenous ancestry.</p> <ul style="list-style-type: none"> • In Saskatchewan, the average journeyman makes just over \$85,000 within two years of completing an apprenticeship program. This is the highest average earnings of all post-secondary graduates. Journeypersons more likely to have a higher income from their job within two years of graduation (compare \$85,446 to the average salary of a graduate with a Bachelor’s degree at \$59,336), but only one in four had any debt. Of those who did owe money following their education, the average debt of a journeyman was \$11,309 at the time of certification, in comparison to the average of graduates with debt from all institutions at \$28,206. • Graduates from the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) tended to be more satisfied with the overall quality of their educational experience. Journeypersons reported a 96 percent satisfaction rate, compared to 93 percent of all institutions combined. Only SIIT had a higher satisfaction rate of 98 percent. 	
<p>26. 2015 RAIS Results</p> <ul style="list-style-type: none"> • At 29 per cent, Saskatchewan’s growth in the number of annual Red Seal journeyman certifications was third highest in Canada between 2010 and 2015. Saskatchewan’s growth exceeded that of every other western province as well as Canada as a whole. • Saskatchewan was also the only western province to demonstrate a positive growth rate in the number of Red Seals issued every year from 2011 to 2015. Further, the province’s share of Red Seal certifications issued, relative to the national total, increased from 6.5 percent in 2011 to 8.6 percent in 2015. Saskatchewan’s performance is 	<p>The report was accepted for information.</p>

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<p>strongly tied to the strong growth in its economy and labour market during this period.</p>	
<p>27. 2016 Red Seal Results</p> <ul style="list-style-type: none"> • Seventy-six percent of Saskatchewan apprentices who attempted the Red Seal exam in the calendar year 2016 passed their exam. This equals the pass rate for all Canadian apprentices writing Red Seal exams. However, Saskatchewan's results in 2016 are lower than the previous four years. • Taking a five-year average (2012-16), Saskatchewan apprentices demonstrated a marginally higher pass rate than Canada as a whole. The Saskatchewan average was 79 percent, two percentage points higher than the Canadian pass rate of 77 percent. Both in the compulsory and in the non-compulsory trades, Saskatchewan apprentices had a higher pass rate than the Canadian average. 	<p>The report was accepted for information.</p>
<p>Recurrent Information Items</p>	
<p>28. Commission Operational Update</p> <ul style="list-style-type: none"> • This information is included and Directors are encouraged to share it with their respective stakeholders. 	<p>The report was accepted for information.</p>
<p>29. Other Business</p> <ul style="list-style-type: none"> • The Chair noted that it would be good information to have reports from the two skills centres. • Doug Mitchell noted that the Ministry of Economy has contacted him to get information from him on who would be a suitable replacement. Doug has asked that if any Commission Directors know of anyone suitable they should let the Ministry of Economy know. 	

AGENDA ITEM/DISCUSSION POINTS	ACTIONS
(Jeff Ritter, Loreena Spilsted, Shaun Augustin, Dawn Stanger and Sherry Morcom left the meeting.)	
<p>30. In-Camera</p> <ul style="list-style-type: none"> The Board held an in-camera session where management was excused. <p>(Jeff Ritter, Loreena Spilsted, Shaun Augustin, Dawn Stanger and Sherry Morcom re-joined the meeting.)</p>	
<p>31. Next Meeting</p> <ul style="list-style-type: none"> There will be a doodle poll done to determine if the Board of Directors meeting on October 25th can be rescheduled to October 27. 	
<p>32. Adjournment</p>	<p>The meeting adjourned at 1:30 pm.</p>



Commission/Committee Chairperson



Commission/Committee Vice Chairperson

