



**JIBC BOARD OF GOVERNORS (APPROVED)**  
**Minutes of Regular meeting**  
**March 29, 2018, 1:00 p.m.**  
**JIBC Boardroom**

Rob Kroeker ( Chair)  
Tina Dion (Vice Chair)  
Jim Christenson  
Stephen Gamble  
Jackie Gorton  
Kehl Petersen  
Bob Quartermain  
Bernadette Spence  
Sukhminder Virk  
Claire Wang  
Michel Tarko (President) via teleconference

Regrets:  
Bob Rich  
Juggy Sihota

Executive:  
Kayoko Takeuchi, Acting President, (VP Finance & Operations)  
Jon Marks (AVP Human Resources)  
Colleen Vaughan (VP Academic)  
Janet Haberfield (Executive Assistant)

*We acknowledge the unceded territory of the Central Coast Salish peoples who allow us to gather in their territory.*

New Board members Bernadette Spence and Stephen Gamble were welcomed to the Board of Governors with a roundtable introduction.

**OATH OF OFFICE**

New Board Members, Bernadette Spence and Stephen Gamble took their Oath of Office.

**2018-01-01 APPROVAL OF CONSENT AGENDA**

**MOVED by Tina Dion, seconded by Jim Christenson**  
**THAT the Consent Agenda be approved as presented.**

Chair, Rob Kroeker provided a verbal report to the Board noting that funding for a third cohort for Sheriff training has been confirmed.

Rob also noted the upcoming turnover on the Board. It was noted that one-year terms are too short to allow Governors to become fully acquainted with the JIBC and that this should be communicated to the Crown Agencies and Board Resourcing Office (CABRO), formerly BRDO.

**ACTION: This will be communicated to the CABRO.**

**MOTION CALLED. MOTION CARRIED.**

**2018-01-02 IN-CAMERA – (WITHOUT EXECUTIVE AND SECRETARY)**

**01 Update on Institute Leadership Governance**

Michel will provide an update at the June 6<sup>th</sup> meeting.

**02 President's Draft goals (F2018/2019)**

**03 President's Goals (F2017/2018) Self Evaluation**

This item will be discussed at the June 6<sup>th</sup> meeting.

**04 President's Contract – Reopen (2017-2022)**

**2018-01-03 REPORTS AND PRESENTATIONS**

**01 President's Report & Program Council Minutes**

A copy of the President's report and Program Council Minutes was previously distributed (copy on file). Michel noted the outreach he has completed since the last board meeting; reviewed the incoming correspondence (attached to the agenda), and spoke to his top three items, namely:

- 1) Police Academy Review
- 2) International Business Development
- 3) Terms of reference for the Executive and Senior Management Council.

Sukhminder Virk joined the meeting.

**2018-01-04 GOVERNANCE MATTERS (BOARD OPERATIONS)**

**01 Board Development & Succession – approval of board skills review**

Last year's survey tool for board assessment and skills will be circulated to the Board in advance of the next meeting. Discussion will take place at the June meeting to determine if the assessment is still relevant or should be changed in any way. It was suggested the assessment could be less on strategic aspects and make it a more meaningful document.

**ACTION: Kehl Petersen will circulate last year's board assessment tool to the board in advance of the June 6<sup>th</sup> meeting, where it will be placed on the agenda for discussion.**

*(Secretarial Note: Last year's assessment was circulated to Board members ahead of time to allow for review.)*

**2018-01-05 STRATEGIC MATTERS**

**05.1 RESOURCE PLANNING**

**01 Financial Reports to Q3 December 31<sup>st</sup>, 2017**

The financial reports, along with a covering memo from Finance Committee Chair, Jackie Gorton, were previously distributed (copy on file). Jackie provided an overview of the report and noted a letter received today, that our request to defer a specific surplus amount was approved for both capital and operating projects. Jackie noted that Michel and the Executive have developed a good relationship with AEST by keeping them fully informed and being transparent.

## **02 Budget – F2018/2019 Budget**

A memo outlining the Budget for F2018/2019 was previously circulated (copy on file). Jackie advised that we are required to have a balanced budget. It has been reviewed by the JIBC Executive and the Board's Finance & Audit Committee and is recommended for approval and submission to AEST. Jackie applauded the JIBC finance team, and indeed, everyone at the JIBC, as this has been a very onerous process.

**MOVED by Bernadette Spence, seconded by Jim Christenson**

**THAT the Budget for F2018/2019 be approved for submission to AEST.**

**MOTION CARRIED.**

## **03 Five Year Capital Plan**

A memo briefly outlining the five year capital plan was previously circulated (copy on file). Kayoko provided a review of this short advanced view of the 10 capital projects, which will be expanded and brought to the Board in June for approval and submission to AEST.

Kehl Petersen left the meeting.

## **04 Strategic Plan – develop plan and process 2018/2019**

This item is deferred to the June 6<sup>th</sup> meeting. Rob asked for a board volunteer to lead this process starting at the June meeting.

**ACTION: A copy of the current Strategic Plan will be forwarded to the Board before the next meeting in order to re-familiarize themselves with it. Governors were asked to determine any omissions or changes; ask key questions; tweak and extend the current plan, or go in a new direction?**

***(Secretarial Note: A copy of the word document of the current Strategic Plan was forwarded to Governors on April 24<sup>th</sup>, 2018).***

## **2018-01-06 NEXT MEETINGS**

**2018: June 6<sup>th</sup> – Pitt Meadows Airport Campus – subsequently changed to New West campus**

**September 27<sup>th</sup>, location TBD**

**November 29<sup>th</sup>, location TBD**

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Rob Kroeker  
Board Chair