



**JUSTICE
INSTITUTE**

of BRITISH COLUMBIA

JIBC BOARD OF GOVERNORS (APPROVED)

**Minutes of Regular meeting
September 27, 2018, 1:00 p.m.
JIBC Boardroom**

Attending:

Rob Kroeker (Chair)
Tina Dion (Vice Chair)
Stephen Gamble
Jackie Gorton
Connie Kaweesi
Maria Prevolos
Bernadette Spence
Sukhminder Virk
Claire Wang
Michel Tarko (President)

Executive:

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

Regrets:

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

2018-03-01 WELCOME AND INTRODUCTION OF TWO NEW BOARD MEMBERS

The Board is pleased to welcome new Governors, Connie Kaweesi and Maria Prevolos. A round-table introduction took place and an Oath of Office was administered.

2018-03-02 CHAIR'S REPORT

Chair, Rob Kroeker provided a verbal report noting:

- * The change of members of the Board
- * Requests to BRDO for representatives from the medical and police areas, and perhaps other areas like IT and Cybersecurity.
- * It is likely the other vacancies will be filled over the next 3 or so months, and we will continue to press for this.
- * Attended a Governance workshop on September 20th which was very informative.
- * The Board will send two members to the next not-for-profit ICD course in April/May next year.
- * Governors are encouraged to attend at least one event held at the JIBC each year. Events such as graduations, open houses, Convocation, Donor Recognition etc.

2018-03-03 CONSENT AGENDA

**MOVED by Jackie Gordon, seconded by Steven Gamble
THAT the Consent Agenda be approved as presented.
MOTION CARRIED**

2018-03-04 REPORTS AND PRESENTATIONS

President's Report

- 01 Program Council Minutes July 5, 2018
- 02 Business case for the Police Academy
- 03 Business case for the Office of Indigenization along with email response from DM Shannon Baskerville.

The President's report with attachments was previously distributed (copy on file). Dr. Tarko spoke briefly to the report and added:

- * Program Council terms of reference were reviewed and it was decided that they would not be changed by management.
- * Met with DM Shannon Baskerville on September 26th and provided her with financial numbers for running the PCP and ACP programs at a deficit.
- * After review and discussion, the Aboriginal Focusing Oriented Therapy program will be cancelled. JIBC does not own the IP or have the capacity to support this program and it is not sustainable. We will however, remain committed to contracts that have been established and facilitate transition of the program to NEC/NVIT if the proprietor wishes assistance.
- * The JIBC Awards of Excellence was held this morning and noted that we were delighted to congratulate two employees for 30 and 35 years respectively.

2018-03-05 GOVERNANCE MATTERS (BOARD OPERATIONS)

- 01 Board Development & Succession – approval of board skills review
There is a skills matrix which has been used for a number of years and generally falls within the Governance & HR Committee. Vice Chair, Tina Dion – as Chair of the Governance & HR Committee, requested a copy of the documents for review, prior to sending them out to all board members for their comments.
ACTION: A copy of the Board Development & Succession documents will be sent to Tina Dion. *(Secretarial Note: A copy was provided to Ms. Dion subsequent to the meeting.)*
- 02 Board Elections – Chair and Vice-Chair
Two nominations were previously received: one for Rob Kroeker for Chair, and one for Tina Dion as Vice-Chair. A call from the floor three times was conducted with no further nominations.

Therefore, by acclamation, Rob Kroeker is elected Chair and Tina Dion is elected Vice-Chair for a term from September 27, 2018 to July 31st, 2019.
- 03 Committee Membership
ACTION: Chair, Rob Kroeker will email each Governor asking for their preference for a committee and advise the Board Secretary.
- 04 Conflict of Interest Reaffirmation
A statement of affirmation of the Conflict of Interest Bylaws read. All member of the Board acknowledged and confirmed their agreement to abide by the Bylaws.
- 05 Board Retreat come back to this.
See 06.04 – Strategic Plan Development

2018-03-06 STRATEGIC MATTERS

01 Financial Reports to Q1 to June 30th, 2018

Chair of the Finance & Audit Committee, Jackie Gorton, spoke to the financial reports, noting everything is proceeding as expected.

MOVED by Jackie Gorton, seconded by Steven Gamble

THAT the 2nd Quarter forecast be approved as presented.

MOTION CARRIED

02 SOFI Report

A copy of the SOFI report was previously distributed (copy on file). Jackie Gorton provided an overview of the report which is required annually.

MOVED by Jackie Gorton, seconded by Sukhminder Virk

THAT the SOFI report be approved as presented.

MOTION CARRIED

03 KPI Targets for F19

Tracey Carmichael, Director, Institutional Research, joined the meeting. A copy of the KPIs was previously distributed (copy on file). Tracey provided input on the KPIs and answered questions as to which KPIs were green, yellow and red.

ACTION: 2nd Quarter KPI results will be presented to the November Board meeting for information.

04 Strategic Plan – Proposal for moving forward for F18/29

Rob Kroeker noted that the strategic planning process will be implemented with a 1-day board retreat with an outside Consultant, Louise Watson of Adura Strategy to lead the discussion. This retreat will determine whether we will start afresh, or work with the existing plan. It is hoped the new or revised Plan can be completed by June 2019, in order to allow time for the JIBC Education Plan 2020-2025 to be developed along with related KPI's prior to the launch on April 1, 2020.

ACTION: Board Secretary will work with Louise Watson to determine a retreat date. (Secretarial note: A half-day session is confirmed for January 10th, 2019)

2018-03-07 IN-CAMERA – (WITHOUT EXECUTIVE AND SECRETARY)

01 Police Academy Review

02 President's Goals (F2017/2018) Self Evaluation

03 President's Contract – Reopen (2017-2022)

2018-03-08 NEXT MEETINGS

2018: November 29th, New Westminster Campus in conjunction with the JIBC Foundation Board of Directors followed from 4:30 – 7 JIBC Corrections Division 40th Anniversary Celebration in the JIBC atrium.

2019: March 28, June 6, September 26, November 29.



Sukhminder Virk
Board Chair

