

**NICOLA VALLEY INSTITUTE of TECHNOLOGY**

**Board of Governors Audit & Risk Management**

**MINUTES**

August 24, 2021, 4:00pm

Zoom Meeting

**ARM COMMITTEE:**

Paul Donald, Chair

Joe Bevan

Lennard Joe

Melissa Louie

**EX-OFFICIO**

Ken Tourand, President & CEO

**LEADERSHIP TEAM**

Ernie Gran, AVP, Finance & Administration

**RECORDER:**

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

**1. Call to Order**

**1.1 Call to Order**

Paul called the meeting to order at 4:10pm.

**1.2 Adoption of Agenda**

**It was moved and seconded that**

the ARM Committee meeting agenda be adopted as presented. **Motion Carried.**

**1.3 Review and Adoption of Minutes**

**It was moved and seconded that**

the June 3<sup>rd</sup>, 2021 minutes be approved 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 July 10<sup>th</sup>, FTE is 110% higher than the previous year. FTE increases include Community Education at 680%, Vancouver at 41% and Merritt at 32% higher.
- Ancillary Operations has a net increase of profit of \$44K over the previous year.
- The HVAC project is a month behind schedule to due to weather & fire conditions.
- A potential cyber attack was discovered in June but the activities were blocked immediately. An Incident Response Plan is being created. The firewall system was upgraded and a new firewall purchased.
- Question: What are we doing as an organization to ensure everybody knows the risk when they access outside links and let hackers in?  
Answer: NVIT is proactive. All employees have been requested to take cyber training and new employees must undergo cyber training as part of their onboarding. The IT department regularly sends out spam emails to employees. Those employees that click on the spam three times are required to undergo cyber training.
- Question: If an incident happens, is it shared with everyone? It's a good reminder as people become complacent after time.  
Answer: External spam emails are flagged and Ernie or IT make staff aware of them.

## 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 present the SOFI report to the Board Executive for approval at their September 9th meeting.

## 2.3 GIC Investment Renewal

The GIC's are in a one-year term deposit at 1.15% interest rate.

## 2.4 Signing Authority Policy

**It was moved and seconded that**

the Signing Authority policy be accepted and recommended to the Board for approval. ***Motion Carried.***

Changes to the policy included updating positions / titles and adding RBC.

For the future "track changes" will be used so the changes can easily be identified.

### 3. *Other Reports*

#### 3.1 **Surplus/Deficit Briefing Note & Ministry Correspondence**

NVIT continues to grow but the base funding remains relatively unchanged. This impacts the workload and responsibilities of exempt and support staff employees. Soft funding will no longer be applied for and key strategic employees will be hired to alleviate the workload. The ARM members supported Ken's strategy.

Discussion:

Having staff work off the corners of their desks or outside of their functions is not a long-term sustainable solution.

Agree with the strategy. Unless we make a stand it won't be known. It's time to do it.

Plan deficits in areas of support that do not hurt the organization.

NVIT is forbidden to table a deficit budget and the ARM & Board will be updated as necessary.

#### 3.1 **Daycare**

There were two responses to the RFP for the daycare, the existing childcare society and Conayt Friendship Society. An attempt to negotiate an agreement with the existing provider failed. As a result, we have moved on to Conayt. Conayt will assume responsibility of the daycare in early January 2022.

### 4. *Board Governance*

4.1 No report.

### 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 adjourn at 4:53pm. ***Motion Carried.***

**NEXT MEETING: Thursday September 23, 2021**