

NICOLA VALLEY INSTITUTE of TECHNOLOGY

Board of Governors

MINUTES

Audit & Risk Management Meeting #2021/01 – January 25, 2021

Zoom Meeting

CHAIR

Paul Donald

ARM COMMITTEE

Lennard Joe

Melissa Louie

Maynard McRae

EX-OFFICIO

Ken Tourand, President & CEO

LEADERSHIP TEAM

Ernie Gran, AVP, Finance & Administration

RECORDER:

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

Note: Due to technical challenges with Zoom, Melissa was a little late joining the meeting. IT will be asked to attempt to resolve these issues before the next Board meeting.

1. Call to Order

1.1 Call to Order

Board ARM Chair Paul Donald called the meeting to order at 3:38pm.

Paul welcomed guests Brent Ashby & Debbie MacKinnon to the meeting.

1.2 Adoption of Agenda

It was moved and seconded that

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

1.3 Review and Adoption of Minutes

It was moved and seconded that

the December 7, 2020 minutes be approved as presented. ***Motion Carried.***

2. **Financial Reporting and Statutory Items**

2.1 **2021 KPMG Audit Plan**

Brent Ashby reviewed the Audit Plan.

Discussion:

- Brent asked the ARM committee to consider if there are any fraud risks at NVIT that he should be aware of. Typically, this question is asked during the meeting but if at any time during the year there are concerns Board members are encouraged to reach out and discuss them with Brent.
- Question: Are the IT risks included in the fees?
Answer: Yes and the IT penetration testing will be done after the audit and a report compiled when completed.
- Question: How many years has KPMG been NVIT's auditor?
- Answer: KPMG has been NVIT's auditor since 1997.
Ken added that the current agreement with KPMG goes until 2023. Every five years the request for a proposal for an auditor goes out and is posted on the Ministry's BCBid.
- The Asset Retirement Obligations Standard and the Revenue Standard have been delayed one year due to COVID.

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 17% lower than the prior year. NVIT has achieved 87.7% of the AEST FTE target.
- Question: With deferred revenues, are work & deliveries in the communities being impacted?
Answer: Yes, some communities have shut down and trades deliveries have been postponed. This changes daily and the AVP is in regular contact with the communities.
- Forecast – Ernie reported that a letter was received from the Ministry regarding an adjustment to the Quarterly forecast. The adjustment is for \$400K to rectify the Collective Agreement with the union. The ARM members agreed there were no issues and approved the amount be added to the forecast. ARM Chair Paul Donald will sign off the revised forecast.

2.4 **Annual Investment Report**

It was moved and seconded that

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

The investments are accruing a small amount monthly. The investments mature in August at which time Finance will explore other options.

2.5 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 & NVIT Student Society were given opportunity to share this information with students and submit feedback to the President's office. No responses were received.

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 4:23pm. ***Motion Carried.***

**NEXT ARM MEETING: ARM/Board Teleconference Meeting
 Tuesday April 6, 2021**