

# QUEST UNIVERSITY CANADA BOARD MEETING

FRIDAY, MAY 4, 2018

## MINUTES

**Present:** Mary Jo Larson, Peter Webster, David Fujimagari, and Stuart Louie.

**Others:** George Iwama, President and Vice-Chancellor of Quest University; Ellen Flournoy, Faculty Liaison; and Flora Ferraro, VP of Finance and Operations.

**Apologies:** Chief Dale Harry, Michael Hutchison, and Claude Rinfret (phone in during Executive Session).

**Chair:** Mary Jo Larson

Recording Secretary: Sue O'Connell

9:05 am - meeting began.

### 1. Guest Introduction and Approval of Agenda

Before the meeting got underway, Mary Jo thanked Ellen for her service as Faculty Liaison on the Board and presented her with a gift as a show of appreciation.

Mary Jo explained the new format of the meetings going forward. The Consent Agenda will contain items that can be approved by consent without the need for further discussion or clarification. Mary Jo asked if any of the Consent Agenda items needed to be moved into the regular agenda. Peter asked for clarification on which Presidents Emeritus Policy was being approved. Mary Jo explained that the Presidents Emeritus policy that was presented to the Board on March 2 is to be rescinded in favour of the policy previously adopted on January 22, 2016. Peter advised that the current policy is not detailed enough and that the amendments being made to the version presented at the last meeting should be implemented into this version.

### 2. Consent Agenda

***Peter moved to rescind the President Emeritus Policy that was presented to the Board at the March 2 meeting but amend the existing policy as per Claude's motion from the last Board meeting to include a way to remove the position on the decision of the Board. David Helfand's election to President Emeritus status remains confirmed. Seconded by David and carried unanimously.***

George presented his President's Report. This report will be provided to the Board before the meetings going forward. He advised that the CAO selection committee process is continuing but the interim CAO Doug Munroe is doing well. He informed the Board that James Byrne (previous Interim CAO) has accepted the position of Special

Advisor to the President. George informed the Board that he is seeking a creative learning space off-campus for Quest in the Squamish community. The Board discussed with George how cost would be covered. The purpose of the space is to better connect the Quest community with the Squamish community, which will have access for a fee, and create a safe area for students to use machinery

***Stuart moved to approve the Consent Agenda. Seconded by Peter and carried unanimously.***

9:25 am – Abby Majendie, Manager of Advancement and Admissions Recruitment entered the meeting.

### **3. Advancement**

Abby presented an Advancement update to the Board. Sarah Howard of Compton Fundraising Consultants provided a memo detailing an evaluation and recommendations for the Quest University Advancement Program. Abby explained the actions that have been taken and will be taken to implement the recommendations. Included is an updated web page that will offer donors the option to donate funds to areas such as Financial Assistance (scholarships, financial aid/bursaries, room & board), Capital Projects & Equipment, Programs, Area of Greatest Needs, and the Alumni Endowment Fund. The communications team is also creating brochures on Giving Opportunities and Cases for Support. A dedicated gifts list will include a focus on the Canadian and U.S. Foundations that align with Quest's mission, vision, and value statements. Abby is completing donor research and plan-asks by showcasing what the tutors do and what is needed. She advised the Board that the University has sent out donor recognition letters and suggested having a designated space on campus to showcase the donors.

**Action: Abby to provide a message and a contact list to the Board members of anyone that donated over \$1000 so that the Board members could personally call or write to them to say thank you.**

The Board members discussed creating a showcase of donors that can be respectful of all donor amounts. Abby distributed a Quest Funding Priorities List to the Board members and advised them that it is still being edited for capital projects, equipment and programs and the required funds. George brought the Board's attention to two proposed Advancement policies: QUC Gift Policy and QUC Naming Rights Policy. These policies will be put on the Consent Agenda for the next Board meeting. The Board members suggested some changes to the draft policies.

10:14 am – Abby left the meeting.

### **4. Strategic and Capital Planning**

George explained what work Marjorie Wonham and Bonny Randall have completed with Destination Quest. He discussed the outcomes of the Environmental Scan and the SWOT analysis. He informed the Board that the Executive Team used this document during the Strategic Planning session and formed the top five Strategic Properties that

Quest would like to focus on for the next five years. The Board discussed organizing a retreat where they can discuss the Strategic Plan in detail.

10:43 am – Ellen left the meeting.

10:45 am – Ellen rejoined the meeting.

The Board members discussed who should be involved in the retreat.

10:51 am – Stuart left the meeting.

10:55 am – a ten-minute break was agreed upon.

11:05 am – meeting resumed with the absence of Stuart Louie.

## **5. Board Development**

Student liaison to the Board

The Board discussed the need for terms of reference for all Board positions. Each new liaison to the Board needs to be able to understand what is expected from them and what their position entails. Creation of the terms of reference is the responsibility of the Governance and Nominations Committee.

11:15 am – Stuart rejoined the meeting.

The Board discussed in detail the well-qualified nominees received from the Student Representative Council for the Student Liaison to the Board and Student Experience Committee positions.

***Peter moved to elect Nicole Zanesco for the position of Student Liaison to the Board and Josie Bauman for the position on the Student Experience Committee. Seconded by Stuart and carried unanimously.***

12:04 pm – Ellen left the meeting and returned at 12:06 pm.

The Board discussed the Alumni nominees for Board member. Although all three nominees appeared well-qualified, it was agreed that the process of nominating an Alumni Board member, who would be a full voting member for five years, should follow the same approach used for the other Board members; each nominee should be interviewed and vetted in a more detailed manner to make sure the best candidate is chosen.

12:17 pm – Flora left the meeting and returned at 12:19 pm.

**Action: Peter and available Governance and Nominating Committee members will hold interviews (via phone) with all the nominated Alum for the Board member position, to be scheduled by Sue. The position will be effective as of September 2018, contingent on the outcome of the interviews.**

12:20 pm – Trevor Mannion, Director of Admissions and Financial Aid, enters.

Trevor brought Eric De Paoli, Admissions Councillor; Forrest Ryneearson; Senior Admissions; and Glydia Buchanan; Admissions and Data Support with him. Each

person introduced themselves and their roles in the Admissions Department. The Board members thanked them for their work for the University and they left. Trevor informed the Board of the other members of the Admissions Department and what their roles are. He informed everyone that Brad Klees (President, Quest University Canada Alumni Association) has accepted the position of Associate Director of Admissions with Quest. Trevor handed out a Report on Admissions as of May 3, 2018 to the Board members. Trevor discussed the number of deposits received compared to previous years, at this time, and reasons for the differences.

12:37 pm – Peter left the room and returned at 12:39 pm.

Trevor discussed the challenges and highlights his team have dealt with this year. The Admissions team continues to build and strengthen relationships and is actively promoting Quest with the help of the Communications Department. Trevor informed the Board that Quest is now listed on the NACAC (National Association for College Admissions Counsellors) website as an institution that is still accepting applications for admissions and financial aid.

1:02 pm – Claude joined the meeting via conference call.

Trevor also described the Admissions team's summer action plans. The Board requested weekly Admissions reports from Trevor and expressed their appreciation for all his support and the support of his team.

1:11 pm – Trevor left the meeting.

1:15 pm – The meeting was adjourned for lunch, and Ellen and Sue left after a Quest promotional video was shown.

The Executive Session followed lunch.